

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 24 OF 2020

DATE ISSUED 16 OCTOBER 2020

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
BASIC EDUCATION	A	03 - 06
COOPERATIVE GOVERNANCE	B	07
DEFENCE	C	08 - 16
EMPLOYMENT AND LABOUR	D	17 - 28
ENVIRONMENTAL FORESTRY AND FISHERIES	E	29 - 30
GOVERNMENT PENSIONS ADMINISTRATION AGENCY	F	31 - 38
HIGHER EDUCATION AND TRAINING	G	39 - 50
HOME AFFAIRS	H	51 - 58
HUMAN SETTLEMENTS	I	59 - 67
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	J	68 - 88
NATIONAL PROSECUTING AUTHORITY	K	89 - 97
PLANNING MONITORING AND EVALUATION	L	98 - 99
PUBLIC SERVICE AND ADMINISTRATION	M	100 - 101
STATISTICS SOUTH AFRICA	N	102 - 103
TRADITIONAL AFFAIRS	O	104 - 105
WATER AND SANITATION	P	106 - 119

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
GAUTENG	Q	120 - 162
KWAZULU NATAL	R	163 - 212
NORTHERN CAPE	S	213 - 214
NORTH WEST	T	215 - 225
WESTERN CAPE	U	226 - 246

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 30 October 2020
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications (The certification must be not older than six (6) months from the date of the advert). NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers' License and registration certificate must be attached if required).

MANAGEMENT ECHELON

- POST 24/01** : **CHIEF DIRECTOR: FOUNDATIONS FOR LEARNING REF NO: DBE/CDFL/01**
Branch: Delivery and Support
Chief Directorate: Foundations for Learning

- SALARY** : R1 251 183 per annum (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have an appropriate Bachelor's degree or equivalent qualification (NQF level 7) as recognized by SAQA with at least 5 years' experience at Senior Management level. Extensive knowledge and experience in the development and implementation of policies and strategies aimed at improving early childhood and early grade learning, with a focus on foundations for learning in young children. A strong background in the field of education, with a solid appreciation of the CAPS. Extensive knowledge in literacy and reading promotion. Process competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management, and Conflict Management. Good communication (verbal and written) skills and computer literacy are essential. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's license and be willing to travel extensively.

- DUTIES** : The successful candidate will be responsible for providing strategic leadership, oversight, management and guidance to three Directorates, namely: Early Childhood Care and Stimulation, Early Childhood Learning, and Reading. The incumbent will also be expected to have a clear understanding of challenges facing the education system in early grade teaching and learning, especially when it comes to promoting reading, writing and counting; early childhood care and learning, as well as how these can be overcome. Providing strategic leadership and guidance to

the Directorates and the Sector with regards to the Department's vision and agenda for promoting early grade learning. Providing leadership in the implementation of key sector mandates and priorities. Providing leadership and guidance in the development and implementation of policies and strategies in Early Childhood Development and Reading. Provide leadership in the establishment and maintenance of strategic partnerships in the sector. Providing inspirational leadership and support to staff to create a conducive working environment. Ensuring that appropriate financial, administrative and human resource management are in place in accordance with the relevant Public Service and Administration Policies and the PFMA.

ENQUIRIES

: Ms J Masipa Tel No: (012) 357 3295/ Ms N Monyela Tel No: (012) 357 3294

NOTE

: A Certificate for SMS pre-entry programme is required for all SMS appointment, the full details of the outlined requirements and course information can be sourced by following the link. <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 24/02

: **DIRECTOR: EARLY CHILDHOOD LEARNING REF NO: DBE/DECL/02**
Branch: Delivery and Support
Chief Directorate: Foundations for Learning
Directorate: Early Childhood Learning

**SALARY
CENTRE
REQUIREMENTS**

: R1 057 326 per annum (All-inclusive remuneration package)
: Pretoria
: Applicant must have an appropriate Bachelor's degree or equivalent qualification (NQF level 7) as recognized by SAQA with at least 5 years' experience at Middle/Senior Managerial level. Relevant experience preferably within the Early Childhood Education Sector. Extensive knowledge in the development and learning of young children. Knowledge of the key challenges in ECD and how these can be mediated to improve the quality of learning outcomes in schools and to contribute to success in later life; In depth knowledge of the National Curriculum Framework and its implementation in birth (0) to 4 year-old range; Knowledge of the National Qualifications Framework and Curriculum Development and Management processes; Knowledge of and ability to work with critical stakeholders within the Sector to strengthen the implementation of Early Childhood Development programmes; Ability to ensure the development and to monitor the implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; Ability to provide strategic leadership to the ECD sector including the ECD Function Shift from the Department of Social Development to the Department of Basic Education; Good general management skills; A thorough understanding of and experience in all processes involved in project management; Ability to coordinate and manage the finances of the directorate in line with the PFMA and procurement processes; Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes; Planning and organising skills; Strong leadership qualities; Advanced computer skills; Good interpersonal relations and the ability to handle pressure; A valid driver's license. Process Competencies: Knowledge Management; Service Delivery

DUTIES

: Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management, and Conflict Management.
: The successful candidate will be responsible for managing the development, evaluation and maintenance of policies, programmes and systems for Early Childhood Development and monitor their implementation; Developing, implementing and monitoring ECD Strategy to ensure expanded access to early childhood education and learning; Undertaking a process of ensuring that Grade RR is compulsory in the near future; Managing the administration of the Directorate; Implementing the National Strategy for Learner Attainment (NSLA); providing Special Interventions and Support Programmes to provinces, districts and ECD Centres, sites and programmes; Ensuring the implementation of Curriculum, Monitoring and Supporting of early childhood learning; Developing, implementing and monitoring ECD Strategy for early access to education for children with Special Education Needs, including those with disabilities; Coordinating and managing the ECD Integrated Policy and Plan; Supporting the ECD Function Shift from Department of Social Development to Department of Basic Education; Strengthening intra-and inter-sectorial collaboration; Managing and monitoring of Capacity Building and Empowerment Programmes for practitioners and parents; and providing professional support to provinces/districts/ECD Centres in curriculum implementation.

ENQUIRIES

: Ms J Masipa Tel No: (012) 357 3295/ Ms N Monyela Tel No: (012) 357 3294

NOTE

: A Certificate for SMS pre-entry programme is required for all SMS appointment, the full details of the outlined requirements and course information can be sourced by following the link. <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 24/03

: **DIRECTOR: ENHANCEMENT OF PROGRAMMES AND EVALUATION OF SCHOOL PERFORMANCE REF NO: DBE/EPEP/03**

Branch: Delivery and Support

Chief Directorate: Curriculum and Quality Enhancement Programmes

Directorate: Enhancement of Programmes and Evaluation of School Performance

The position requires a proactive person with strong conceptual, strategic and leadership skills, as well as proven management ability. The successful candidate will be responsible for the management of the development, implementation, monitoring and evaluation of policies and programmes to coordinate and strengthen the provisioning of Learner Teacher Support Material (LTSM).

SALARY CENTRE REQUIREMENTS

: R1 057 326 per annum (All-inclusive remuneration package)

: Pretoria

: Applicant must have an appropriate Bachelor's degree or equivalent qualification (NQF level 7) as recognized by SAQA with at least 5 years' experience at middle/senior managerial level. This should ideally be supported by substantial experience in education. Excellent communication, inter-personal and writing skills are vital. Candidates

should have experience of high-level strategic planning processes, human resource and performance management and financial management. The position requires a proactive person with strong conceptual, strategic and leadership skills, as well as proven management ability. Applicants must have extensive and relevant knowledge relating to the work of provinces within the Basic Education sector. Extensive knowledge of education policies; Good computer skills including MS Word, MS Outlook, MS Excel and MS Power Point. Ability to work under pressure and a valid driver's license. Excellent communication (verbal and written) skills and the ability to proof-read and edit documents; Good and functional knowledge of Government prescripts and government procurement processes; knowledge of Monitoring, Evaluation and Reporting systems and processes; Knowledge of the educational framework and policies; Knowledge and understanding of the Department's Annual Performance Plan (APP), Public Finance Management Act (PFMA), Schooling 2025, Action Plan 2014 and the Minister's Delivery Agreement; Understanding of the curriculum; Excellent data and information management skills; Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management, and Conflict Management. Development and management of electronic systems.

DUTIES

: The successful candidate will be responsible for the management of the development, implementation, monitoring and evaluation of policies and programmes to coordinate and strengthen the provisioning of Learner Teacher Support Material (LTSM); providing strategic leadership, managing, provision of quality accessible cost effective Learning and Teaching Support Material (LTSM); Developing and implementing of LTSM policies. Developing and monitoring a Sector Plan for the development, printing, procurement as well as delivery of LTSM Norms and Standards, as well as business processes. Developing and implementing of a plan for building the capacity of the state for the provision of quality and accessible LTSM. Developing and implementing of plan to increase LTSM retention. Coordinating the LTSM Grade R – 12 resourcing in the sector to support the curriculum and enhancement programmes.

ENQUIRIES

: Ms J Masipa Tel No: (012) 357 3295/ Ms N Monyela Tel No: (012) 357 3294

NOTE

: A Certificate for SMS pre-entry programme is required for all SMS appointment, the full details of the outlined requirements and course information can be sourced by following the link. <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

- APPLICATIONS** : Applications may be submitted electronically via email to cogta81@ursonline.co.za or via fax: 086 415 5709.
- FOR ATTENTION NOTE** : URS Response Handling, Tel No: (012) 811 1900
- : The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as copies of ID and all qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.
- CLOSING DATE** : 06 November 2020

OTHER POST

- POST 24/04** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: 28499/01**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (An all-inclusive remuneration package)
- : Pretoria
- : A three-year National diploma in Accounting/Financial Management or a three-year Bachelor's degree in Accounting/Financial Management or equivalent qualification with 3 – 5 years relevant experience in the Finance field. Generic competencies: Planning and organising. Coordination. Problem solving and decision-making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical competencies: Knowledge and understanding of: Public Finance Management Act (PFMA). Treasury Regulations. Generally Accepted Accounting Principles (GAAP). Extensive knowledge of Basic Accounting System (BAS) and the Division of Revenue Act (DoRA). General ledger reconciliation and analysis. Debtor control and creditor payments.
- DUTIES** : The successful candidate will perform the following duties: Administer and implement revenue management system. Manage and monitor accounting and bookkeeping functions. Manage departmental expenditure and payments system. Administer the Division of Revenue Act (DoRA) grants and transfers to entities. Develop, review, monitor and implement financial policies, procedures and internal controls.
- ENQUIRIES** : Ms P Sithole Tel No: (012) 334 0836

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 30 October 2020 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

MANAGEMENT ECHELON

- POST 24/05** : **CHIEF AUDIT EXECUTIVE (DEPUTY DIRECTOR-GENERAL):**
DEPARTMENT OF DEFENCE REF NO: 58/20
(Permanent)
- SALARY** : R1 521 591 per annum (Level 15) (All-inclusive salary package).
CENTRE : Eco Park, Highveld, Pretoria.
REQUIREMENTS : A Senior Certificate, a Junior Degree and a Postgraduate Qualification (NQF 8) in Internal Auditing/ Finance as recognised by SAQA and must be certified Internal Audit. Must have 8-10 years proven experience at senior managerial level within internal auditing/ financial management environment. Certificate for entry into the SMS (The course is available at the National School of Government or following link: https://www.thensg.gov.za/training-course/sms-pre-entry_programme. Must be a membership of the Institute of Internal Auditors (IIA). The successful candidate must have executive management experience with strong leadership capabilities and an extensive experience in strategic and managerial positions at an executive level. He/she must have an

understanding of the functioning of government. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government policies and legislation impacting on the Department and its relationship with International, National, and other stakeholders. Knowledge and skills on financial management and internal auditing. In-depth knowledge of corporate Governance, Risk and Risk and Controls including confidentiality, ethics and fraud awareness. Knowledge of the government security sector, would be advantageous. He/she will be expected to be innovative and have organisational abilities, excellent writing skills, Must possess the SMS Core Management Criteria: Strategic Capability and Leadership; Client Orientation and Customer Focus; Problem solving and Analysis, People Management and empowerment, Project management skills, Financial management and Change Management.

DUTIES

: Provide strategic capability and leadership to the Internal Audit Division: Provide strategic capability and leadership to the Division in realising Divisional objectives; Support the Accounting Officer in maintaining efficient and effective controls to achieve the objectives; Support management in the achievement of strategic objectives again performance measures; Manage the collection of information for audits and the compilation of internal audit reports to the accounting officer and audit committee; Report on the performance of the Division and the results of internal audit engagements; Manage and report on the performance of Forensic/ Fraud Audits and the results of internal audit engagements; Manage the monitoring of the policy and legislative framework to ensure that cognisance is taken of new developments; Manage the development and maintenance of internal audit methodologies policies and procedures; Provide advice and guidance to role players on the requirements and implementation of internal audit methodologies policies and procedures; Develop, implement, monitor and review the effectiveness of the Quality Assurance Improvement Program; Communicate the results of internal audit engagements to the Accounting Officer and Audit Committee on a quarterly basis; Monitor and report on the implementation of interventions identified as outcomes of audits. Develop strategic internal audit plans: Lead and direct the identification of the key risk areas for the department emanating from current operations as set out in the strategic plan and risk management strategy; Ensure the development of the three-year strategic risk based internal audit plan; Ensure the development of the annual internal audit operational plan; Communicate the internal audit strategy and internal audit plan to department. Coordinate with other internal and external service providers of assurance and consulting services to ensure proper coverage to minimise duplication of effort: Establish broader stakeholder involvement in the provision of assurance and consulting services to the Department to communicate roles and responsibilities and expectations; Encourage participation and mutual understanding by establishing a Combined Assurance forum; Identify and analyse opportunities for innovative ideas. Keep up to date with new developments in the Internal audit environment: Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the relevant sector, legislative frameworks, standard changes and policy frameworks continuously; Engage in relevant continuous professional development activities; Promote the importance of knowledge sharing within own area and across the organisation; Identify opportunities to exceed customer expectations. Liaison with relevant Stakeholders. Manage the Internal Audit Division.

**ENQUIRIES
APPLICATIONS**

: Vice Admiral A.E. Kubu Tel No: (012) 355 6046
: To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X 976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street).

FOR ATTENTION

: Ms K.B. Muregu

<u>POST 24/06</u>	:	<u>CHIEF DEFENCE INTERNATIONAL AFFAIRS (DEPUTY DIRECTOR-GENERAL): DEPARTMENT OF DEFENCE REF NO: 59/20</u> (Permanent)
<u>SALARY</u>	:	R1 521 591 per annum (Level 15) (All-inclusive salary package).
<u>CENTRE</u>	:	ARMSCOR Building, Erasmuskloof, Pretoria.
<u>REQUIREMENTS</u>	:	A Senior Certificate, a Junior Degree in Law and a Postgraduate Qualification (NQF 8) in International Relations as recognised by SAQA. Must have 8-10 years proven experience at senior managerial level within international affairs environment. Certificate for entry into the SMS (The course is available at the National School of Government or following link: https://www.thensg.gov.za/training-course/sms-pre-entry_programme . Admission as Senior Advocate/ Attorney) the successful candidate must have strong leadership capabilities and an extensive experience in strategic and senior managerial positions level. He/she must have an understanding of the functioning of government and the role of the Defence Secretariat as defined in the Constitution, Act 108 of 1996. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government policies and legislation impacting on the Department and its relationship with International, National, and other stakeholders. Advanced knowledge of: International Affairs Policy Knowledge of the government security sector. Must be able to build and maintain a wide network of internal and external relationships. He/she will be expected to be innovative and have organisational abilities, excellent writing skills. Must possess the SMS Core Management Criteria: Strategic Capability and Leadership; Client Orientation and Customer Focus; Problem solving and Analysis, People Management and empowerment, Project management skills, Financial management and Change Management.
<u>DUTIES</u>	:	Provide strategic direction for international Defence Affairs: Ensuring of an International Defence Affairs Policy and Strategic Business Plan; Rendering of specialised management and advice to enhance civil control of defence in support of the Secretary for Defence; Providing of expert inputs and advice relating to Defence International Affairs to the Department; Provision of priorities for the establishment of bilateral and multilateral international agreements; Establishing of internal control systems for the execution of Defence International Affairs. Determine priorities for defence diplomacy initiatives; Promulgate departmental Defence International Affairs (DIA) objectives and priorities; Promulgate DIA policy and instructions; Establish a planning model for the establishment of defence international affairs; Ensure inclusion of signed agreements in Departmental performance reports of DIA; Ensure alignment of DIA initiatives with the priorities and initiatives of the Presidency, the MOD and South Africa's Foreign Policy. Ensure Defence Multilateral Affairs: Facilitating of the approval process for defence international agreements; Preparation and submission of prescribed documentation; Co-ordinate DOD international agreement liaison initiatives; Compile comprehensive instructions wrt the maintenance and/or enhancement of international defence agreements; Establish internal control systems for international defence agreements; Establish multilateral defence commitments; Establish and maintain of liaison channels with multilateral organisations e.g. SADC, AU, and NATO. Ensure the adherence to international Legal policies and prescripts: Analysing of international legal instruments, including Treaties, PACTS, MOU's Protocols, SOFA's TCC Agreements, IO's and Technical Arrangements; Scrutinizing of DIA agreements documentation to ensure adherence to International Legal prescripts; Provide specialist advice on international legislation. Management of the Division.
<u>ENQUIRIES</u>	:	Vice Admiral A.E. Kubu Tel No: (012) 355 6046

APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X 976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street).

FOR ATTENTION : Ms K.B. Muregu

POST 24/07 : **CHIEF DEFENCE LEGAL SERVICES (DEPUTY DIRECTOR-GENERAL): DEPARTMENT OF DEFENCE REF NO: 60/20**
(Permanent)

SALARY : R1 521 591 per annum (Level 15) (All-inclusive salary package).
CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria.
REQUIREMENTS : A Senior Certificate, a Junior Degree in Law and a Postgraduate Qualification (NQF 8) in Law as recognised by SAQA. Must have 8-10 years proven experience at senior managerial level within legal environment. Certificate for entry into the SMS (The course is available at the National School of Government or following link: <https://www.thensg.gov.za/training-course/sms-pre-entry> programme. Admission as Senior Advocate/ Attorney) the successful candidate must have strong leadership capabilities and an extensive experience in strategic and senior managerial positions level. He/she must have an understanding of the functioning of government. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government policies and its relationship with International, National, and other stakeholders. Advanced knowledge of: South African Constitutional Law, Administrative Law, Common Law, Case Law, DOD policies, Law of Contract, Interpretation of Statutes. Planning and Development Law, Civil Litigation and Mediation, Public Service Act and Regulations, PFMA and NT, Promotion of Access to Information (PAIA), Promotion of Administrative Justice Act (PAJA). Advanced knowledge in providing legal opinions/ advise and change management. Knowledge of the government security sector, would be advantageous. He/she will be expected to be innovative and have organisational abilities, excellent writing skills. Must have litigation skills, defense skills, research skills. Must possess the SMS Core Management Criteria: Strategic Capability and Leadership; Client Orientation and Customer Focus; Problem solving and Analysis, People Management and empowerment, Project management, Financial management and Change Management.

DUTIES : Ensure and oversee the provisioning of legal advice: The provisioning of HR legal advice including labour relations; the provisioning of policy, MOU and legislative drafting legal advice; the provisioning of litigation and dysfunction administration legal advice; the provision of contracting and contract administration legal advice. Ensure and oversee the administration of military justice system and the provisioning of military legal services: The ensuring of military prosecutions; the provisioning of military defence counsel; the conducting of valid military trials; the provisioning of military judicial review; the provisioning of operations and force preparation legal services to the SANDF. Ensure and oversee the provisioning of legal support services: The provisioning of personnel development and utilisation services; the provisioning of domestic logistics services; the provisioning of planning and budgeting, systems, structuring Service Agreement Management, comptroller and management services. The provisioning of legal training. Management of the Division.

ENQUIRIES : Vice Admiral A.E. Kubu, Tel No: (012) 355 6046.
FOR ATTENTION : Ms K.B. Muregu
APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X 976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street)

POST 24/08 : **CHIEF DEFENCE MATÉRIEL (DEPUTY DIRECTOR-GENERAL):**
DEPARTMENT OF DEFENCE REF NO: 61/20
(Permanent)

SALARY : R1 521 591 per annum (Level 15) (All-inclusive salary package).
CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria.
REQUIREMENTS : A Senior Certificate, a Junior Degree and a Postgraduate Qualification (NQF 8) in Logistics/ Military/ Public Management as recognised by SAQA. Must have 8-10 years proven experience at senior managerial level within supply chain management or related environment. Certificate for entry into the SMS (The course is available at the National School of Government or following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate must have executive management experience with strong leadership capabilities and an extensive experience in strategic and managerial positions at an executive level. He/she must have an understanding of the functioning of government. The successful candidate must have an understanding of the Constitutional mandate of the Department, the relevant government policies and legislation impacting on the Department and its relationship with International, National, and other stakeholders. Knowledge of the government security sector, would be advantageous. He/she will be expected to be innovative and have organisational abilities, excellent writing skills, and must possess the SMS Core Management Criteria: Strategic Capability and Leadership; Client Orientation and Customer Focus; Problem solving and Analysis, People Management and empowerment, Project management skills, Financial management and Change Management.

DUTIES : Ensuring governance, risk and compliance management for matériel: Approve the governance prescripts for promulgation by means of comprehensive instructions wrt acquisition, procurement, disposal and technology; Approve risk management plans wrt acquisition, procurement, disposal and technology; Approve of the promulgation of compliance reports wrt acquisition procurement, disposal and technology. Optimise defence acquisition, technology, procurement and disposal: Direct the acquisition of weapons systems for the services and common purposes; Direct the Armscor corporate obligations towards acquisition process; Authenticate the end-user control certification and implementation of compliance regime; Negotiate international armaments and technologies agreements. Manage Armscor SLA: Negotiate the extent of services to be delivered; Interact on a continuous basis with Armscor; Provide advice to the relevant Armscor officials on a continuous basis; Address media and public enquiries with the administrative support of Corporate Communications. Facilitate capacity and capability within local defence-related industry: Liaise with International Business Partners, the public and Service sectors, Department of Trade and Industry, Armscor and the South Africa Industry to leverage economic benefits and support foreign investment in South Africa; Present and communicate information, reports and testimony as per requirement of stakeholders in the DOD Government, the Public and Private Sector. Coordinate DOOD involvement inter-departmental and inter-national matériel forums: Approve participation in clusters and committees wrt national matériel priorities, strategies and legislation; Approve participation in international defence relations forums for matériel. Manage Defence Matériel Division and provide Corporate Support Services: Provide strategic management and leadership; Provide change management opportunities; Ensuring of Client Orientation and Customer focus; Controlling of the Division budget; managing and empowering of human resources; Administering of internal support.

ENQUIRIES : Vice Admiral A.E. Kubu, Tel No: (012) 355 6046.
APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X 976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street)

FOR ATTENTION : Ms K.B. Muregu

OTHER POSTS

POST 24/09 : **ASSISTANT DIRECTOR: GRIEVANCES REF NO: DLSR/16/20/1**
This post is advertised in the DOD and broader Public Service
Chief Directorate HR Strategic Direction & Policy
Directorate Labour & Service Relations, Armscor Building, Erasmuskloof

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Degree or National Diploma in Labour Relations/HR Management. Certificates in Conciliation/Arbitration/Negotiations. At least two (2) years' experience as a junior manager or supervisory level within the LR or HR environment. HR Management and experience in labour relations will be an advantage. Knowledge of the Public Service Act, 1994, Public Service Regulations & Instructions, Defence Act, 2002, Labour Relations Act, 66 of 1995 and the Individual Grievances Regulations (IGR), 2010. Computer literacy (MS Office), Communication (written and verbal), strategic and analytic thinking, inter personal relations and problem solving and decision making skills. Ability to interpret and apply policy. Be able to work under pressure and independently.

DUTIES : Manage and control the Grievance Office under your command. Maintain LSR system in the Department of Defence (DOD). Implement and maintain policy for dealing with individual grievances in the DOD. Monitor and ensure compliance of Services/Divisions with the IGR and the Interim Instruction on the grievance procedure in the DOD. Investigate grievances lodged and referred to the Grievance Board. Gather & analyse information obtained during investigation. Draft submissions to the Grievance Board with appropriate findings, recommendations and advice. Ensure the efficiency and effectiveness of the Grievance Information Technology System (GITS) in the DOD. Attend meetings as delegated and participate in the Annual Budget planning cycle of the Directorate. Monitor compliance with the Individual Grievances Regulations/HR Grievances Instruction on the grievance procedure in the DOD wrt time frames and reporting on the grievance process in the DOD. Provide expert Labour and Service Relations advice on individual grievances in the DOD. Ensure adherence to time frames wrt the finalisation of grievances referred to the Grievance Board.

APPLICATIONS : Applications may be submitted electronically via email to:
Luther.mdhluli@dod.mil.za

ENQUIRIES : Mr L.L. Mdhluli Tel No: (012) 355 5796.

POST 24/10 : **CONTROL PERSONNEL OFFICER: GRIEVANCES REF NO: DLSR/16/20/2**
This post is advertised in the DOD and broader Public Service
HR Division
Chief Directorate: HR Strategic Direction & Policy
Directorate: Labour & Service Relations, Armscor Building, Erasmuskloof,

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification in Human Resource Management or related fields/Certificate in Labour Relations with at least two years' experience in labour relations. Computer literate (MS Word) (essential). Experience in the human resources and labour relations environment. The following will serve as an advantage: Experience in dealing with grievances, investigations and drafting of submissions to higher authority (essential). Knowledge of the Public Service Act, 1994, Public Service Regulations & Instructions, Defence Act, 2002, Labour Relations Act, 66 of 1995 and the Individual Grievances Regulations (IGR), 2016. Communication (written and verbal), Dispute

- resolution, strategic and analytic thinking, inter personal relations and problem solving and decision making skills. Ability to interpret and the application thereof.
- DUTIES** : Handle grievances within the Department of Defence (DOD) i.e. investigate grievances, draft submissions to the Grievance Board with appropriate findings, recommendations and advice. Monitor and ensure compliance of Services/Divisions with the IGR/HR Grievances Instruction on the grievance procedure in the DOD. Investigate grievances lodged and referred to the Grievance Board. Gather & analyse information obtained during investigation. Draft submissions to the Grievance Board with appropriate findings, recommendations and advice. Resolve individual grievances. Ensure the efficiency and effectiveness of the Grievance Information Technology System (GITS) in the DOD. Provide expert Labour and Service Relations advice on individual grievances in the DOD. Ensure adherence to time frames wrt the finalisation of grievances referred to the Grievance Board. Execute secretarial functions wrt the quarterly Individual Grievances Coordinating Forum (IGCF) meetings.
- ENQUIRIES** : Mr L.L. Mdhului Tel No (012) 355 5796.
APPLICATIONS : Applications may be submitted electronically via email to: Luther.mdhului@dod.mil.za
- POST 24/11** : **CONTROL PERSONNEL OFFICER: MISCONDUCT REF NO: DLSR/16/20/3**
 This post is advertised in the DOD and broader Public Service HR Division
 Chief Directorate: HR Strategic Direction & Policy
 Directorate: Labour & Service Relations, Armscor Building, Erasmuskloof
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification in Human Resource Management or related fields/Certificate in Labour Relations with at least two years' experience in labour relations. Computer literate (MS Word) (essential). Experience in compiling submissions to higher authority (essential). The following will serve as an advantage: Experience in Human Resource Management and knowledge of the statutory framework in the Public Service (eg Public Service Act, Public Service Regulations, Labour Relations Legislation and Employment Equity Legislation. Personal Attributes: The person will have to demonstrate reliability, initiative, flexible and quality orientated. Must be able to work independently, strong on self-direction, self-starter with client focussed attitude. Ability to function efficiently under extreme pressure. Analytical skills.
- DUTIES** : Facilitate and administer the processes of Discipline and Incapacity of PSAP in the DOD, according to the applicable prescriptions. Ensure that personnel corps has been advised regarding correct application of technical prescriptions/correct actions. Advise management on misconduct/incapacity issues. Advise line managers regarding correct application of technical prescriptions/correct actions. Provide a logistical support system during investigations. Evaluate and control reports of Chairpersons regarding imposition of punishment and make proposals to the applicable approving authority. Prepare submissions to Appeal authority on appeals of PSAP to the Disciplinary/Incapacity processes. Evaluate and prepare submissions to Secretary for Defence on reinstatement of PSAP in the DOD. Operate a Personnel information system.
- ENQUIRIES** : Mr L.L. Mdhului Tel No: (012) 355 5796
APPLICATIONS : Applications may be submitted electronically via email to: Luther.mdhului@dod.mil.za

POST 24/12 : **SENIOR PERSONNEL PRACTITIONER: GRIEVANCES REF NO: DLSR/16/20/4**

This post is advertised in the DOD and broader Public Service
Chief Directorate: HR Strategic Direction & Policy
Directorate Labour & Service Relations, Armscor Building, Erasmusklouf

SALARY : R316 791 per annum
CENTRE : Pretoria

REQUIREMENTS : An appropriate Degree or National Diploma in Labour Relations/HR Management. Certificates in Conciliation/ Arbitration/Negotiations, knowledge of HR and experience in dealing with grievances, investigations and drafting of submissions to higher authority are regarded as an advantage. Knowledge of the Public Service Act, 1994, Public Service Regulations & Instructions, Defence Act, 2002, Labour Relations Act, 66 of 1995 and the Individual Grievances Regulations (IGR), 2016. Computer literacy (MS Office), Communication (written and verbal), Dispute resolution, strategic and analytic thinking, inter personal relations and problem solving and decision making skills. Ability to interpret and the application thereof.

DUTIES : Handle grievances within the Department of Defence (DOD) i.e. draft submissions to the Grievance Board with appropriate findings, recommendations and advice. Advise DOD personnel on the application or procedure of grievances. Evaluate reports, investigations against DOD Policy and fair labour practices. Evaluate reports of investigating officers and make proposals to management. Provide expert Labour and Service Relations advice on individual grievances in the DOD. Resolve individual grievances.

ENQUIRIES : Mr L.L. Mdhului Tel No: (012) 355 5796
APPLICATIONS : Applications may be submitted electronically via email to: Luther.mdhului@dod.mil.za

POST 24/13 : **SENIOR PERSONNEL PRACTITIONER: DISPUTES REF NO: DLSR/16/20/5**

This post is advertised in the DOD and broader Public Service
Chief Directorate: HR Strategic Direction & Policy
Directorate Labour & Service Relations, Armscor Building, Erasmusklouf

SALARY : R316 791 per annum
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelors Degree or National Diploma with Labour Law/Labour Relation or Human Resources Management is essential. Special Requirements (skills needed): Experience in the following is an essential requirement: Research, investigation and report writing in relation to disputes. Demonstrate Knowledge of legislation governing labour relations and relevant Public Service prescripts. Demonstrate skills of research, comprehension, analysis and interpretation of prescripts. Computer literate. Good language and communication skills (both written and verbal). Strategic thinking, dispute resolution and negotiation skills. Good organisation, planning and decision-making skills. Ability to compile and maintain statistics in relation to disputes. Ability to work under pressure.

DUTIES : Represent the Department of Defence (DOD) at the relevant bargaining councils. Facilitate the representation of the DOD at the Labour Court. Draft submissions. Render administrative support in all matters in relation to disputes. Advise line management on the application of labour relations processes and systems and compliance with the relevant prescripts. Maintain an accurate database and compile reports on disputes. Provide labour relations advice in the development and implementation of all departmental policies.

ENQUIRIES : Mr L.L. Mdhului Tel No: (012) 355 5796
APPLICATIONS : Applications may be submitted electronically via email to: Luther.mdhului@dod.mil.za

NOTE

: Travelling throughout the republic on a frequent bases is an essential requirement.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 02 November 2020 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 (Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic transcripts including senior certificate, ID-document and a Driver's license where applicable. The certification must be not older than six (6) months from the date of the advert. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).
- ERRATUM:** Kindly note that the post of an Assistant Director: Risk Management (SR9) with Ref No: HR/4/4/3/2ASDRM/UIF published on DPSA website on the 4th of September 2020 with a closing date of 21 September 2020 at the Unemployment Insurance Fund has been withdrawn. Sorry inconvenience. Enquiries: Ms Tinyiko Khumalo Tel: 012 337 1972. Kindly note the post of Assistant Director: Employer Service Coordinator with Ref No: HR 4/4/10/123 for Provincial Office: Western Cape advertise on Public Service Vacancy Circular 22 dated 18 September 2020 with a closing date of 05 October has been withdrawn. Sorry inconvenience. Enquiries: Ms Z Maimane Tel: (021) 4418125

MANAGEMENT ECHELON

<u>POST 24/14</u>	:	<u>DIRECTOR: PUBLIC EMPLOYMENT SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R1 057 326 per annum (All inclusive)
<u>CENTRE</u>	:	Provincial Office: Limpopo-Ref No: HR4/10/20/30LP (X1 Post) Provincial Office: Gauteng-Ref No: HR4/10/20/35GP (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year Degree (NQF7 and SAQA recognized) in Social Sciences/ Industrial Psychology/ Psychology/ Public Administration/ Public Management/ Business Administration/Business Management. A Pre-Entry SMS Certificate. A valid driver's licence. Five (5) years of experience at a middle management level. Three (3) years functional experience in employment services and skills development environment. Knowledge: Good Governance Departmental Policies and Procedures, General administrative procedures, Recruitment and Selection, ILO Conventions Financial Management, PFMA, LRA &EE, COIDA, Skills Development Act, Public Service Regulations. Skills: Planning and organizing, Communication, Good interpersonal relations, Facilitation, Computer literacy, Project management Strong leadership, Research, Presentation, Report writing.
<u>DUTIES</u>	:	Manage the provision of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self-employed. Manage work seeker and employer services (registration of work seekers and employment counselling) within the Province. Provide leadership and technical support on all areas of public employment services. Monitor and report on the implementation of Policies, Standards, Annual Performance Plan and Work Plan. Develop and manage the implementation of capacity programmes on advocacy services. Manage resources of the Directorate PES in the Province.
<u>ENQUIRIES</u>	:	Mr X Sicwebu Tel No: (012) 309 4382
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za
<u>POST 24/15</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY SPECIALIST REF NO: HR4/20/10/10HO</u> (1- year contract)
<u>SALARY</u>	:	R1 057 326 per annum (All inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year degree (NQF7 & SAQA recognised) qualification in Social Work/ Psychology, Environmental Health/Chemical Engineering/ Occupational Health/ Hygiene. Pre-Entry SMS Certificate. Valid driving license. Five (5) years middle management experience in Occupational Health and Safety/Employee Health and Wellness. Knowledge: Departmental policies and procedures, Knowledge of relevant HIV and AIDS related legislations, policies and regulations, Knowledge of the National Strategic Plan for RSA on HIV and AIDS & STIs and Integrated Employee Health & Wellness Framework, EHWP Policies, Code of Ethics, Batho Pele Principles, Human Resources Development Policies. Skills: Communication, Counselling, Negotiation, Decision making, Organisational, Computer literacy, Change/diversity management, Problem solving, Motivational.
<u>DUTIES</u>	:	Manage the implementation of health and safety working environmental programmes/ projects in the Province. Manage the investigation of health-related complaints and accidents. Ensure that there is inspections and enforcement of safety standards, laws and regulations governing the health and safety of individuals. Manage the implementation and promotion of Employee Health and Wellness Programmes and Interventions. Manage all the resources.
<u>ENQUIRIES</u>	:	Ms M Matyila Tel No: (012) 309 4026

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

OTHER POSTS

POST 24/16 : **SENIOR MANAGER: MEDICAL SERVICES REF NO: HR 4/4/8/274**

SALARY : Grade 1: R1 362 366 – R1 467 651per annum (OSD)
Grade 2: R1 512 009 - R1 628 850 per annum (OSD)

CENTRE : Provincial Office: Free State

REQUIREMENTS : MBCHB. Diploma in Occupational Health will be an added advantage. Ten years relevant experience. Registration with the South African Medical and Dental Council. Valid drivers licence. Knowledge: COIDA, Social Security Systems, Public Services, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoL and Fund regulations, policies and procedures, Customer Service (Batho Pele Principles), Fund Values, Fund IT Operating System, Required IT, DPSA guidelines on COIDA, Technical knowledge. Skills: Relevant Technical Proficiency, Business writing, Required IT, Fund IT Operating System, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge management, Service Delivery Innovation, Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, People Management and Empowerment, Communication, Client orientation and Customer Focus, Communication, Work Ethics and self-management, Risk Management and Corporate Governance, Environmental Awareness.

DUTIES : Manage the medical occupational programme for compensation benefits processing. Develop and manage support networks. Provide the medical occupation support to stakeholder. Provide strategic direction. Manage finances and assets. Manage projects and programmes.

ENQUIRIES : Ms E Maneli Tel No: (051) 505 6203

APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS@labour.gov.za

POST 24/17 : **DEPUTY DIRECTOR: ADMINISTRATION AND STRATEGIC SUPPORT REF NO: HR4/20/10/08HO**

SALARY : R733 257 per annum (All inclusive)

CENTRE : Head Office, Pretoria

REQUIREMENTS : Grade 12/ Matriculation. Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Public/Business Administration/Public/Business Management/Human Resources Management. Five (5) years functional experience in Public Administration environment of which two (2) years must be at a supervisory level. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Minimum Information Security Standards, PFMA, Treasury regulations Employment Service Act, Skills development. Skills: General Management, Project Management, Financial Management, Communication, Interpersonal relations, Leadership, Problem solving, Conflict Management, Facilitation, Analytical, Innovative.

DUTIES : Provide strategic project coordination service within Director-General Office. Provide advice Management in the Office of the DG on the status

image of the Department emanating from internal and external Stakeholders. Provide information analysis support on the matter raised by the Director-General through Stakeholder Relationship and Hotline. Develop and ensure the implementation of administrative measures for the efficient operation of the Director-Generals Office. Manage effective and efficient coordination of secretariat services for various committee meetings.

ENQUIRIES : Mr MT Ntleki Tel No: (012) 309 4264
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za

POST 24/18 : **DEPUTY DIRECTOR: EMPLOYMENT RELATIONS (GRIEVANCE, DISPUTE AND DISCIPLINE) REF NO: HR4/20/10/02HO**

SALARY : R733 257 per annum (All inclusive)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/Human Resource Management/ Employment Relations/ LLB. Five (5) functional experience in Employment Relations environment of which three (3) years must be at an Assistant Director level. A valid driver's licence. Knowledge: Labour Relations, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, Interpretation of legislation/ policies, Policy/ guideline formulation. Skills: Management, Communication (verbal and written), Computer literacy, Organising, Analytical, Problem solving, Budgeting/Financial skills, Innovative, Leadership, Negotiating, Presentation, Innovative.

DUTIES : Coordinate the implementation and promotion of Employment Relations programmes and interventions in the Department. Coordinate the finalization of all grievances and complaints received from employees in the Department. Coordinate and facilitate the finalization of all dispute cases in the Department. Provide training and advocacy on labour matters in the Department. Represent the Department in all disputes referred to the General Public Service Sectorial Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Manage the resources within the Employment Relations Unit.

ENQUIRIES : Ms T Roos Tel No: (012) 309 4720
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ@labour.gov.za

POST 24/19 : **DEPUTY DIRECTOR: IT AUDIT REF NO: HR4/4/3/2/DDITA/ UIF**

SALARY : R733 257 per annum (All inclusive)
CENTRE : Unemployment Insurance Fund Head Office
REQUIREMENTS : Three (3) year tertiary qualification in Internal Audit / Computer Science / Information Systems. Certified Information System Auditor- CISA as an added advantage. Certified Information Security Manager-CISM as an added advantage. Valid Drivers license. Three (3) years functional experience. Two (2) years managerial experience. Knowledge: Internal Audit Charter. Thorough knowledge of Treasury Regulations. Public Finance Management Act (PFMA). General knowledge of the Public Service Regulations (PSR). White paper on Public Service Management and Budgeting Reforms. Labour Relations Act (LRA). International Standards for the Professional Practice of Internal Auditing. Public Audit Act. King IV Report. Unemployment Insurance Fund policies, procedures, processes. ICT Audit Standards and COBIT (control objectives for

information related technologies) framework. Batho Pele Principles. Skills: Analytical. Innovative. Communication. Interpersonal. Stress Management. Project Management. Strategic Management. Financial Management.

DUTIES : Asses the control environment, risk management, as well as governance procedures. Manage IT Audit projects and provide functional support on IT Audit related issues. Generate reports to Senior Management, UIF Board and the Audit Committee on the Implementation of the Fund's Strategies and plans. Manage the resources within the IT Audit Unit.

ENQUIRIES : Ms MS Bronkhorst Tel No: (012) 337 1410/1885
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

POST 24/20 : **DEPUTY DIRECTORS: LABOUR ACTIVATION PROGRAMMES (X4 POSTS)**

SALARY : R733 257 per annum (All inclusive)
CENTRE : Provincial Offices: Limpopo Ref No: HR4/4/3/2/DD LAP/LP/UIF (X1 Post)
Northern Cape Ref No: HR4/4/3/2/DD LAP/NC/UIF (X1 Post)
Kwa-Zulu Natal Ref No: HR4/4/3/2/DD LAP/KZN/UIF (X1 Post)
Free State Ref No: HR4/4/3/2/DD LAP/FS/UIF (X1 Post)

REQUIREMENTS : Three (3) year relevant tertiary qualification in Public Administration/Business Administration/Development Studies. Certificate in Financial Management will be an added advantage. Certificate in Contract Management will be an added advantage. Three (3) years' experience in Project Administration. Two (2) years management experience. Knowledge: Departmental and the Fund's Policies and Procedures. Public Finance Management Act (PFMA). Unemployment Insurance and Unemployment Insurance Contributions Act (UICA). All Labour legislations. Project Management. Batho Pele Principles. Skills: Planning and Organising. Conflict Management. Analytical. Problem Solving. Communication and ability to think strategically. Computer Literacy. Skills Development Act. Event Management and Contract management. Coordination, Facilitation.

DUTIES : Engage with relevant stakeholders on training/skills programmes that will benefit UIF Beneficiaries. Identify beneficiaries and institutions to be funded for Labour Activation purposes. Monitor the activities of Institutions receiving funding and report on constraints including corrective actions. Participate in Advocacy campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund.

ENQUIRIES : Ms MR Musa Tel No: (053) 838 1523
Mr PM Phala Tel No: (015) 290 1666
Mr J Anand Tel No: (031) 366 2173
Mr S Segalo Tel No: (051) 505 6206

APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or Email: Jobs-KZN@labour.gov.za
Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or Email: Jobs-LP@labour.gov.za
Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or Email: Jobs-NC@labour.gov.za
Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or Email: Jobs-FS@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resource Management, Limpopo, Northern Cape, KwaZulu-Natal, Free State

POST 24/21 : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH, SAFETY AND EMPLOYEE WELLNESS (X9 POSTS)**
(1 Year Contract)

SALARY : R733 257 per annum (All inclusive)

<u>CENTRE</u>	:	Provincial Office: Gauteng-Reference No: HR4/20/09/01 GP (X1 Post) KwaZulu- Natal-Ref No: HR4/20/09/02 KZN (X1 Post) Mpumalanga-Ref No: HR4/20/09/03 MP (X1 Post) North-West Ref No: HR4/20/09/04 NW (X1 Post) Free State Ref No: HR4/20/09/05 FS (X1 Post) Northern Cape Ref No: HR4/20/09/06 NC (X1 Post) Limpopo Ref No: HR4/20/09/07 LP (X1 Post) Western Cape Ref No: HR4/20/09/08 WC (X1 Post) Eastern Cape Reference No: HR4/20/09/09 EC (X1 Post)
<u>SALARY REQUIREMENTS</u>	:	R733 257 per annum (All inclusive) Three (3) year degree (NQF6 & SAQA recognised) qualification in Social Work/ Psychology, Environmental Health/ Chemical Engineering/ Occupational Health/Hygiene. Valid driving license. Two (2) years Management experience. Three (3) years functional experience in Employee Health and Wellness/Occupational Health and Hygiene Services. Knowledge: Departmental policies and procedures, Knowledge of relevant HIV and AIDS related legislations, policies and regulations, Knowledge of the National Strategic Plan for RSA on HIV and AIDS & STIs and Integrated Employee Health & Wellness Framework, EHWP Policies, Code of Ethics, Batho Pele Principles, Human Resources Development Policies. Skills: Communication, Counselling, Negotiation, Decision making, Organisational, Computer literacy, Change/diversity management, Problem solving, Motivational.
<u>DUTIES</u>	:	Co-ordinate the implementation of health and safety working environmental programmes/projects in the Province. Co-ordinate the investigation of health-related complaints and accidents in the Province. Co-ordinate inspections and enforcement of safety standards, laws and regulations governing the health and safety of individuals in the Province. Communicate and promote Health, Safety and Wellness in the Province. Manage the implementation and promotion of Employee Health and Wellness Programmes and Interventions. Manage all the resources.
<u>ENQUIRIES</u>	:	Ms M Matyila Tel No: (012) 309 4026 Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS@labour.gov.za Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho Email: Jobs-NW@labour.gov.za Chief Director Provincial Operations: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London Email: Jobs-EC@labour.gov.za Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 or hand deliver at Corner Riebeek and Long Street Email: Jobs-WC@labour.gov.za Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Corner Hofmeyer Street and Beatty Avenue, Witbank. Email: Jobs-MP@labour.gov.za Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban Email: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301, or hand deliver at Corner Compound and Pniel Road Email: Jobs-NC@labour.gov.za
<u>POST 24/22</u>	:	<u>COUNSELLOR GRADE 1-3 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R579 147 - R642 765 (OSD)

Grade 2: R662 190 – R734 928 (OSD)
Grade 3: R750 024 – R832 398 (OSD)

CENTRE : Labour Centre: Modimolle- Ref No: HR4/4/6/143 (X1 Post)
Labour Centre: Jane Furse- Ref No: HR4/4/6/129 (X1 Post) (Re-advert, previous applicants must re-apply)

REQUIREMENTS : A Four (4) years B Psych qualification or a B Psych equivalent. Statutory requirements: Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Legislative requirement: Employment Service Act, Unemployment Insurance Act Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act, Skills Development Act, Health professionals Act, Employment Equity Act. Skills: Planning and organising, Communication, Computer literacy, Analytical Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

ENQUIRIES : Ms TE Maluleke Tel No: (015) 290 1768
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za

POST 24/23 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: HR 4/20/10/11 HO**

SALARY : R473 820 – R1 140 828 per annum (OSD)
CENTRE : Head Office, Pretoria
REQUIREMENTS : LLB Degree plus Admitted to practice as an Attorney/Advocate in the High Court of South Africa. Five (5) years appropriate legal experience. A Valid Drivers Licence. Knowledge: Public Finance Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Promotion of Administration Justice Act, Promotion of Access to Information Act, Criminal Procedure Act, Law of Evidence, Constitutional Law, The Constitution of the Republic of South Africa, Labour Relations Act, Litigation Procedure, Batho Pele Principles, Basic Conditions of Employment Act, Employment Services Act, Departmental Policies and Procedures. Skills: Planning and organizing, Communication, Computer Literacy, Listening, Time management, Report Writing, Liaison, Diplomacy, Policy Development, Networking, Project Management, Negotiation, Presentation, Analytical, Financial Management.

DUTIES : Provide legal advisory services to the Department. Management of the litigation of the Department. Administering of access to information of the Department. Vetting of legislation, contracts and policies of the Department Management of resources of the Chief Directorate.

ENQUIRIES : Prof V Singh Tel No: (012) 309 4611
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 24/24 : **PRINCIPAL INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR4/4/6/137**
(Re-advert, previous applicants must re-apply)

SALARY : R470 040 per annum
CENTRE : Labour Centre: Polokwane

<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQFL 6)/Undergraduate Bachelor Degree (NQFL7) in Civil/Construction Engineering. Four (4) years functional experience in Civil/Construction services. A valid driver's license. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, OHS Management System. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, interviewing, Presentation, Research, Project Management, Analytical, Innovative.
<u>DUTIES</u>	:	Provide inputs into the development of Civil and Construction Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms of Civil and Construction Engineering Sector. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Lebogo Tel No: (015) 290 1666
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za
<u>POST 24/25</u>	:	<u>PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/6/138</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum
	:	Labour Centre: Polokwane
	:	Three (3) year National Diploma (NQFL 6)/ Undergraduate Degree (NQFL 7) in Mechanical Engineering. Valid driver's license. Four (4) years functional experience in Health and Safety inspections focusing on Mechanical Engineering. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and regulations, OHS Act and Regulations, OHS Standards, COIDA, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, problem Solving, Interviewing, Presentation, Innovative, Analytical, Research, Project management.
<u>DUTIES</u>	:	Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Lebogo Tel No: (015) 290 1666
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700 Email: Jobs-LP@labour.gov.za
<u>POST 24/26</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/8/29 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum
	:	Provincial Office: Northern Cape
	:	Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF7) in Environmental Health/Occupational Health/Hygiene/Analytical Chemistry/Chemical Engineering, Valid drivers license, Four (4) years functional experience in Health and Hygiene inspection /services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and organizing, Communication, Computer literacy,

DUTIES : Interpersonal, Problem solving Innovation, Interviewing listening and observation, Innovative, Analytical, Research, Project Management.

ENQUIRIES APPLICATIONS : Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per Inspection programme. Conduct technical research on latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.

POST 24/27 : **ASSISTANT DIRECTOR: EMPLOYER SERVICE COORDINATOR REF NO: HR 4/4/10/127**

SALARY CENTRE REQUIREMENTS : Mr IS Vass Tel No: (053) 8381652
: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Corner Compound and Priel Road Email: Jobs-NC@labour.gov.za
: R470 040 per annum
: Provincial Office: Western Cape
: Three (3) years relevant tertiary qualification in Social Science (Psychology) Public Administration/Business Administration. Two (2) years Management experience. Two (2) years functional experience in Public Employment /Public Administration/ Management Services. A valid driver's license. Knowledge: Relevant ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection Process, Relevant government strategies Skills: Planning and organising, Computer literacy, Interpersonal, Analytical, Presentation, Leadership, Networking, Information Management, Verbal and written communication.

DUTIES : Coordinate International Cross Border Labour Migration and PEAT/ES functions (Daily). Coordinate the provision of services to distress companies (Daily). Facilitate stakeholder relations for acquisition of placement opportunities (Daily). Provide operational and technical support to labour centres for the delivery of effective employer services (Daily). Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service (Daily). Facilitate the training of ESSA end users (internal and external) on employer service (Daily).

ENQUIRIES APPLICATIONS : Ms Z Maimane Tel No: (021) 4418125
: Chief Director: Provincial Operations: PO BOX 872, Cape Town, 8000 or hand deliver at Corner Riebeeck & Long Street, No 9 Long Street, Cape Town

FOR ATTENTION : Sub-directorate: Human Resources Management, Cape Town Mail: Jobs-WC@labour.gov.za

POST 24/28 : **ASSISTANT DIRECTOR: IT ADMINISTRATION & OFFICE SERVICES REF NO: HR 4/4/8/290**

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

DUTIES : Manage the accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province. Manage and monitor effective registry services in the

Province. Monitor and ensure that all ITC equipment is operational. Supervise all resource within the section.

ENQUIRIES : Ms N Tokwe Tel No: (051) 505 6204
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS@labour.gov.za

POST 24/29 : **ASSISTANT DIRECTOR: IT PROJECTS REF NO: HR4/4/3/2ASDITP/ UIF**

SALARY : R376 596 per annum
CENTRE : Unemployment Insurance Fund Head Office
REQUIREMENTS : Three (3) year tertiary qualification in Information Technology/Project Management/Public Administration/Public Management/ Operations Management. Certificate in Project Management will be an added advantage. Four (4) years functional experience of which two (2) must be ICT project management/Administration. Valid driver's license. Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Labour Relations. Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA) Skills: People Management. Conflict Management. Analysis. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Driving. Creativity. Numeracy.

DUTIES : Manage effective delivery of Information Communication Technology priority projects for the UIF. Manage Information Communication Technology project deliverables in line with the Fund project management standards and expectations. Provide best practice development and implementation in all Information Communication Technology projects and programmes. Manage resources (Financial, Equipment/Assets) in the section.

ENQUIRIES : Mr X Monakali Tel No: (012) 337 1482 / 1422
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

POST 24/30 : **ASSISTANT DIRECTOR: MAINTENANCE REF NO: HR4/4/3/2ASDM/ UIF**

SALARY : R376 596 per annum
CENTRE : Unemployment Insurance Fund Head Office
REQUIREMENTS : A three (3) year tertiary qualification in Property Management / Facility Management/Public Administration /Management. Two (2) years functional experience in Maintenance environment. Two (2) years supervisory experience. Knowledge: Public Financial Management Act (PFMA) Public Service Act (PSA). Public Service Regulations (PSR). Facilities Management Maintenance. Supply Chain Management. Employment Equity Act (EEA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Occupational Health and Safety Act (OHSA). Property/Facility Management. Skills: Financial Management. Project Management. Problem solving. Presentation. Communication (verbal and written). Computer literacy. Report writing. Planning and Organizing. Analytical.

DUTIES : Facilitate the maintenance of facilities management services of UIF properties. Coordinate the provision of general maintenance, cleaning and parking services. Facilitate the maintenance of the switchboard and reception services. Assist in managing resources in the section.

ENQUIRIES : Ms KG Moholwana Tel No: (012) 337 1412/1405
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

POST 24/31 : **ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION**
REF NO: HR4/4/3/ASDFSA/ UIF

SALARY : R376 596 per annum
CENTRE : Unemployment Insurance Fund Head Office
REQUIREMENTS : Three-year tertiary qualification in Financial Information Systems. Four (4) years functional experience in Financial Systems Administration of which Two (2) years must be at a supervisory level. Knowledge: Treasury Regulations. Accounting principles. Financial Management Processes and Procedures. Financial Systems Development Software, coding and programming used in the financial and related systems (SQL). Skills: Communication (both verbal and written). Listening. Analytical. Presentation. Problem Solving. People Management. Innovative and Creative. Report Writing. Time Management. Planning and organizing. Interpretation. Advance Computer Literacy.

DUTIES : Co-ordinate and monitor user access and system security and maintain a Call Register for all service requests and incidents. Facilitate the development of new system requirements, enhancements and changes. Verify the integration of the financial system, co-ordinate exception transactions and load financial data. Co-ordinate the supply of information and reports and provide high-level user support. Assist in managing resources in the section.

ENQUIRIES : Ms M Schmidt Tel No: (012) 337 1716 / 1668
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resource Management, UIF

POST 24/32 : **LEGAL ADMINISTRATIVE OFFICER GRADE 1 TO GRADE 2 REF NO:**
HR 4/4/8/274

SALARY : R198 411 – R480 921 per annum (OSD)
CENTRE : Provincial Office: Free State
REQUIREMENTS : A Four-year qualification or equivalent. 2-3 years' experience in COIDA. 2-3 years practising as an attorney. Admission as an Advocate of Attorney of the High Court of South Africa. Knowledge: Public Service, Dol and Compensation Fund business strategies and goals, Directorate / sub-directorate goals and performance requirements Compensation Fund Services, Compensation Fund Chain and business processes, Public Service, Dol and Fund regulations, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, Fund IT Operation Systems, Technical Knowledge, DPSA guidelines on COIDA. Skills: Required Technical proficiency, Business Writing Skills, Required IT Skills, Decision making, Self-Management, Applied Strategic Management, Applied technology, Budgeting and Financial Management, Communication and Information Management Continuous improvement, Customer Focus and Responsiveness, People and Performance Management, Developing others, Diversity Management, Impact and influence, Managing interpersonal conflict and resolving problems Networking and Building bonds, Planning and organising, Project or programme management, Team leadership, Risk Management and Funds Governance, Change Management, External Environmental Awareness, Legal Skills.

DUTIES : Provide legal services to the Fund. Handle litigation for and on behalf of the Funds. Represent the Fund at the hearing in terms of section 56 and 91 application hearings. Liaise with third parties. Manage and review claims of objections hearing process. Render administration support in terms of section 56 and 91 application hearings.

ENQUIRIES : Mr S Zakwe Tel No: (051) 505 6321
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-FS@labour.gov.za

POST 24/33 : **AUDIT COMMITTEE CHAIRPERSON REF NO: HR4/20/10/01HO**
(Three years contract)

SALARY : Member will be remunerated according to rates approved by the Department

CENTRE : Head Office, Pretoria

REQUIREMENTS : Three-year tertiary or equivalent qualification in Accounting, Internal Auditing and Risk Management, Certified Internal Auditor (CIA) or Chartered Accountant (CA) or equivalent professional qualification relevant fields is a prerequisite, for the appointment as the Audit Committee Chairperson of the Department of Employment and Labour. Candidates should have executive management experience in the risk management, control, governance, within Labour market and or Government sector for more than ten years. Knowledge and understanding of Government prescripts and processes. Knowledge: Applicants must have demonstrable exposure in Risk Management, Governance, Audit, Financial Management, and Organisational Performance Management. The applicants should be independent and knowledgeable on the status of their positions as chairperson of the Audit Committee. A knowledgeable person who keeps up to date with the developments within the Internal and External Audit and Risk Management profession's and developmental aspects. Departmental Values. Technical Knowledge, Department of Public Service and Administration, National Treasury, prescripts, regulations and guidelines. Lead issues to direct the Committee's focus on properly addressing critical and high risk areas. Skills: Strong leadership, analytical thinking, good communication skills, ability to inspire confidence and maintain a balanced view, ability to maintain independence and objectivity, facilitation skills, Courage to challenge discussions and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, Encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector risk and control, Ability to offer new perspective, Ability to promote effective working relationships (among committee members, management, internal and external auditors).

DUTIES : Fulfil oversight responsibilities with regard to risk management, control, governance, information technology, compliance, external and internal audit, management accounts and annual financial statements. Assist the Accounting Officer in the effective execution of his/her responsibilities. Assist to build trust and confidence in how the Department is managed. Regulate and discharge all responsibilities as contained in relevant legislations and or the Audit Committee Charter. Direct and lead the Committee and account to the Accounting Officer and relevant Executive Authority.

ENQUIRIES : Ms Malekgotla Nkuna Tel No: (012) 309 4336/4428

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

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

DEPARTMENT OF ENVIRONMENTAL; FORESTRY AND FISHERIES

<u>APPLICATIONS</u>	:	Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
<u>FOR ATTENTION</u>	:	Human Resources Management
<u>CLOSING DATE</u>	:	02 November 2020
<u>NOTE</u>	:	Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 24/34</u>	:	<u>DEPUTY DIRECTOR: SCM PERFORMANCE AND COMPLIANCE MONITORING (DEMAND AND ACQUISITIONS MANAGEMENT REF NO: CFO07/2020)</u>
<u>SALARY</u>	:	R733 257 per annum (An all-inclusive annual remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelors Degree/National Diploma in Logistics or Supply Chain Management or Equivalent relevant qualification. A minimum of 3-5 years' relevant experience required. Knowledge of Acquisition and Contract management, procurement and business practices. Ability to establish and manage asset management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Ability to control and manage the acquisition of services and assets of the department. Knowledge of Government budgeting processes, Financial accounting; Auditing, Forensic Accounting, Risk management and Public Service financial legislative frameworks. Programme and Project Management; Financial Management; Change Management; Knowledge Management skills. Ability to work under pressure.
<u>DUTIES</u>	:	Review all procurement documentation related to the RFP/RFQ process prior to finalizing awards decisions to ensure full compliance with Supply Chain Management legislation and prescripts. Provide procurement guidance, advice and support in the development or preparation of the pre-tender bid documentation to ensure that the pre-tender and post-evaluation processes are executed or managed according to all the required standards, policies and procedures. Review the specifications/Terms of Reference. Review the Bid Evaluation reports, bids documents, proposals, evaluation score sheets and ensure that the inconsistencies are addressed. Ensure detailed documentation and

verification reviews at all stages of supply chain from need identification to need satisfactions. Monitor and report on supplier product quality and performance. Monitor compliance to Supply Chain Policy and Procedures, PFMA and its regulations. Assess the contract management process and conduct spot checks to detect non-compliance for corrective action plans. Review the contractors progress report and ensure that it is in line with the signed service level agreement. Ensure sound corporate governance and improved compliance with Supply Chain Management reporting requirements (Internal and external reporting). Provide quality assurance services on acquisitions and contact management.

ENQUIRIES : Ms L Nesane Tel No: (012) 399 9045

POST 24/35 : **DEPUTY DIRECTOR: PROCUREMENT PERFORMANCE AND COMPLIANCE MONITORING (LOGISTICS, DISPOSAL AND ASSET MANAGEMENT REF NO: CFO08/2020)**

SALARY CENTRE REQUIREMENTS : R733 257 per annum (An all-inclusive annual remuneration package)
 : Pretoria
 : Degree/National Diploma in Logistics or Supply Chain Management or Equivalent relevant qualification. A minimum of 3-5 years' relevant experience required. Knowledge of Logistics Management, Asset and disposal management, procurement and business practices. Ability to establish and manage Logistics and asset management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Ability to control and manage the logistical management and assets of the department. Knowledge of Government budgeting processes, Financial accounting; Auditing, Forensic Accounting, Risk management and Public Service financial legislative frameworks. Programme and Project Management; Financial Management; Change Management; Knowledge Management skills. Ability to work under pressure.

DUTIES : Review all procurement documentation related to commitment, accruals, inventory reconciliation, asset register and reconciliation to ensure full compliance with Supply Chain Management legislation and prescripts. Provide procurement guidance, advice and support in the development and preparation of the inputs to the financial statements such as commitments and accruals to ensure that they are accurate and correct. Review all procurement documentation related to the inventories prior to issue of order to ensure full compliance with Supply Chain Management legislation and Inventory Policy. Ensure quality of requisitions and authorized order to ensure that checklist are verified and compliant. Ensure detailed documentation and verification reviews of asset and disposal management. Monitoring compliance to Supply Chain Policy and Procedures, PFMA and its Regulations. Ensure sound corporate governance and improved compliance with Supply Chain Management reporting requirements (Internal and external reporting). Provide quality assurance services on transactions and asset reconciliations.

ENQUIRIES : Ms L Nesane Tel No: (012) 399 9045

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 30 October 2020 at 12h00 noon No late applications will be considered.

: Take note of the disclaimer mentioned on each advert during COVID lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. A Z83 not signed, will be deemed a regret. Only send documents related to the requirements in the advert. Ensure to certify all supporting documents from Level 1 of National Lockdown. Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: All copies must be certified in the past 6 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful

candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

POST 24/36 : **SENIOR MANAGER: INTERNAL AUDIT REF NO: S-MNG/IA/2020/10-1P**
Internal Audit

SALARY : R1 057 326 - R1 245 495 per annum (Level 13) (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A recognized B Degree in Auditing or Accounting, (NQF level 7) as recognized by SAQA, together with membership of The Institute of Internal Auditors (SA). Certification as a Certified Internal Auditor (CIA), A minimum of eight years demonstrated experience in Internal Audit of which five (5) years should be at middle/senior managerial level. Extensive knowledge and understanding of the principles and practice of Internal Audit including but not limited to International Professional Practices Framework of the Institute of Internal Auditors (IIA). Extensive knowledge in areas of governance, risk management and leadership and strategy management. Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework on Internal Auditing. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be a distinct advantage. Knowledge of Benefits Administration. Knowledge of Customer Relationship Management (Channel Management). Knowledge of relevant legislative requirements and GPAA policies and procedures. Industry Knowledge. Knowledge of Financial management including budgeting and forecasting. Knowledge of Pension Fund Regulations and Rules. Compliance Management. Knowledge of relevant Systems. Strategic capability. Service delivery innovation. Client orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Leadership. Change management. Communication. Knowledge management. Problem solving and analysis. Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional intelligence. Team player.

DUTIES : The purpose of the job is to ensure the provision of an in-depth assurance and design value added and improved service delivery to GPAA in the attainment of their objectives through a systematic and disciplined approach in the evaluation of risk management, controls and governance processes. The successful incumbent will be responsible for a wide variety of tasks which include, but not limited to the following: Strategic Leadership and Stakeholder Management: Development and review of the 3 Year Rolling Internal Audit Plan, Internal Audit Strategy and Annual Performance Plans Review of the Internal Audit Charter that reflects the scope, responsibility and authority Initiate awareness of the Internal Audit Function within the Government Pensions Administration Agency and other stakeholders through client engagements Provide support to strategic stakeholders in the achievement of their strategic objectives through the implementation of governance, risk management and internal controls. Audit Committee and Management Reporting: Report on progress pertaining to the strategic plan on a quarterly basis to internal strategic partners and the Audit Committee Initiate the updating of the findings register and present to the Audit Committee Provide progress of Internal Audit functionalities and present Internal Audit reports to the Audit Committee. Audit Process–Risk Assessment, Audit Plan, Assurance and Consulting Services: Oversee the completion of the Regularity, IT, Performance, Compliance, and Forensic audit processes Provide advice and guidance on all audit engagements to be conducted Provide quality assurance on audit projects and reports prior to issuance, thereof Develop audit assessment tools and verified integrity of tools prior to the submitting

to the Audit Committee Resource Management: Develop institutional think-tanks pertaining to internal audit with regard to Regularity, Performance, IT, Compliance, Quality Assurance to achieve the audit objectives Provide inputs to the annual budget and the adjustments thereto and monitor expenditure against approved budget Initiate the development of adequate capacity development to provide for demands posed by stakeholders. Process Improvements and Research: Initiate research on the latest trends with reputable institutions to improve and refine processes in the enhancement of efficiency Perform benchmarking exercises with local and international institutions on global trends, latest developments and emerging technologies within the internal audit environment Develop and implement a sustainable Audit Strategy in line with Audit Methodologies and Resource Plans to ensure continued effective and efficient Internal Audit service delivery.

**ENQUIRIES
APPLICATIONS**

: Ms Geraldine Turner on Tel No: (084) 093 5765
 : It is mandatory to email your application with the relevant supporting documentation to gpaateam@fempower.co.za quoting the reference number in the subject heading of the email.

NOTE

: Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful applicant will not be appointed before completion of the pre-entry certificate for SMS as prescribed by the DPSA. Note: One permanent position of Senior Manager: Internal Audit is currently available at Government Pensions Administration Agency (GPAA)

OTHER POSTS

POST 24/37

: **OFFICE MANAGER: LIMPOPO REGIONAL OFFICE REF NO:
OM/LIMPOPO/2020/10-1PRA**
 Client Services

**SALARY
CENTRE
REQUIREMENTS**

: R376 596 per annum (Level 09) (basic salary)
 : Polokwane Limpopo
 : A degree or equivalent three year qualification (with minimum 360 credits) with a minimum of four (4) years' experience in Client Relations management environment which include at least 2 years supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products. A Valid driver's license is mandatory, at least two years old (a copy must be attached to the application). Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region. Proficiency in English and the ability to speak any of the other official languages spoken in the province where applying. Good analytical skills. Good customer relations. Problem solving skills. Communications skills – verbal and written with the ability to communicate at all levels. Presentation skills. Outgoing personality. Ability to build strong network relationships. Ability to work in a team. The applications of individuals currently residing in Limpopo province may receive preference.

DUTIES

: The purpose of the job is to coordinate the administration of the client's services at provincial/branch office, which includes the following but not limited to: Supervise effective operations management within the office: Implement and maintain an operational annual performance plan complemented by action plans for service delivery in the provincial offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Implementation of Batho Pele Principles within the provincial office in all interactions with internal and external customers. Provide input to the provincial manager to enable achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implementation of Standard Operating Procedures. Implement a risk management plan and report on risk according to the required format. Generate and submit reports accurately and timeously. Inform the provincial manager about work progress, problems and corrective measures applied. Track, resolve and escalate delays on the payment process. Supervise provincial service channels (mobile, walk in centre, provincial e-mail enquiries and telephonic enquiries). Support the development and implementation of continuous improvement of customer relations. Ensure customer satisfaction surveys are conducted. Physically ensure inspection and conduct office based auditing of procedures. Ensure compliance to audit findings. Provide administrative support in compliance to SHERQ. Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Implement and maintain internal control processes for the section: Recommend internal procedures and processes, which will improve effective and efficiency of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the manager. Provide information for management forums within GPAA, contributing accurate details to enable sound decision-making. Ensure successful implementation of the system and process enhancement, updates and amendments within the office. Maintain relationships with all relevant stakeholders/clients to support service delivery: Maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objective. Ensure that various stakeholders/clients enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder/clients enquiries and complaints. Coordinate administrative support at outreach initiatives. Manage and development of staff: Manage the performance of the unit, which involves coaching, mentoring, and take corrective action (including disciplinary action) where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resource such as leave, recruitment and grievances. (Keeping records). Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.

ENQUIRIES APPLICATIONS

: Ms Felicia Mahlaba on Tel No: (012) 319 1455
: It is mandatory to email your application with the relevant supporting documentation to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: Interviews will be conducted via a virtual medium which will be discussed with each shortlisted applicant. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: One permanent position of Office Manager is currently available at the Government Pensions Administration Agency: Client Services Section – Limpopo Region based in Polokwane.

<u>POST 24/38</u>	:	<u>HR ADMINISTRATOR: BASIC CONDITIONS OF SERVICE REF NO: HRA/BCS/10-1C</u> (12 Months Contract) Human Resources
<u>SALARY CENTRE REQUIREMENTS</u>	:	R208 584 per annum (Level 06) plus 37% in lieu of benefits Pretoria An appropriate and recognized three year qualification (Degree/National diploma/equivalent three year qualification with at least 360 credits) in Human Resources with 18 months experience in human resources administration which should include experience in the basic conditions of service field in the Public Service <u>or</u> A Grade 12 certificate with at least 3 years' experience in human resources administration of which should include experience in the basic conditions of service field within the Public Service Experience in the Administration of Leave, PILIR and Housing Allowance will be a requirement. Experience in other basic conditions of service, such as Injury on duty, Long Service awards, Probation, Senior and Middle management services, Financial Disclosures and overtime etc. will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products and PERSAL. Working knowledge of Basic Conditions (Leave, PILIR, Housing, etc). Working knowledge of Persal system. Knowledge of Public Service Prescripts and Legislation. Knowledge of Office administration. Knowledge of Employee Benefits. Good administration skills. Good communications skills both verbal and written. Ability to prioritize and meet deadlines. Team player. Good customer relations. Good organizing and coordination skills. Good problem solving skills. Good interpersonal relations skills. Adhering to business ethic. Accuracy.
<u>DUTIES</u>	:	The purpose of the role is to support implementation of Human Resources Practices and Administration, specifically HR Service Benefits within the GPAA. The incumbent will be responsible for a wide variety of tasks, which includes but are not limited to the following: Provide administration support of Service Benefits: Implement and maintain state guarantees. Implement status and confirmation of probation. Processing of housing allowance, stop orders. Processing of injury on duty. Administer of garnishee and maintenance orders. Processing of long service awards. Capture PERSAL transactions. Administer confirmation of employment and sympathy letters. Administer overtime requests. Administer the coordination of disclosures for levels 1-10 that is not required to disclose electronically. Capture and update records on Persal. Provide administration of leave and PILIR processing: Administer daily recording and processing of leave. Administer reconciliation of leave. Assist in the auditing of leave on a quarterly basis and provision of reports to management. Administer incapacity leave, medical referrals and ill health (PILIR). Administer the leave gratuity process. Administration of MMS and SMS services: Administer the implementation of SMS and MMS promotions, pay progressions and notches. Administer the implementation of motor finance for SMS. Capture the MMS/SMS salary structures- new, maintenance. Provide administrative support to the unit. Perform office administrative activities. Organize office logistical matters. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents relevant to the office. Order stationery and equipment for the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Vivian De Kock on Tel No: (082) 411 6094 It is mandatory to email your application with the relevant supporting documentation to rh.gpaa@adcorpgroup.com quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	Interviews will/may be conducted via a <u>virtual medium</u> which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been

contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: One 12 months contract position of HR Administrator: Basic Conditions of Service is currently available at Human Resources Administration Section in GPAA.

POST 24/39 : **HR ADMINISTRATOR: TRAINING AND DEVELOPMENT REF NO: HR/T&D/2020/10-1C**
(12 Months Contract)
Human Resources

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

An appropriate 3 year tertiary qualification (Bachelor's degree or an equivalent three year qualification with at least 360 credits/NQF 6) with 18 months proven experience in Training and Development or Grade 12 certificate with 3 years proven experience in Training and Development. Computer literacy that would include a good working knowledge of Microsoft Office products. Basic understanding of the PFMA. Knowledge of the processes of the Human Resource Development Administration. Knowledge of prescripts relating to Human Resource Development. Analytical skills. Excellent organizing skills. Document management. Administrative skills Problem solving skills. Customer oriented. Ability to communicate at all levels. Outgoing personality. Ability to prioritise work and urgent matters. Ability to deal with confidential matters. Teamwork.

DUTIES : The purpose of the role is to provide administrative support to the Training and Development Component within GPAA. The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Render administrative support on the provisioning of the Training and Development Unit: Provide administrative support regarding access to skills development opportunities on the basis of individual development plans. Document management. Create and manage a database for learners and service providers. Update database for institutions. Check for accreditation of the qualification and registration of the institution. Ensure that the venues are booked for workshops and is conducive for training. Provide administrative support regarding induction programmes. Provide administrative support regarding the skills development database. Provide administrative support regarding management of bursaries. Liaise with the service provider for registration of learners. Ensure that stationery and refreshments of the Business Unit are ordered and monitored. File and keep documents of the business unit safe. Co-ordination of Training and Development activities: Arrange dates for workshops and in-house induction. Make travel arrangements and accommodation reservations. Invite delegates to attend. Organise resources and refreshments for workshops. Ensure that attendance register is available. Ensure that training material is available. Processing of forms and documents related to claims, payments and invoices. Capture training attended on Persal. Administration of Internship program: Provide administrative support regarding training of mentors. Provide administrative support regarding training for interns. Receive completed work-plans. Check correctness of interns' quarterly reports and file accordingly. Compile interns' completion certificates. Administration of bursaries: Ensure that the bursary form is updated. Liaise with institutions when required. Check that the bursary applications are correctly completed and registered. Ensure that a summary of bursary applications is compiled. Book venues for bursary Committee meetings. Prepare bursary packs. Submit all bursary applications to the CEO's office. Provide feedback to the applicants. Ensure bursary contracts are received from applicants. Capture approved bursary applications on Persal and MS Excel. Administration of Grade 12 and Life skills: Ensure that learning resources are available; Organise venue for life skills sessions. Research topics for life skills. Ensure that attendance register for life skills learners

is available. Administration of Recognition of improved qualifications in the Public Service: Schedule workshops for recognition of improved qualifications. Send invitations for applications. Liaise with institutions. Liaise with stakeholders. Organise Committee meetings to evaluate application forms. Submit application forms to the CEO. Provide feedback to the applicants.

**ENQUIRIES
APPLICATIONS**

: Mr Victor Theron Tel No: (083) 294 4559
: It is mandatory to email your application with the relevant supporting documentation to rhone@telebest.co.za quoting the reference number in the subject heading of the email.

NOTE

: Interviews will/may be conducted via a virtual medium, which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: One 12 months contract position for an HR Administrator: Training and Development is currently available at the Government Pensions Administration Agency: HRD.

POST 24/40

: **HR ADMINISTRATOR: RECRUITMENT, SELECTION AND
PLACEMENT REF NO: A/RSP/2020/10-1C**
(12 Months Contract)
Human Resources

**SALARY
CENTRE
REQUIREMENTS**

: R208 584 per annum (Level 06) plus 37% in lieu of benefits
: Pretoria
: Appropriate recognized Bachelor's Degree/National Diploma or equivalent three year qualification (NQF6 with at least 360 credits) preferably in Human Resources with at least 18 months experience within the Human Resources environment. Preference may be given to candidates with recruitment exposure of at least 12 months Or Grade 12 with at least three years' experience within the Human Resources environment. Preference may be given to candidates with recruitment exposure of at least 12 months. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Public Service Prescripts and Legislations. Good customer relations skills. Be able to deal with confidential matters with integrity. Excellent interpersonal relations. Excellent communication skills in English (written and verbal). Must be analytical and thorough-ability to detect errors. Ability to prioritize work and urgent matters. Ability to function independently and to take responsibility and initiative. Excellent organisational and coordination skills. Effective problem solving skills. Adhering to business ethics. Effective team work.

DUTIES

: The purpose of the job is to provide administration support to recruitment, selection and placement in GPAA. The incumbent will be an Administrator with focus on recruitment and will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Render administrative support for recruitment, selection and placement: Receipt of applications for advertised positions and correspondence with recruitment agencies handling short listing. Provide administrative support for the application management process which include but not limited to capturing of all applications received. Provide administrative support for the process of shortlisting. Administer the offer process: Drafting of offer letters and contracts and liaison with successful applicants on acceptance/non-acceptance which include regret letters. Arrange logistics before, during and after interviews. Administer the process of risk assessments, fingerprint scanning and document verification. Ensure that all recruitment documents and files are filed and archived according to prescripts. Support implementation of advertisements and the sourcing of potential candidates: Ensure advert is drafted in correct format. Submit advert on time to DPSA. Obtain signatories on adverts for external media

as per timelines. Provide administrative support to the unit: Perform office administrative activities. Assist with requests for Purchasing Orders. Assist with submitting invoices to Accounts Payable. Organise office logistical matters. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents related to claims, payments, invoices and consultant fees. Order stationery and equipment for the section.

ENQUIRIES
APPLICATIONS

: Mr John Brouckaert Tel No: (011) 267 2920
: It is mandatory to email your application with the relevant supporting documentation to john@isilumko.co.za quoting the reference number in the subject heading of the email.

NOTE

: Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: One 12 months contract position for a HR Administrator: Recruitment, Selection and Placement is currently available at the Government Pensions Administration Agency: Human Resources.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(KING HINTSA (TVET) COLLEGE AND SOUTH CAPE TVET COLLEGE)**

The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

OTHER POSTS

<u>POST 24/41</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM SERVICES REF NO: KHC/2020/10/04</u> Permanent Appointment
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	King Hintsa TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Grade 12 or Senior Certificate or equivalent qualification at NQF level 4. Appropriate N diploma/Degree in Education, Teacher qualification and SACE Registration. 5 years' experience in the relevant field at least 2 years' supervisory experience in Education and Training environment. Must have experience in working at a TVET College in the teaching and learning disciplines; a sound and thorough knowledge of College programmes; must have an understanding of DHET's & College strategic vision and priorities; be knowledgeable of academic policies and legislation governing TVET Colleges in South Africa; a valid driver's license; have the ability to engage constructively with people; have excellent communication skills; have very good ambassadorial and diplomatic skills; have the ability to manage a number of competing demands; be flexible and adapt to changing circumstances; be willing and able to exercise judgement and take risks.
<u>DUTIES</u>	:	Achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification; monitor the implementation of Teaching and Learning; subject improvement plans; standardization of timetables, Sim rooms & workshops. Ensure the consolidation and coordination of functions between all academic structures, sub-structures and campuses to facilitate proper operational and management reporting. Monitor implementation of WBE during the year to achieve the college targets; meaningful participation and support of the College Academic Board and provide strategic leadership regarding the proficient delivery of all College programmes offering. Liaising with all staff e.g: Heads of Departments regarding tools; monitor the moderation process in all levels; manage the college operations including academic, administration of lecturers for imparting quality programme delivery to students. Propose and ensure that relevant academic and curriculum development policies related training is provided, including placement in business, commerce and industry in collaboration with Marketing and Learner Affairs. Lead, coordinate, and facilitate the implementation of new curriculum as required. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool; building a strong network of contacts with other institutions and industries; ensuring that day to day operations of all the programmes in campuses are effectively and efficiently coordinated; monitor implementation of staff training sessions in conjunction with other sections. Establish and maintain sound relationships with quality assurances bodies to ensure quality programme delivery and compliance. Competencies: Advanced Computer Literacy (MS Office Package). Excellent interpersonal and communication skills. Self-motivated, innovative and diligent person. Report writing an absolute necessity. Strong organizational, planning, analytical, Leadership skill and problem solving skills. A valid Driver's License.
<u>ENQUIRIES</u>	:	Ms Soyizwapi P at Tel No: (047) 401 6400

- APPLICATIONS** : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hints TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth. Email: Recruitment@kinghintsacollege.edu.za (Reference No. must be written as the Subject on the emails)
- NOTE** : Applications must be submitted on forms Z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. Enquiries: Mr MM Ndzame at Tel No: (047) 401 6400
- CLOSING DATE** : 06 November 2020, applications received after the closing date or faxed applications will not be considered.
- POST 24/42** : **ASSISTANT DIRECTOR EXAMINATIONS AND ASSESSMENTS REF NO: KHC/2020/10/05**
Permanent Appointment
- SALARY** : R470 040 per annum (Level 10)
CENTRE : King Hints TVET College
REQUIREMENTS : An appropriate M+3 degree or diploma; a professional teacher qualification with a minimum of 5 years teaching experience; 3-5 years' experience in the management of assessments and examinations; Must be computer literate in MS Office (Word, Excel, PowerPoint and Outlook); Must possess a valid driver's license; Assessor and / or moderator training will be an added advantage. Competencies: An extensive understanding of the DHET Examination & Assessment Policies and revised ICASS guidelines; Excellent management and organizational skills; Excellent verbal and written communication skills; Must be prepared to work long hours when the need arises. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate on Assessment & Examinations eLearning platforms.
- DUTIES** : Manage the College examination and Assessments Section Standardization of ICASS Assessments throughout campuses Co-ordinate Regional Focus Groups on Setting standardized assessments tasks Co-ordinate the Site Based Assessments (SBA) as per DHET Guidelines & Policies Manage the campuses Internal Marking Centers. Ensuring the submissions of all term marks to MIS and meeting deadlines. Verification of submitted college term marks on assessments & final resulting. Support the Integrity of the Implementation of ISAT throughout Campuses. Provide assessment and examination support to all campuses. Monitor all campuses on the implementation of examination related policies. Ensuring the state of examination readiness for the college. Manage the process of pending results and post-examination for the college. Oversee the process of internal marking for the college. Manage all College scripts during examinations. Be a Distribution Point manager during the examination period. Oversee the implementation of DHET/College Management plans regarding assessments and examinations. Be the liaising person between the college and DHET on all the examination related matters Develop, review and implement the College examination related policies. Provide guidance to the graduation committee. Writing reports weekly, monthly; and for academic board.
- ENQUIRIES** : Ms Soyizwapi P at Tel No: (047) 401 6400
APPLICATIONS : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hints TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth. Email: Recruitment@kinghintsacollege.edu.za (Reference No. must be written as the Subject on the emails)

- NOTE** : Applications must be submitted on forms Z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. Enquiries: Mr MM Ndzame at Tel No: (047) 401 6400
- CLOSING DATE** : 06 November 2020, applications received after the closing date or faxed applications will not be considered.
- POST 24/43** : **OFFICE MANAGER REF NO: KHC/2020/10/03**
Permanent Appointment
- SALARY** : R376 596 per annum (Level 09)
CENTRE : King Hintsa TVET College- Admin Centre.
REQUIREMENTS : Matric plus a Bachelor's Degree or National Diploma in Public Administration or equivalent qualification from a recognized institution of higher learning. Diploma in Monitoring & Evaluation or an advanced Monitoring & Evaluation Certificate NQF level 5 and a minimum 5 years' experience in a public sector/ TVET College. Must be in possession of the following skills: Proven computer skills, good leadership skill, Excellent interpersonal and communication skills. Self-motivated, innovative and diligent person. Report writing an absolute necessity. Strong organizational, planning, analytical and problem solving skills. A valid Driver's License and managerial experience will be an added advantage.
- DUTIES** : Manages the provision of strategic information to College Management for all planning, monitoring and reporting purposes on a monthly basis and provide support services to sections and units. Maintain the use of the Monitoring and Evaluation Policy and Framework within the college. Monitors proper implementation of the strategic plan, monitors compliance with the Annual Performance Plan (APP) Monitors and Evaluate the college performance against the planned targets. Facilitating the development of strategic plan, annual performance plan and operational plan for the College. Coordinate quarterly, mid – year and annual performance reports, and produce analysis performance report on planned targets. Maintaining the Performance Management recordkeeping system. Ensure the compliance on submission of required reports to the DHET. Ensure the development and implementation of all strategic and operational plans, policies and procedures in line with legislation. Develop College quarterly and annual reports. Manage and coordinate operations and staff in the Principal's office. Coordination of stakeholder engagement. Prepare and manage the office of the Principal's budget and ensuring the effective and efficient functions in the officer within budgetary constraints. Facilitate and provide administrative support to the Principal and entire Senior Management with regard to all functions in the office of the Principal. Deal with high level and confidential correspondence on behalf of the Principal, that does not require a direct response from the Director General. Organise and prepare for media briefings and interviews for the Principal. Ensure compliance with the College policies and legislation. Monitor the implementation of management resolutions. Any other duties as may be assigned.
- ENQUIRIES** : Ms Soyizwapi P at Tel No: (047) 401 6400
APPLICATIONS : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth. Email: Recruitment@kinghintsacollege.edu.za (Reference No. must be written as the Subject on the emails
- NOTE** : Applications must be submitted on forms Z83 obtainable from any public service department and must be accompanied by a comprehensive CV

and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. Enquiries: Mr MM Ndzame at Tel No: (047) 401 6400

CLOSING DATE : 06 November 2020, applications received after the closing date or faxed applications will not be considered.

POST 24/44 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: PS01/2020**
(College Council appointment)

SALARY : R376 596 – R443 601 per annum (Level 09) excluding service benefits. This is a senior appointment, so we are looking for an individual who can demonstrate the necessary maturity and professionalism which can be expected to fulfil this role. The person will manage a team of five and report to the Deputy Principal Finance.

CENTRE : Central Office
REQUIREMENTS : Matric plus a minimum 3-year accredited Degree/Diploma in Cost Accounting/Logistics Management/Purchasing Management/Public Administration/Business Management or Supply Chain. A minimum of 5-7 years relevant work experience of which 2 years in a supervisory position. Computer Literacy (MS Office). A valid code 08 driver's license. Computer Literacy (MS Office). Recommendations: Team leadership skills. Ability to work as a team. High level computer skills. Problem solving skills. Planning and organizing skills. People management skills. Knowledge of ITS will be advantageous. Knowledge of relevant Public sector legislation, regulations and policies Ability to effectively communicate in at least two of the three official languages of the Western Cape. Personal Attributes: Good communicator. Results-driven. Analytical. Loyal.

DUTIES : Manage the Supply Chain function in accordance with College policy including Contract management and Supplier database management. Liaison with various budget holders. Visiting campuses to ensure effective and efficient operations. Fixed assets management in accordance with College policy, including disposal management. Ensuring effective and efficient administration. Identify deviations, fruitless/wasteful and irregular expenditure. Reporting of various performance activities. Monitor compliance with policies relating to SCM and report deviations. Preparing and maintaining all audit requirement. Ad hoc assignments within the finance department. Review templates within the SCM function. NB: An academic record must be attached with your application for this post.

ENQUIRIES : Mrs. G de Jager Tel No: (044) 8742360
APPLICATIONS : Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, South Cape TVET College (Central Office), 125 Mitchell Street, George 6529. It is preferred that due to COVID 19 Regulations, that Applications to be submitted online to careers@sccollege.co.za

FOR ATTENTION : Mr. M.E Gcuwa
NOTE : General Instruction: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and

redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please Note: No late applications will be considered. No faxed applications will be accepted. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. In terms of Public Service Regulations 2016 (s60) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) Earlier on the condition that he or she would not accept or seek re-appointment; (b) Due to ill health and cannot provide sufficient evidence of recovery; and (S61)(1) A former employee was dismissed in terms of sections 17(2) (d) of the Act of misconduct.

- CLOSING DATE** : 30 October 2020
- POST 24/45** : **ASSISTANT DIRECTOR: LEGAL ADMINISTRATION REF NO: PS02/2020**
(College Council appointment)
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) plus 37% benefits
: Central Office
: Matric plus a minimum 3-year accredited Degree/ Diploma in the study fields: B.Proc/BA LAW/LLB in Law or related equivalent qualification. A minimum of 5 years relevant work experience in legal services including a minimum of 3 years in a supervisory position. Computer Literacy (MS Office). A valid code 08 driver's license. Computer Literacy (MS Office). Recommendations: Sound understanding of legal processes and legislative framework that guide the public sector. Ability to produce accurate and concise reports; proficiency inn MS Office applications: Efficient time management skills and ability to meet deadlines. Efficient record keeping and information management. Knowledge of public sector regulations. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Oversee the provision of legal support with regard to litigation. Develop strategies and policies governing legal matters and facilitate the implementation thereof to ensure college compliance with relevant legislation and other regulations. Manage the provision of advisory services in respect of legislation, contracts, agreements or any other legal document. Ascertain the protection of college legal interests including contribution to draft legislation. Ensure that college policy framework complies with South African legislation. Manage the negotiation, execution, performance modification and termination of contracts with various parties including customers (Students), suppliers, contractors and employees. Provide secretarial support to college council and committees including that the decisions and actions are solved at meetings are monitored and executed, proper record keeping of all relevant council documentation, logistical arrangements and preparation of minutes for college council and committees. Drafting of relevant government policies, procedures, templates and guidelines to ensure standardization across the college. Provide executive and managerial support to the office of the Principal.NB: An academic record must be attached with your application for this post.
- ENQUIRIES APPLICATIONS** : Mr.ME Gcuwa Tel No: (044) 884 0359
: Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, South Cape TVET College (Central Office), 125 Mitchell Street, George 6529. It is preferred that due to COVID 19

**FOR ATTENTION
NOTE**

Regulations, that Applications to be submitted online to careers@sccollege.co.za

Mr. M.E Gcuwa

General Instruction: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable), qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please Note: No late applications will be considered. No faxed applications will be accepted. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. In terms of Public Service Regulations 2016 (s60) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) Earlier on the condition that he or she would not accept or seek re-appointment; (b) Due to ill health and cannot provide sufficient evidence of recovery; and (S61)(1) A former employee was dismissed in terms of sections 17(2) (d) of the Act of misconduct.

CLOSING DATE

30 October 2020

POST 24/46

**PROJECT MANAGER CAPITAL INFRASTRUCTURE AND EFFICIENCY
GRANT PROJECTS: MAINTENANCE AND FACILITIES REF NO: PS
03/2020**

(College Council appointment)

**SALARY
CENTRE
REQUIREMENTS**

R376 596 per annum (Level 09) plus 37% benefits

Central Office

Matric plus an accredited minimum 3-year accredited National Diploma/Degree in Construction Management/Construction Science or Quantity Surveying with a minimum of 5-10 years relevant work experience in Construction of which 3 years have been in supervision/management role. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Knowledge of organizational objectives, CIBD regulations, Occupational Health and Safety Regulations (OHS). Environmental management. Project Management. Risk Management. Financial Management. Compliant to policies and legislation. Information Management Analytical abilities. Committed. Hardworking, Good coping skills. Ability to work independently. Policy development and implementation skills. Ability to work in a team and also individually. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES

Responsible to supervise different task in completing construction or repairs and maintenance projects. Responsible for the flow of information from the college level project supervisor (organizational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training Department. Make the arrangement for projects documentation on the recommendation and

specification of the Department and ensure that specifications are met. Meet the project owner, ensure that appropriate specification are set, or meet a higher standard. Update information on the project management tools. Make arrangement for the project completion based on specifications of the project owner. Put a proficient team together to achieve the purpose of work in changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise. Plan, commence, execute, supervise, and roundup assigned projects. Ensure compliance with legal, contractual and safety requirements for all College projects. Manage implementation of work within established policies, systems, procedures, processes and practices. Ensure that the appropriate legislation, policies and standard procedures are complied with and that there is no negligence in this regard. Monitor legislation updates and communicate to relevant staff. Provide advice in line with applicable legislation. Liaise with all professionals including the OHS and Environmental Officers. Provide administrative support to progress report meetings. Attend to these meetings and provide progress report meetings. Attend to these meetings and provide progress report and feedback Drafting, submission and presentation of College project related management reports. Act as a liaison between the consultants and the college management. Make recommendations of the projects to management. Report to management in relation to projects underway. Facilitate legal and regulatory requirements for all projects. NB: An academic record must be attached with your application for this post.

**ENQUIRIES
APPLICATIONS**

: Mr.ME Gcuwa Tel No: (044) 884 0359
 : Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, South Cape TVET College (Central Office), 125 Mitchell Street, George 6529. It is preferred that due to COVID 19 Regulations, that Applications to be submitted online to careers@sccollege.co.za

**FOR ATTENTION
NOTE**

: Mr. M.E Gcuwa
 : General Instruction: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please Note: No late applications will be considered. No faxed applications will be accepted. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. In terms of Public Service Regulations 2016 (s60) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) Earlier on the condition that he or she would not accept or seek re-appointment; (b) Due to ill health and cannot provide sufficient evidence of recovery; and (S61)(1) A former employee was dismissed in terms of sections 17(2) (d) of the Act of misconduct.

CLOSING DATE : 30 October 2020

POST 24/47 : **SENIOR ACCOUNTING CLERK: DEBTORS/BURSARIES AND INCOME REF NO: PS04/2020**
(College Council appointment)

SALARY CENTRE REQUIREMENTS : R257 508 – R303 339 per annum (Level 07) excluding service benefits
: Central Office
: Matric/NCV L4 plus a minimum 3-year accredited Degree/National Diploma /National N Diploma in Financial Management/Public Administration. A minimum of 3 years relevant work experience in Bursary and Debtors Management. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Management and supervisory experience. Knowledge of Public Finance Management Act. Treasury Regulations. Knowledge of ITS (Integrated Tertiary Software) systems will be an added advantage. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Receive and distribute mail to subordinates. Manage turnaround time of all bursary claims. Verification of debtor's transactions. Check and sign off on invoices/documents submitted for payment. Capturing of income on financial system. Capturing of corrective journals on student accounts. Import and process bank reconciliation statements into ITS financial system. Check and approve stipends for payment. Check and submit stipends. Compiling of bad debt list for writing-off or handing over. Reports (income, debtors, investments and bursaries). Campus visits. Mentoring and training of Accounting Clerks: Debtors/Bursaries and Income. Review policies and processes. NB: An academic record must be attached with your application for this post.

ENQUIRIES APPLICATIONS : Ms C Robertson Tel No: (044) 884 0359
: Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, South Cape TVET College (Central Office), 125 Mitchell Street, George 6529. It is preferred that due to COVID 19 Regulations, that Applications to be submitted online to careers@sccollege.co.za

FOR ATTENTION NOTE : Mr. M.E Gcuwa
: General Instruction: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please Note: No late applications will be considered. No faxed applications will be accepted. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. In terms of Public Service Regulations 2016 (s60) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a)

Earlier on the condition that he or she would not accept or seek re-appointment; (b) Due to ill health and cannot provide sufficient evidence of recovery; and (S61)(1) A former employee was dismissed in terms of sections 17(2) (d) of the Act of misconduct.

- CLOSING DATE** : 30 October 2020
- POST 24/48** : **EMPLOYEE RELATIONS HRD AND WELLNESS OFFICER REF NO: PS 05/2020**
(College Appointment)
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) plus 37% service benefits
Central Office
Matric plus a minimum 3-year accredited Degree/National Diploma majoring in Human Resources, Labour Relations, Employment Relations, Industrial Psychology or related fields with Labour Relations as a major subject. A minimum of 2 to 3 years relevant work experience in Employee Wellness and Labour Relations. Ability to effectively communicate
Computer Literacy (ICDL or MS Office): A valid code 08 driver's license. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Recommendations: Knowledge of organizational objectives, Knowledge of Labour Relations Act, Employment Equity Act, BCOEA, Constitution, Public Service Act and COIDA. Project Management, Management of Business Processes, Event Management, Risk Management, Protocol and Etiquette. Good interpersonal relationship communication skills. Listening Skills. Team Leadership skills, Planning and organizing skills, People Management. Ability to manage time effectively and problem-solving skills. Report writing skills. Personal attributes: Committed, loyal, client orientated, professional and also with Integrity.
- DUTIES** : Provide administrative support to maintenance of sound employee relations: Assist the organization in the prevention and/or resolution of the disputes in the work place. Assist the organization in the maintenance of order and discipline in the workplace. Assist in facilitating the implementation of an enabling environment for employees. Facilitate case management for ER interventions. Communicate ER policies, processes and procedures to staff. Provide administrative support to the promotion and management of employee wellness programme: Assist employees in improving their health by raising awareness of healthy lifestyles, disability and other health related issues. Administer management of employee wellness programme contract. Define implementation plan with service provider and communicate with management. Monitor usage and general running of the programme. Ensure programme fulfils the requirements as set out in the OHSA. Intergrate employee wellness programmes focused on the overall health and well-being of employees and their related productivity. Listen to employees' needs and interpret them into improvement actions to the programs offered. Ensure compliance with relevant legislation: Ensure that the appropriate legislation, policies and standard procedures are complied with and that there is no negligence in this regard. Monitor legislation updates and communicate to relevant staff. Provide advice in line with applicable legislation. Ensure continuous and effective updating of staff on various people issues that may arise or may need to be discussed. Vendor Management: Managing the Employee Wellness Programme. Ensuring that delivery and follow up standards are met and that the content and assessments are integrated with the other management development. Regularly engage with EWP service provider for reporting, synopsis and effective utilization of the EWP mandate. Reporting: Compile monthly update and status report for submission of the Assistant Director: Human Resources. Manage the provision of secretarial functions of Labour and EWP Forums. Ensure pro-active problem solving and decision making. Ensure validity of statistics. NB: An academic record must be attached with your application for this position.
- ENQUIRIES** : Mr. ME Gcuwa at Tel No: (044) 8840359

<u>APPLICATIONS</u>	:	Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, South Cape TVET College (Central Office), 125 Mitchell Street, George 6529. It is preferred that due to COVID 19 Regulations, that Applications to be submitted online to careers@sccollege.co.za
<u>FOR ATTENTION NOTE</u>	:	Mr. M.E Gcuwa
	:	General Instruction: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please Note: No late applications will be considered. No faxed applications will be accepted. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. In terms of Public Service Regulations 2016 (s60) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) Earlier on the condition that he or she would not accept or seek re-appointment; (b) Due to ill health and cannot provide sufficient evidence of recovery; and (S61)(1) A former employee was dismissed in terms of sections 17(2) (d) of the Act of misconduct.
<u>CLOSING DATE</u>	:	30 October 2020
<u>POST 24/49</u>	:	<u>PERSONAL ASSISTANT REF NO: PS06/2020</u> (Persal Appointment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 – R303 339 per annum excluding service benefits Central Office
	:	Matric plus a minimum 3-year accredited Degree/National Diploma in Secretarial, reception, Legal Secretary, Office Administration and Management Assistant. A minimum of 3 years relevant work experience. Computer Literacy (ICDL or MS Office). Ability to effectively communicate in at least two of the three official languages of the Western Cape. A code 08 driver's License. Recommendations: Knowledge of conflict management and people management. Knowledge of organizational objectives. Report writing skills. Good interpersonal relationship communication skills. Listening Skills. Planning and organizing skills, people Management. Ability to manage time effectively and problem-solving skills. Personal attributes: Friendly and trustworthy, Integrity, confidence, accuracy and assertiveness.
<u>DUTIES</u>	:	Provide a Secretarial/receptionist support service to the Principal: Receive telephonic calls in an environment where in addition to the calls for the Principal with discretion. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopier are in good order. Record engagements. Utilize discretion whether to decide to accept/decline or refer to other deputy Principal's requests of meetings. Based on the accessed importance and urgency of the matter coordinate

with and/or sensitize/advice regarding engagements. Compile realistic schedules of appointments for the Principal. Render Administrative support services: Ensure and advice on the effective flow of information and documents to and from the office of the Principal. Obtain inputs, collate and compile reports, e.g. progress reports, monthly reports management reports. Respond to enquiries received from internal and external stakeholders. Collect, analyze and collate information requested by the Principal. Ensure that travel arrangements are well coordinated. Prioritizes issues in the office of the Principal. Manage the leave register and telephone accounts for the staff in the branch of which the Principal supervise. Handles the procurement of standard items, like stationary, refreshments etc. for the activities of the Principal and the unit. Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Administer travelling arrangements for the Principal such as transport, accommodation, daily allowance, daily claims and S&T claims. Provide support to the Principal regarding meetings: Arrange Principal's meetings in line with important dates and add these on Principal's electronic calendar. Access Principal's emails when out of office. Prepare packs for all Principals meetings and other stakeholders. Coordinate logistical arrangements for the meetings 14 days prior to meetings required. Send invitations to members of meeting 14 days prior to meeting. Create a drop box and load electronic documents 14 days prior to meeting, such as Agenda, approved minutes of previous meeting, action log on matters arising, documents numbered according to Agenda for panel to read through in prep of the meeting. Record minutes/decision and communicate to relevant role –players, follow-up on progress made and prepare briefing notes for the Principal. Collect and compile all necessary documents for management, to inform management on the contents. Support the Principal with administration of the budget: Collect and coordinate all the documents that relates to budget. Assist Principal in determining funding requirements for purposes of budget submission. Keep record of expenditure commitments, requisitions and invoices, contracts and monitor expenditure and alert Principal of possible over-and under spending. Load documents for requisitions and follow up on loaded requisitions. Identify the need to move branch funds between items, consult with the Principal and compile draft memos for this purpose. Analyze the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly; Remains up to date with regard to the applicable policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Principal. Remain abreast with the procedures and processes that apply in the office of the Principal. NB: An academic record must be attached with your application for this position

ENQUIRIES
APPLICATIONS

: Mr. ME Gcuwa at Tel No: (044) 8840359
 : Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, South Cape TVET College (Central Office), 125 Mitchell Street, George 6529. It is preferred that due to COVID 19 Regulations, that Applications to be submitted online to careers@sccollege.co.za

FOR ATTENTION
NOTE

: Mr. M.E Gcuwa
 : General Instruction: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered

based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please Note: No late applications will be considered. No faxed applications will be accepted. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. In terms of Public Service Regulations 2016 (s60) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) Earlier on the condition that he or she would not accept or seek re-appointment; (b) Due to ill health and cannot provide sufficient evidence of recovery; and (S61)(1) A former employee was dismissed in terms of sections 17(2) (d) of the Act of misconduct.

CLOSING DATE

: 30 October 2020

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Applications must be sent to the correct email address specified at the bottom of each position, on or before the closing date.
- CLOSING DATE** : 30 October 2020
- NOTE** : submitted on the Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible); accompanied by a copy of the Applicant's ID, valid driver's license and relevant educational qualifications. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA). Limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2/3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

- POST 24/50** : **PROVINCIAL MANAGER: KZN REF NO: HRMC 44/20/01**
- SALARY** : R1 251 183 - R1 495 956 per annum (Level 14), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Province: KwaZulu-Natal: Provincial Manager's Office
- REQUIREMENTS** : An undergraduate qualification at (NQF level 7) as recognized by SAQA. A relevant post graduate qualification will be an added advantage. 5 years' experience at a senior managerial level in a related field. Pre-entry Certificate to Senior Management Services. Knowledge of the Constitution of the Republic of South Africa, the Public Service Act and Public Service Regulations. Basic knowledge of applicable Human Resource legislations and prescripts. Knowledge and understanding of the Public Finance Management Act. In-depth knowledge and understanding of the Citizenship Act, Births, Marriages and Death Act, the Identification and Identity Documents Act, and the Travel Document and Passport Act. Knowledge and understanding of the Immigration Act and

DUTIES

Regulations, the Refugee Act and Regulations. Computer literacy. A valid drivers' licence, willingness to travel extensively and work extended hours is essential.

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide strategic advice and guidance to Civic and Immigration Services Front Offices in the Province. Develop strategy for Civic and Immigration Services. Responsible for strategic decision making and risk management regarding Civic and Immigration Services at Provincial level. Monitor and report to the Deputy Director-General's Civic Services on the performance of the Province against the objectives of the DHA Strategic Plan. Direct and enable the growth of the footprint at Regional Offices, District Offices, Permanent Service Points and Thusong centres. Ensure provisioning of services and functions in accordance with all relevant legislation for Civic and Immigration Services. Ensure effective management and implementation of Inspectorate and Permitting services and functions in compliance with the Immigration and Refugee Act. Ensure the preparation, development and implementation of Civic and Immigration Services business and operational plans of the Province. Interaction with Provincial and local government (i.e. Premier, Member of Executive Council (MEC's), Head of Departments (HOD's) and community based structures). Manage and implement strategic objectives and innovation. Participate in the development of the strategy for the Department. Ensure the development and implementation of business plans in conjunction with Head Office in order to meet the strategic objectives of the Department. Responsible for strategic decision making and providing expert advice. Ensure effective and efficient risk management within province in order to mitigate security and fraud risks. Manage various strategic projects and programmes identified to meet short, medium and long term objectives of the Unit. Ensure effective monitoring and coordination of the Province so as to provide strategic advice and update the Minister and Departmental Heads regarding capacity requirements, demand trends and service delivery. Develop strategy to address representation, service delivery requirements and global trends. Develop and review policies, procedures and standard level agreements. Manage and oversee the implementation of governance processes, frameworks and procedures. Ensure compliance with legislation, regulations, DHA policies and procedures within the Province. Participate in management and other government forums. Manage and monitor quality, risk, standards and practices against prescribed frameworks. Develop and oversee the implementation of written policies, standards, and guidelines. Ensure adherence to department policies, processes and procedures. Ensure effective governance and compliance within the Province. Provide leadership and strategic direction within the Province in identifying policy gaps, determine policy goals and draft policy documents as needed. Ensure good governance within the Province in line with the King Report and other related legislation. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Province. Ensure compliance with all audit requirements within the Province. Ensure the development of quality and risk management frameworks, standards and practices. Draft and submit annual, monthly and weekly reports that are required or delegated by Ministry, DG, DDG or other Business Units. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Implement compliance with all duties of the employer in terms of the applicable legislative framework falling

within office duties Establish and implement a quality control, norms and standards framework for human resource stakeholder interaction and service delivery. Establish and manage relationships with all relevant stakeholders. Liaise with internal and external stakeholders on strategic issues and challenges that emanates. Build partnerships with various internal and external stakeholders in order to enforce compliance. Ensure that various stakeholders enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder enquiries or complaints. Manage Resources (Human, Financial and Physical) within the Province. Report on the performance of the unit against operational plan, business requirements and targets. Develop the business plan for the Province and ensure effective prioritisation and resource planning. Agree on the training and development needs. Implement effective talent management processes within the Province (attraction, retention, development). Manage the implementation of compliant performance management. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage compliance of the Province against finance, asset management, supply chain and procurement regulations and policy requirements. Manage the financial resources of programmes and projects in charge of in accordance to the PFMA. Identify and monitor financial risks in relation to the projects in the Province.

**ENQUIRIES
APPLICATIONS**

: Mr LT Sigama, Tel No: (012) 402 2167/66 or (012) 402 2214
 : Quoting the relevant reference number, direct your CV, certified copy of highest qualification together with an Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date to: E-mail: Civicsrecruitment@dha.gov.za

POST 24/51

: **DIRECTOR: IT SERVICE DELIVERY MANAGEMENT REF NO: HRMC
44/20/02**
 Branch: Information Services
 Chief Directorate: IT Service Management
 Directorate: Service Delivery Management

SALARY

: R1 057 326 - R1 245 495 per annum (Level 13), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Head Office, Pretoria
 : An undergraduate qualification at NQF level 7 as recognized by SAQA. 5 years' experience at a middle management level. Pre-entry Certificate to Senior Management Services. Experience in IT Service Delivery Management (IT Asset Management, Procurement and Contract and SLA) environment is required. Experience in managing Vendors, IT assets, IT Procurements and SLA/ OLA and Contracts is required. Sound knowledge and application of the GITO Guidelines and prescripts (E Governance policy framework and Corporate Governance of IT in Public Sector). Knowledge of the State Information Technology Agency Act 88 of 1998, SITA regulations and sound knowledge of the Protection of Information Act 84 of 1982 and the Promotion of Access to Information Act 2 of 2000. Sound knowledge of the Copyright Act. Knowledge of the Public Service Regulatory Framework. Understanding of the departmental legislation and prescripts. Sound Knowledge of Public Finance Management Act and Supply Chain Management prescripts. ITIL Foundation Certification is required. Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Time management, accountability and decision making. IT Service (Business) Continuity Management. Service Level Management and capability management. Problem solving analysis, business report writing, influencing and networking. Written and

DUTIES

verbal communication skills. A valid drivers' licence, willingness to travel extensively and work extended hours, and on call are essential.

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage IT service delivery improvements in line with Infrastructure Library (ITIL) Framework. Ensure the alignment of IT service delivery management strategy with the overall Departmental strategy. Lead and direct effective business strategy needs to incorporate into IT Service Management Strategy. Provide direction and guidance on IT service delivery management to DHA Business Units. Manage the implementation of ITIL processes to focus on service delivery improvements. Ensure compliance to ITIL norms and standards in order to deliver excellent service and add value to the business. Manage and monitor IT procurement plan for seamless and effective service delivery. Manage and monitor IT procurement and service contracts, OLAs and SLA to ensure that are implemented according to best practice. Manage IT assets (tangible and intangible) in line with DHA policy prescripts and best practices. Manage the quality of service rendered by IT Vendors to ensure effective service delivery. Manage business agreement with SITA and alignment with all SLAs for mandatory and non-mandatory services. Ensure that all procurement are part of the IT procurement plans, business case, project plans etc. Ensure that all supplier relationship is underpinned by legally binding contracts and SLAs. Ensure that all IT Assets within the branch are managed in accordance to the DHA Asset Management prescripts. Ensure all Policy, Processes and Procedures are in place as part of control measures and mechanism to manage IT Service delivery. Oversee values and principles of IT Standards, PFMA and SITA and Supply Chain Management policies are adhered to. Ensure that IT structures that streamlines IT processes are implemented to eliminate redundancy. Design appropriate and cost-justifiable continuity mechanisms to meet the agreed business continuity. Manage and implement strategic objectives and innovation within the functional Unit. Develop the operational plan for the directorate and ensure effective prioritisation and resource planning. Provide strategic direction within the directorate. Coordinate and monitor the delivery of the business plan against the agreed objectives and timeframes. Report on the performance of the directorate against the business plan to the CD. Develop technical expertise within the directorate and keep abreast of technological advancements. Develop identified policies and procedures in conjunction with the policy and strategy Unit. Develop service delivery processes and procedures for the Department. Develop relationship with vendors and service providers for the delivery of services. Ensure that IT services are implemented to the best practice standards, time, quality and budget. Create and build partnerships with various internal and external stakeholders. Ensure the implementation of effective risk and compliance management practices. Develop and implement governance processes, frameworks and procedures within the Unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Unit. Ensure compliance with all audit requirements within the Unit. Represent the Unit at management and other government forums. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and terminations within the Unit. Manage and ensure employees are equipped with the required skills and resources to perform optimally. Ensure that staff is motivated and committed to the vision and goals of the directorate.

ENQUIRIES
APPLICATIONS

: Ms NR Nengovhela Tel No: (012) 406 4090
: Quoting the relevant reference number, direct your CV, certified copies of qualifications and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: isrecruitment@dha.gov.za

<u>POST 24/52</u>	:	<u>DIRECTOR: POLICY DEVELOPMENT REF NO: HRMC 44/20/03</u> Branch: Institutional Planning and Support Chief Directorate: Policy and Strategic Management
<u>SALARY</u>	:	R1 057 326 - R1 245 495 per annum (Level 13), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pretoria An undergraduate qualification in Social Sciences /Policy Development or related field at NQF level 7 as recognized by SAQA. 5 years' experience at a middle management level. Pre-entry Certificate to Senior Management Services. Knowledge and understanding of Public Service policies and legislation. Knowledge and understanding of all Departmental prescripts, legislation and policies. Client orientation and customer focus. Programme and project management. Communication and decision making. Business report writing and presentation skills. Influencing and networking. Planning and organising. Negotiation and interpersonal skills. A valid drivers' licence, willingness to travel extensively and work extended hours.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: To manage and coordinate the policy development programme of the Department of Home Affairs. Develop a multi-year departmental policy program that is aligned with DHA constitutional mandate and government priorities. Ensure effective and inclusive processes for the formulation of policies. Coordinate policy development within the Department. Keep abreast of relevant national and international trends in policy development. Monitor the policy environment and assist the Department to review policy as required. Support and drive policy analysis and professional policy development, including the contracting and management of policy specialists. Ensure effective policy analysis, supported by sound information and knowledge, in the development of policy. To ensure communication, coordination and maintenance of policies within Department of Home Affairs. Ensure alignment of DHA policies with government priorities, legislation, DHA strategic direction, environment and other requirements. Manage communication of DHA wide policies across the entire organization. Collaborate with other departments, spheres of government, academia and internal divisions where and when necessary, and ensure effective consultation on policy internally and externally. Participate in relevant policy forums/workshops that impact on the effective operation of Home Affairs. Build and maintain links with national, provincial and local government and other institutions on policies that impact on the mandate of the Department. Provide expert advice and guidance to management and staff on policy matters. Establish a systematic and standard approach for policy development in the Department. Identify and communicate policy requirements within DHA. Keep and maintain DHA wide policy register. Promote best practice in respect of policy management. Ensure operational efficiency and service delivery within the directorate. Develop the operational plan for the directorate and ensure effective prioritisation and resource planning. Report on the performance of the directorate against the operational plan to the CD/DDG. Effectively manage the performance of the directorate against agreed service level agreements, business requirements and targets. Oversee the effective implementation of process and systems enhancement initiatives within the directorate. Maintain close links with Business Intelligence and Research functions in Branches to identify new trends and strategic direction, and to ensure data and information flow in support of planning. Develop and implementation of policy and procedure, directive, acts and regulations. Manage physical, financial and human resources. Ensure that budget spending is maximized in line with strategic objective. Monitor and report on the

utilization of equipment. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Ensure that the Directorate is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure risk and compliance management. Develop and implement governance processes, frameworks and procedures within the directorate associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. Ensure compliance with all audit requirements within the directorate. Represent the directorate at management and other government forums.

ENQUIRIES : Mr S Mthiyane Tel No: (012) 406 4353
APPLICATIONS : Quoting the relevant reference number, direct your application (following the "Directions to Applicants" above), by the closing date of 18 September 2020 to: E-mail: ipsrecruitment@dha.gov.za

POST 24/53 : **DISTRICT MANAGER OPERATIONS REF NO: HRMC 44/20/04**

SALARY : R1 057 326 - R1 245 495 per annum (Level 13), (An all-inclusive remuneration package) structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Eastern Cape: District Municipality Office: Amathole and Buffalo City Metro Municipalities.

REQUIREMENTS : Undergraduate qualification in Operations Management / Social Sciences at NQF level 7 as recognized by SAQA. 5 years' experience at a middle management level. 5-7 years' experience in Civic and Immigration Services or Operations Management. Pre-entry Certificate to Senior Management Services. Knowledge of the Public Service Regulatory Framework. Knowledge of the Human Resources Legislation and Prescripts. Knowledge of Human Resource Plan. Knowledge and understanding of departmental legislation and prescripts. Knowledge and understanding of Immigration Services Acts. Knowledge and understanding of Civic Services Acts. Business report writing and presentation skills. Problem solving and analysis. Planning and organizing. Operations and logistics management. Capacity planning. Research methodology and analysis. Policy development. Computer literacy. A valid drivers' licence, willingness to travel extensively and work extended hours are essential.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations of the Civic and Immigration services in the District / Metro Municipality in accordance with service delivery standards. Manage Civic Services operations on the issuing of enabling documents (eg. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc.). Facilitate the implementation of national immigration initiatives, processes and policies to achieve improved efficient and effective service delivery. Ensure the accessibility of DHA services by the public and management of outreach programmes. Ensure the delivery against the mandates derived from the Government's Programme of Action (POA). Provide input in the development of Civic and Immigration Services strategies. Oversee operations and activities of all Local offices and Ports of Entry to meet the needs of the clients in line with the departmental service standards. Oversee the integrity of the national population register in the district and ensure effective utilisation of all relevant Civic Services systems. Identify external trends and patterns that will impact the medium and long term footprint and channel development for both Civic and Immigration Services. Facilitate the development of the footprint at Local Offices (small, medium and large), Thusong centres, Health Facilities and mobile offices. Develop, interpret

and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Revisit, review and streamline all processes to ensure accuracy and efficiency in all operations. Manage the implementation of a service delivery plan with measures to improve and monitor service delivery, combat corruption, address and prevent backlogs. Act as a change agent for transformation and communicate, motivate and drive change initiatives within the district. Recommend and implement performance improvement initiatives. Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) within DHA offices and Ports of Entry (POE) and adhere to service standards. Provide expert advice and guidance in the Metro/District Municipality on operational matters. Serve as a project leader within the District Municipality to ensure effective project management implementation. Manage Immigration operations (eg. port of entry, law enforcement, deportations and inspectorate functions). Manage compliance to all legislation administered by the department in the District /Metro Municipality. Identify policy gaps, provide input and comments on drafting policy documents Ensure effective interpretation and implementation of Civic Services and Immigration legislative frameworks. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Metro/District Municipality. Develop the Operational plan and facilitate implementation and resource planning. Provide strategic direction within the Metro/District Municipality. Manage the delivery of the Operational plan within the allocated budget, against the agreed objectives and timeframes. Report on the performance of the Metro/District Municipality against the APP, BP and Operational Plan to the Provincial Manager. Develop technical expertise within the Metro/District Municipality and keep abreast of technological advancements. Ensure the implementation of innovative initiatives. Provide administrative support services in the District /Metro Municipality. Draft and submit reports that are required or delegated by Ministry, Director-General, Deputy Director-General or other Business Units. Ensure compliance with all audit requirements within the Province. Develop quality and risk management frameworks, standards and practices. Ensure effective management of external contractors and suppliers within the Metro/District Municipality. Ensure effective development and management of internal service level agreements. Ensures effective alignment of Civic and Immigration Service's budget and reporting to the department's strategic planning in terms of the Treasury Regulations and PFMA of 1999. Ensure effective talent management within the unit (attraction, retention, development). Ensure effective and compliant implementation of performance management within the Province. Foster effective inter-governmental and stakeholder relations within the District / Metro Municipality. Liaise with various internal and external bodies/institutions on matters relating to Civic and Immigration Services functions. Recommend stakeholder development patterns within the District Municipality. Ensure that the DHA services and plans are in line with the Integrated Development Plan (IDP) of the Metro-municipality. Ensure the delivery of services against the mandates derived from the Government's Programme of Action (POA). Develop and maintain good relations within the department and with all stakeholders. Represent the Province at management structures and other government structures/forums. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations to enhance service delivery. Manage key stakeholders relationship related to the delivery of services. Manage external contractors and suppliers in an efficient manner. Develop relationship across diverse groups of stakeholders. Interaction with Provincial and local government on matters of interest to the Department's service delivery. Ensure efficient management of risk and audit queries to obtain an improved audit outcome in the District / Metro Municipality. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures

within the Unit. Ensure compliance with all audit requirements within the Province. Develop quality and risk management frameworks, standards and practices. Manage resources (Human, physical and financial) in the District Municipality. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the District/Metro Municipality. Ensure management of external Contractors and Suppliers. Ensure that supply chain management and asset management are effectively managed in line with Treasury Regulations and PFMA. Ensure talent management within the unit (attraction, retention, development). Ensure the implementation of performance management system. Oversee the management of IT support in District Municipality. Ensure the management grievances, discipline and terminations in the District Municipality. Ensure that managers are equipped with the required skills to manage transformation and transition.

ENQUIRIES
APPLICATIONS

- : Mr Mr G Mabulu Tel No: (082) 887 5563
- : Quoting the relevant reference number, direct your application (following the "Directions to Applicants" above), by the closing date of 18 September 2020 to: E-mail: Civicsrecruitment@dha.gov.za

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications can be forwarded to Jobs@dhs.gov.za (Please apply with the correct post name as well as reference number in the subject line)
- CLOSING DATE** : 30 October 2020 at 16h00. No Late Applications Will Be Considered.
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified within the past 12 months. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 24/54** : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY SECURITY AND RISK MANAGEMENT REF NO: DOHS/29/2020**
Branch: Corporate Services
Chief Directorate: IMS & IT Systems
Directorate: Information Technology Infrastructure
- SALARY** : R733 257 per annum (Level 11) all-inclusive salary package.
- CENTRE** : Pretoria
- REQUIREMENTS** : The successful candidate will be expected to ensure alignment of all information security activities against the Strategic goals and objectives of department. Candidates must be in possession of Matric/ Gr 12 or equivalent Undergraduate qualification (NQF 6/7 as recognized by SAQA in Information Technology/ Computer Sciences/ Information Systems or Equivalent qualification or SSCP/ CISSP. 3 – 5 years' experience at entry level (Assistant Director level). Extensive experience in WAN, LAN and applications environment. Knowledge of ISO27001:2005 framework, government legislations, International Security Standards/ Policies/ Best Practices and Governance Frameworks. Experience in Novell, Linux and the Microsoft environment will be an additional benefit. Excellent Communication skills (both written and verbal). Good planning, organizational skills and be a Team Player. Good Project Management Skills and Excellent Customer Relations skills and excellent conduct.
- DUTIES** : Manage and develop IT infrastructure Security Frameworks. Develop and implement Information Security Strategies and policies. Develop and

implement Information Security Awareness programmes. Perform Information Technology Risk Management, Audit and regulatory compliance. Document information security standards and procedures. Maintain access to securable network resources, including but not limited to Internet, Remote Access, Firewalls, Domain Controllers, Application Servers and File Servers.

ENQUIRIES : Mr L Manyama Tel No: (012) 444-9138
NOTE : Male candidates and people with disabilities are encouraged to apply.

POST 24/55 : **DEPUTY DIRECTOR: FINANCIAL PERFORMANCE ANALYSIS REF NO: DOHS/08/2020**
Branch: Chief Operations Officer
Chief Directorate: Regulatory Compliance
Directorate: Entities Oversight

SALARY : R733 257 per annum (Level 11) all-inclusive salary package
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of Matric/Grade 12 coupled with an appropriate recognised Undergraduate Diploma/Degree (NQF level 6/7 as recognized by SAQA) in Finance/Financial Management/ Management Accounting and or Public Finance. The applicant must have minimum of 3-5 years' relevant working experience at an Assistant Director level. The applicant must have a working knowledge of analytical and financial management tools to monitor and analysis the financial sustainability of an organization. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and related legislations, understanding of budgeting processes. In addition, applicant must be computer literate, resource management skills, possess good communication and report writing skills. Be able to work under pressure, be a team player, have driver's license and be willing to travel.

DUTIES : The successful candidate will be responsible for: Ensuring that Entities budgeting process is aligned to planning and performance outcomes. Assessment of financial performance of Human Settlements Entities and their compliance with the PFMA and the Treasury Regulations. Provide inputs to the approval of annual budgets of the Human Settlements Entities and the submission of the budget information in terms of the Medium Term Expenditure Framework (MTEF) and the Estimates of National Expenditure (ENE). Ensure PFMA compliance on Entities financial applications and processes. Participate in the review and reform of Human Settlements Entities. Manage the administration of the Sub-directorate.

ENQUIRIES : Mr L Manyama Tel No: (012) 444-9118
NOTE : Male candidates and people with disabilities are encouraged to apply

POST 24/56 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: DOHS/17/2020**
Branch: Chief Financial Officer
Chief Directorate: Financial Management
Directorate: Financial Administration and Internal Control

SALARY : R733 257 per annum (Level 11) all-inclusive salary package
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of Matric/Grade 12 coupled with an appropriate recognized Undergraduate Diploma/Degree (NQF level 6/7 as recognized by SAQA) in Financial Accounting or any other relevant qualification. The applicant must have a minimum of 3-5 years' relevant working experience at an Assistant Director Level/equivalent or Deputy Director. The applicant must have served articles of clerkship under qualified auditors. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, related guidelines and Instruction notes. In addition, the applicant must be computer literate, with a knowledge/understanding of government transversal financial systems. Understanding of the government planning system. Possess good

<u>DUTIES</u>	:	communication and report writing skills. Be able to work under pressure, be a team player with good management skills.
	:	The successful candidate will be responsible for: Monitoring and Evaluation of Internal Controls in the Department. Management of Financial records including working closely with Records Management Directorate in the planning and implementation of digitisation. Prevention and management of thefts and losses, irregular, fruitless and wasteful expenditure. Participate in the review of departmental and sector performance. Manage the administration of the Sub-directorate.
<u>ENQUIRIES</u>	:	Mr L Manyama Tel No: (012) 444-9118
<u>NOTE</u>	:	Male candidates and people with disabilities are encouraged to apply
<u>POST 24/57</u>	:	<u>DEPUTY DIRECTOR: ANTI-CORRUPTION ANALYSIS AND MEASURES</u> <u>REF NO: DOHS/22/2020</u> Branch: Director-General Chief Directorate: Internal Audit, Risk Management and Special Investigations Directorate: Special Investigations Sub-Directorate: Anti-Corruptions Analysis and Measures
<u>SALARY</u>	:	R733 257 per annum (Level 11) all-inclusive salary package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Candidates must be in possession of a Gr 12 certificate, three (3) year ungraduated degree or national diploma in Law/ Policing/Forensic Investigations/ Auditing (NQF 6/7 as recognized by SAQA).Registered with the Association of Certified Fraud Examiners (ACFE) will be an added advantage. 3 -5 years' experience at entry level management. Knowledge in forensic investigations. Knowledge and understanding of legislation administered by the Department such as Public Finance Management Act, Public Administration Act and Regulations, Prevention and Combating of Corrupt Activities Act, Protected Disclosure Act, Prevention of Organized Crime Act, National Anti-Corruption strategy and Minimum Anti-Corruption Capacity Requirement. Proficiency in verbal and written communication as well as presentation skills. Policy analysis, formulation and implementation skills. Computer literacy and a valid driver's license. The candidate will be subjected to security vetting.
<u>DUTIES</u>	:	The appointee will be responsible for the following: Assist the Director in developing the annual anti-fraud and corruption implementation plan. Review the Anti-fraud and corruption strategy. Review the whistle blowing policy. Coordinate the presentation of anti-fraud and corruption awareness campaign. Develop, promote and distribute the anti-fraud and corruption posters. Promote the whistle blowing policy. Develop annual fraud and ethics risk register. Update the fraud and ethics risk monitoring tool quarterly. Manage the case management register on all reported cases including reported, investigated and finalized cases. Perform fraud detection review on high risk areas. Manage the investigation of reported cases. Review the investigation plan for approval by the Director. Manage/ supervise the investigation teams and ensure that the investigation are performed according to the approved investigation methodology. Review the investigation reports. Liaise with law enforcement agencies. Provide the inputs on the quarterly performance report. Provide inputs to the report to the audit committee and risk management committee. Provide any adhoc assistance in the administration of the Directorate including budget and procurement plan.
<u>ENQUIRIES</u>	:	Mr L Manyama Tel No: (012) 444-9118
<u>NOTE</u>	:	Male candidates and people with disabilities are encouraged to apply.

POST 24/58 : **ASSISTANT DIRECTOR: URBAN SETTLEMENT DEVELOPMENT REF NO: DOHS/30/2020**
 Branch: Chief Financial Officer
 Chief Directorate: Chief Investment Officer
 Directorate: Grants Management

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
 : Pretoria
 : Candidates should be in possession of Matric/ Gr 12 or equivalent; relevant Undergraduate qualification (NQF level 6/7 as recognized by SAQA) in Public Finance/Financial Accounting/Financial Management/Economics. 3.-5 years' experience in a financial analysis environment. The candidate must be a self-starter, analytical, creative and innovative thinker. Knowledge of human settlements environment. Knowledge of the Housing Sector. Financial evaluation, Treasury Regulations, PFMA, DORA, Housing Policies and Procedures and Economic modeling. Knowledge of government budgeting processes. Financial Modelling and analysis. Cash Flow Projections. Financial Management. Economic and Statistical analysis. Business Plan models within Human Settlements Sector. Monitoring and Evaluation. Presentation and financial data assessment and interpretation. Research and negotiating Public Sector Legislative Prescripts. Management of staff. People management skills. Research and analytical skills. Project management and financial management s. Presentation and facilitation skills and Communication (written and verbal) skills. A valid driver's license. Assertiveness. Interpersonal relations. Dead- line driven. Ability to perform duties under pressure. Goal oriented and passionate.

DUTIES : Administer the Human Settlements Grants in line with the relevant prescripts. Monitor compliance to the Public Finance Management Act (PFMA), Treasury Regulations, Municipal Finance Management Act (MFMA) and Division of Revenue Act (DoRA) by Metropolitan Municipalities. Assist with the preparation of payments to Metropolitan Municipalities for the allocations to be tranch ed in line with the approved payment schedules. Ensure that there is an effective monitoring tool to monitor performance of the grant and its impact on the poor households. Assist with the analysis of both the monthly and quarterly reports and prepare reports for Top Management. Identify gaps and recommend measures to be put in place to address such gaps. Assist with the evaluation of financial performance of Metropolitan Municipalities and submit such reports to National Treasury in terms of the Act. Provide inputs and consolidate inputs from relevant stakeholders to DoRA and grant framework(s). Conduct the oversight visits on a quarterly basis to verify performance reported. Assist in the preparation of grants analysis reports as well as presentations for forums such as Executive Management Team (EMT), Minister and Top Management (MinTop), Technical MinMec and Implementation Forum as well as MinMec. Assist in the compilation of responses on Audit matters and Standing Committee on Public Accounts and Portfolio Committee queries. Undertake Portfolio Committee performance verification visits as requested. Analysis of the cash flow projections, preparation of the payment schedule and alignment with the business plans. Monthly transfer and monitoring of Municipal expenditure. Analysis of Municipal quarterly expenditure. Project monitoring undertaken by oversight visits to Metropolitan Municipalities on USDG. Ensure compliance to the legislative frameworks governing the management of the Urban Settlements Development Grant. Adhoc requests on USDG. Manage the administration of the Sub-Directorate.

ENQUIRIES : Mr J Sebola Tel No: (012) 444-9114
NOTE : Male candidates and people with disabilities are encouraged to apply

POST 24/59 : **ASSISTANT DIRECTOR: SECRETARIAT SUPPORT REF NO: DOHS/06/2020**
Branch: Office of the Director-General
Directorate: Human Settlement Secretariat

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Pretoria
: Matric/Grade12 coupled with a relevant Bachelor's Degree/Equivalent qualifications (NQF level6/7 as recognized by SAQA); 3-5 years' experience in committee work; Exceptional analytic and writing skills; Ability to pay attention to detail during meetings, analyze meeting proceedings, synthesize discussions and resolutions of meetings and present them before meetings adjourn as per the requirements of the IGR Framework Act); Knowledge of a variety of relevant computer programmes particularly MS Word & Micro Office Power Point; Good communication skills and the ability to interact at high level while maintaining sound interpersonal relations; Understanding of the functions of intergovernmental structures that promote cooperative governance and integrated planning/delivery. Sound understanding of the housing environment as well as government policies and prescripts; Ability to work under pressure and in a hectic & unpredictable environment; Planning & organizing skills; Supervision, management and leadership skills; Basic financial management skills, Willingness to travel extensively, A valid Code 8 driver's license. In addition to the above the applicants must be prepared to travel, work long hours and undergo security clearance.

DUTIES : Provide secretariat, logistical and administrative support to various decision making structures of the Department including Strategic Management Committee, Audit Committee, Risk Management Committee, workshops, Housing Indabas and other adhoc intergovernmental structures. Liaise with the relevant stakeholders to ensure participation of members. Monitor, track, coordinate and communicate decisions of various decision-making structures to relevant role players. Synchronize decisions taken at various structures of the Department to ensure that they reach the highest decision-making structures in the Department. Develop and maintain a database of resolutions of these structures: Supervise and provide in-service training to subordinates on a variety of matters related to committee work; Compile reports, memoranda and letters regarding issues of the Sub-Component; Assist to oversee the budget of the Sub-Component.

ENQUIRIES NOTE : Mr J Sebola Tel No: (012) 444-9114
: Male candidates and people with disabilities are encouraged to apply. The selection process will involve subjecting candidates to an intense competency test in the form of writing

POST 24/60 : **CHIEF NETWORK CONTROLLER REF NO: DOHS/28/2020**
Branch: Corporate Services
Chief Directorate: IMS and IT Systems
Directorate: Information Technology System
Sub-directorate: Information Technology Client Services

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Cape Town
: Candidates should be in possession of Matric/Gr 12 or equivalent; relevant Undergraduate qualification (NQF level 6/7 as recognized by SAQA) in Information Technology. 2 - 5 years relevant experience in LAN/Desktop Support environment preferably in Microsoft environment; Knowledge of GroupWise v.12, MS Office 365 Suite, BAS, LOGIS, PERSAL (will be an added advantage); Knowledge on desktop/workstation security, anti-virus and end-point security products; COMPTIA A+, N+, ITIL Foundation certificates (highly recommended); Good understanding of Mobile/Tablet Technology & Operating Systems (e.g. iOS, Android, Windows etc); Good knowledge

and understanding of audio visual systems and solutions; Experience at the level of Principal Network Controller (added advantage); Excellent Communication (verbal & written), Customer Service, Planning & Organizing Skills, Valid driver's license for standby, after-hours and Cape Town offices support.

DUTIES : The successful candidate will be responsible for the following: Provide Information Technology Desktop and LAN Support; IT Projects support and Procurement Technical Assessment; Supervise Staff & Mentoring of Information Technology Interns; Dedicated Executive Management, Parliamentary & Ministerial Support; Provide Information Technology Standby & After-hours Support. Dedicated Senior Executive Management, Parliamentary & Ministerial Support.

ENQUIRIES : Ms N Nortman Tel No: (012) 444 9115

NOTE : Male candidates and people with disabilities are encouraged to apply.

POST 24/61 : **SENIOR INTERNAL AUDITOR REF NO: DOHS/18/2020 (X2 POSTS)**

Branch: Director-General

Chief Directorate: Internal Audit, Risk Management and Special Investigations

Directorate: Internal Audit

Sub-Directorate: Assurance Services

SALARY : R316 791 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : Candidates should be in possession of Matric/ Gr 12 or equivalent; relevant Undergraduate qualification (NQF level 6/7 as recognized by SAQA) in Internal Auditing/ Auditing or Financial Accounting. Minimum of 2-5 years Internal Audit experience. Knowledge of Public Finance Management Act, Treasury Regulations and General accepted Accounting Practices. Good understanding of the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing and Code of Ethics. Ability to work independently and under pressure. Good written and verbal communications. Report writing skills. Good interpersonal relations skills. Analytical skills. Problem solving skills and conflict management skills. Computer literacy. Ability to use the audit working paper tool (Teammate added advantage) and knowledge of Audit Command Language (ACL). Willingness to travel when required. A valid driver's license.

DUTIES : The appointee will be responsible for: Evaluate the established system of internal controls and provide assurance that there is compliance with the relevant policies and procedures. Evaluates and assess the reliability and integrity of financial information. Review and assess the risk management process. Conduct audits to evaluate the controls, processes and systems on the utilization of resources. Conduct audits to provide assurances regarding the performance against objectives and goals. Conduct audits to review and assess the processes, systems and controls, within the Departments and in the Provinces. Conducts random audits in provinces to ensure compliance with regulations pertaining to conditional grant grants.

ENQUIRIES : Ms N Nortman Tel No: (012) 444-9115

NOTE : Male candidates and people with disabilities are encouraged to apply.

POST 24/62 : **SENIOR STATE ACCOUNTANT: FINANCIAL TRANSACTIONS REF NO: DOHS/26/2020**

Branch: Chief Financial Officer

Chief Directorate: Financial Management

Directorate: Financial Administration and Internal Controls

Sub-Directorate: Financial Accounting

SALARY : R316 791 per annum (Level 08)

CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	Matric/ Gr 12, an Undergraduate Diploma/degree (NQF level 7 qualification) or equivalent qualification in Finance or related fields, at least 2-5 years relevant experience. Good interpersonal skills, mathematical accuracy, analytical skills and communication skills (both written and verbal). Ability to work under pressure. Computer literacy (Microsoft Office). Valid driver's licence. Knowledge of Treasury Regulations, Public Finance Management Act, Delegation, Thorough knowledge of Basic Accounting System (BAS), thorough knowledge of Safety Web, thorough knowledge of Financial Accounting.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Administration of petty cash and banking. Clearing of suspense accounts and period closure. Allocate work and control workflow of section and on the work training. Checking of creditor's, sundry related payments and journals. Administration of funds requisition. Checking of creditors and bank reconciliations. Surrender and collection of revenue. Respond to queries. Report of invoices paid after 30 days. Ensure proper record keeping.
<u>ENQUIRIES NOTE</u>	:	Ms N Nortman Tel No: (012) 444-9115 Male candidates and people with disabilities are encouraged to apply.
<u>POST 24/63</u>	:	<u>STATE ACCOUNTANT: EMPLOYEE COMPENSATION REF NO: DOHS/27/2020</u> Branch: Chief Financial Officer Chief Directorate: Financial Management Directorate: Financial Administration and Internal Control Sub-Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) Pretoria
<u>DUTIES</u>	:	Applicants must have: Matric/ Gr 12. Undergraduate Diploma/ Degree (NQF 6/7 as recognized by SAQA) in Finance or any other relevant qualification. Maximum of two (2) years relevant experience. Experience in salary administration will be considered as an added advantage. Good interpersonal skills, accuracy and communication (both written and verbal). The ability to work under pressure. Computer literacy (Microsoft Office). Knowledge of Treasury Regulations, Public Finance Management Act, Persal and Basic Accounting System (BAS). Knowledge of SARS e-filing and Easyfile.
<u>DUTIES</u>	:	The appointee will be responsible for the following: Instate Persal Transactions. Check and capture S&T claims. Provide supporting documents for the Interim and Annual Financial Statements. Clearing of suspense accounts. Monthly reconciliations of the PERSAL/BAS and PERSAL EBT interfaces. Tax reconciliations. Ensure proper record keeping.
<u>ENQUIRIES NOTE</u>	:	Ms N Ruiters Tel No: (012) 444-9125 Male candidates and people with disabilities are encouraged to apply.
<u>POST 24/64</u>	:	<u>PRINCIPAL PERSONNEL OFFICER REF NO: DOHS/19/2020</u> Branch: Corporate Services Chief Directorate: Human Resources Directorate: Human Resources Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) Pretoria
<u>REQUIREMENTS</u>	:	Applicants must have: Matric/Gr 12. Undergraduate Diploma/ Degree (NQF 6/7 as recognized by SAQA) plus 3-5 years of appropriate experience. Extensive knowledge of the PERSAL System will be a recommendation. A good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, PSCBC Resolutions and DPSCA circulars regarding human resource administration. Computer literacy;

		good interpersonal skills; good written and verbal communication skills are essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for overall supervision of personnel administrative functions, including: Recruitment and selection, appointments, promotions, SMS packages, transfers, termination of services as well as the administration and maintaining of probation reviews of officials on probation; Assist in administering the payments of Performance Assessments; Administer conditions of service: leave, Compilation of quarterly leave reports to managers, housing subsidy and state guarantees and resettlement issues as well as injury on duty; Revise and approve transactions on PERSAL; Supervision, performance management and training of subordinate(s) to ensure a high level of service delivery to line functionaries.
<u>ENQUIRIES NOTE</u>	:	Noelien Nortman Tel No: (012) 444-9115
<u>POST 24/65</u>	:	<u>ADMINISTRATION CLERK: FACILITIES MANAGEMENT REF NO: DOHS/ 16/2020</u> Branch: Corporate Support Chief Directorate: Corporate Services Directorate: Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05) Pretoria Gr 12 Certificate. Experience working in Facilities Management/ Property Management environment in the Public Service/ Sector will serve as an added advantage. Be computer literate and have sound knowledge of Microsoft Office. Planning and organizational skills. The candidate must possess excellent communication skills (verbal and written). Analytical Skills. The candidate must be able to work under pressure. Knowledge and understanding of Legislative Frameworks governing the Public Service and management of public records.
<u>DUTIES</u>	:	Facilitate the procurement of goods and services. Facilitate payment for Auxiliary Services. Monitor boardroom services and resources. Manage the cleaning material in the storeroom.
<u>ENQUIRIES NOTE</u>	:	Ms N Nortman Tel No: (012) 444-9115 Male candidates and people with disabilities are encouraged to apply.
<u>POST 24/66</u>	:	<u>ACCOUNTING CLERK: FINANCIAL TRANSACTIONS REF NO: DOHS/20/2020 (X2 POSTS)</u> Branch: Chief Financial Officer Chief Directorate: Financial Management Directorate: Financial Administration and Internal Control Sub-Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05) Pretoria Applicants must be in possession of a Grade 12 certificate. NQF level 7 qualification will be an added advantage. Good interpersonal skills and communication (both written and verbal). The ability to work under pressure. Computer Literacy (Microsoft Office). Knowledge of Treasury Regulations, Public Finance Management Act. Thorough knowledge of Basic Accounting System (BAS) and Safety Web. Thorough knowledge of Financial Accounting skills.
<u>DUTIES</u>	:	The appointee will be responsible for: Checking of creditors and sundry payments. Clearing of suspense accounts. Improve awareness and compliance to financial policies. Ensure proper record keeping. Petty cash and revenue administration. Funds requisition. Period closure. Request bank reconciliation. Compiling of revenue payments.
<u>ENQUIRIES NOTE</u>	:	Ms E Motsepe Tel No: (012) 444-9037 Male candidates and people with disabilities are encouraged to apply.

POST 24/67 : **FILLING AND CAPTURING CLERK REF NO: DOHS/21/2020**
Branch: Corporate Services
Chief Directorate: Corporate Support
Directorate: Registry and Records Management
Sub-Directorate: Records Management

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Gr 12 certificate. Computer literacy in MS Word, Excel and Outlook. Fully conversant in at least two (2) national languages, including English. Knowledge and understanding of National Archives and Records Management (NARS) prescripts and practices for management of public records. Good communication and interpersonal relations skills (written and verbal). Ability to prioritize and work under pressure, sound planning, organizing and administrative skills.

DUTIES : The successful candidate will be responsible to file and capture (electronically) all records under repository custody in all prescribed records inventories, including update and maintenance of all repository inventories, registers and databases. Process records and transfer requests from business units for custody in internal repositories. Process classification of closed and terminated records including decongestion, sorting, arrangement, description, back-filling, boxing and shelving. Facilitate safe storage, care and preservation of records in repositories. Process user access to repository records. Process systematic disposal of qualifying records including identification, retrieval and verification for destruction of ephemeral records and transfer of archival records to NARS.

ENQUIRIES : Ms E Motsepe Tel No: (012) 444-9037
NOTE : Male candidates and people with disabilities are encouraged to apply.

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	02 November 2020
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the email address specified to each post. The email <u>must include only</u> completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 24/68</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE REF NO: 20/VA30/NW</u>
<u>SALARY</u>	:	R733 257 – R863 748 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office: North West
<u>REQUIREMENTS</u>	:	A Degree/National Diploma in Administration/Management or equivalent qualification; Minimum of 3-5 years' experience in Human Resource environment; 3 years' experience on service benefits as an Assistant Director; Knowledge and application of Public Service prescripts, Knowledge of relevant HR management legislation and directives, Public Finance Management Act and Labour Relations Act; A valid driver's license; Skills and Competencies; Computer literacy (MS Word, Power Point, Outlook, Excel); Communication skills (written and verbal); Research, monitoring and evaluation and report writing; Policy Development; Financial management; Cultural diversity; Strong leadership with strategic capabilities; Presentation and facilitation skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage and monitor implementation of service benefits (leave housing, IOD, terminations, long service awards, acting allowance, resettlement; pensions etc.) for both Judicial Officers and administrative personnel; Monitor utilisation of Itirele by both Judicial Officers and administrative personnel and provide monthly analysis reports; Provide expert advisory support to stakeholders; Management of

		HR Registry unit; Provide efficient people management in the sub directorate.
<u>ENQUIRIES</u>	:	Ms. L Shoai Tel No: (018) 397 7054
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Email Address: RecruitmentNW-DDHR@justice.gov.za or The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.
<u>POST 24/69</u>	:	<u>DEPUTY DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 20/VA31/NW</u>
<u>SALARY</u>	:	R733 257 – R863 748 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office: North West
<u>REQUIREMENTS</u>	:	A Three-year National Diploma/B Degree in Security Management, Security Risk Management or in Social Sciences that is security related; Five (5) years relevant experience of which three (3) years should be at Assistant Director level in a significant security-related role managing contracted security service providers including specialized (close protection, CIT, threat and risk assessments) security services; Successful completion of the State Security Agency (SSA) Security Manager's Course; PSIRA Grade A-registered will be an added advantage.; Knowledge and understanding of applicable legislation including Asset Management, Public Finance Management Act (PFMA), Treasury Regulations and Occupational Health and Safety Act; Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems; A valid driver's license. Skills And Competencies: Sound written and verbal communication skills; Project management and analytical skills; Ability to work with difficult clients and resolve conflict; Initiative and creativity; Ability to function independently and work extended hours when necessary; Strong leadership with strategic capabilities; Presentation and facilitation skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage security operations at the region and sub offices; Ensure and monitor adherence to departmental security systems and policies; Ensure implementation of security measures at courts in consultation with the court managers; Promote, Facilitate security awareness and education programmes; Conduct security threats and risk audits; Ensure compliance with MISS, Roll out of Contingency Plan and OSHA compliance at sub offices at the Region; Ensure safety of all staff and members of the public in the court environment; Coordinate report of all activities from the sub-ordinate (OHS, Physical security, Document and Information security) and provide advisory services; Manage security service contracts; Coordinate vetting of all personnel in the Region including contractors; Conduct security risk appraisals ensuring proper implementation of recommended measures.
<u>ENQUIRIES</u>	:	Ms. L Shoai Tel No: (018) 397 7054
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: RecruitmentNW-DDSRM@justice.gov.za
<u>POST 24/70</u>	:	<u>DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 64/20EC</u>
<u>SALARY</u>	:	R733 257 - R863 748 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Zwelitsha Cluster
<u>REQUIREMENTS</u>	:	An appropriate three-year Bachelor's Degree or equivalent qualification (NQF 6); Three years' management experience; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendation; A valid driver's license. The following will serve as an added advantage: Experience in

the court environment; Post graduate qualification in Public Administration / Human Resources Management. Skills And Competencies: Strong leadership and management capabilities; Strategic capabilities; Interpersonal relations; Communication (verbal and written); Accuracy and attention to detail.

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

ENQUIRIES : Mr P Hattingh Tel No: (043) 702 7000
APPLICATIONS : Quoting the relevant reference number, direct your application to: WNdamase@justice.gov.za

POST 24/71 : **COURT MANAGER REF NO: 38/20/LMP**

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

CENTRE : Magistrate Musina
REQUIREMENTS : A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or relevant equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver's licence. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

DUTIES : Key Performance Areas: Coordinate and manage the financial, human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.

ENQUIRIES : Ms Mongalo MP Tel No: (015) 287 2037
Ms Manyaja PM Tel No: (015) 287 2026

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

POST 24/72 : **COURT MANAGER (X5 POSTS)**

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

CENTRE : Ref No: 65/20EC: Magistrate, Ngcobo
Ref No: 66/20EC: Magistrate, Willowvale
Ref No: 67/20EC: Magistrate, Dutywa
Ref No: 68/20EC: Magistrate, Keiskammahoek
Ref No: 69/20EC: Magistrate, Uitenhage

REQUIREMENTS : A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or relevant equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial

		Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court environment will be an added advantage; A valid driver's license. Skills And Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, human resources of the office as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
<u>ENQUIRIES</u>	:	Mr. P Hattingh Tel No: (043) 702 7000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Magistrate, Ngcobo – Snofemela@justice.gov.za Magistrate, Willowvale – Lmthantalala@justice.gov.za Magistrate, Dutywa – Lmagoma@justice.gov.za Magistrate, Keiskammahoek – Zmadlingozi@justice.gov.za Magistrate, Uitenhage – Smsimang@justice.gov.za
<u>POST 24/73</u>	:	<u>ASSISTANT STATE ATTORNEY, LP3-LP4 (X4 POSTS)</u>
<u>SALARY</u>	:	R301 452 – R847 047. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Ref No: 20/93/SA: Mahikeng (X1 Post) State Attorney: Ref No: 20/92/SA: East London (X2 Posts) State Attorney: Ref No: 20/94/SA: Durban (X1 Post)
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; Conveyancing experience will be an added advantage; A valid driver's licence. Skills and Competencies: legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Court, Labour Court, Land Claims, CCMA, Tax and Tax Tribunals; Furnish legal advice and opinion; Give effect to the Department's strategic plans, policies and prescripts; Maintain all records of work performed and provide statistics required; Draft and/or settle all types of agreements on behalf of the various clients; Deal with all forms of arbitration, including inter-departmental arbitrations; Attend to conveyancing and related matters on behalf of the State; Guide and train Candidate State Attorneys; Attend to Liquidation and insolvency queries, register trust and companies.
<u>ENQUIRIES</u>	:	Mahikeng: Mr E Seerane Tel No: (012) 315 1780 Durban: Mr. M. Kooko Tel No: (012) 315 1164 East London: Mrs. K. Ngomani Tel No: (012) 357 8661
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Mahikeng: DOJ20-93-SA@justice.gov.za East London: DOJ20-92-SA@justice.gov.za Durban: DOJ20-94-SA@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application. Separate applications must be made quoting the relevant reference.

<u>POST 24/74</u>	:	<u>FAMILY COUNSELLOR (GR1-4) REF NO: 71/20EC</u>
<u>SALARY</u>	:	R257 592 – R581 178 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the Family Advocate, Graaff-Reinet Bachelor's Degree in Social Work or equivalent qualification; A minimum of three years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license; Experience in compiling statutory reports for court can be an added advantage; Fluency in Xhosa will be an added advantage; To relief in other service offices in the province when there is an operational need Skills And Competencies: Computer literacy; Communication (written and verbal) Skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile statutory court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes;
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Nghona Tel No: (043) 702 7000 Quoting the relevant reference number, direct your application to: CeWilliams@justice.gov.za
<u>NOTE</u>	:	Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.
<u>POST 24/75</u>	:	<u>MAINTENANCE OFFICER MR3—MR5 REF NO: 2020/71/GP</u>
<u>SALARY</u>	:	R257 073 – R912 504 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Thembisa LLB Degree or recognized 4 years' legal qualification; At least 2 years appropriate post qualification legal experience; Extensive knowledge of the maintenance system and family law matters; Proficiency in the following languages: Isizulu, Pedi and Xitsonga; Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; A valid driver's licence. Skills and Competencies: Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment. Ability to: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of Maintenance and other areas of Family Law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think and write clearly; Think innovatively and work in pressured environment; Facilitate communication between people with Maintenance disputes.

- DUTIES** : Key Performance Areas: Perform the powers duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervise the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.
- ENQUIRIES** : Ms P Raadt Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Email Address: KMageda@justice.gov.za

INTERNSHIP PROGRAMME 2020/2022

- APPLICATIONS** : Direct your application to the area of choice using the Email addresses indicated below:
- National Office:** Email Address: DOJ-01-NO@justice.gov.za Enquiries: Ms. Samantha Fisher Tel No: (012) 315 4843 or Mr. Tokelo Moja Tel No: (012) 315 4847
- Gauteng Regional Office:** Email Address: DOJ-02-GP@justice.gov.za Enquiries: MS Shabangu M Tel No: (011) 332 9103 or Mr. Makokga W Tel No: (011) 332 9119
- Mpumalanga Regional Office:** Email Address: DOJ-03-MP@justice.gov.za Enquiries: Ms Sedibe E Tel No: (013) 753 9300 or Motha G Tel No: (013) 753 9354
- Kwazulu-Natal Regional Office:** Email Address: DOJ-04-KZN@justice.gov.za Enquiries: Ms Naicker R Tel No: (031) 372 3082 or Bux Zahra Tel No: (031) 372 3100 and Mtolo Mduduzi Tel No: (031) 372 3000
- Northern Cape Regional Office:** Email Address: DOJ-05-NC@justice.gov.za Enquiries: Mr. Gaborone Tel No: (053) 802 1301 or Ms Joseph D Tel No: (053) 802 1303
- Free State Regional Office;** Email Address: DOJ-06-FS@justice.gov.za Enquiries: Ms Letsela D Tel No: (051) 407 1831
- Limpopo Regional Office:** Email Address: DOJ-07-lim@justice.gov.za Enquiries: Ms Mudzanani F Tel No: (015) 287 2024 or Ms Nkoana S Tel No: (015) 287 2053
- North West Region Office:** Email Address: DOJ-08-NW@justice.gov.za Enquiries: Ms Tshegetso G Tel No: (018) 397 7070 or Ms Seswane K Tel No: (018) 397 7111
- Western Cape Regional Office:** Email Address: DOJ-09-WC@justice.gov.za Enquiries: Mr Ketelo M Tel No: (021) 462 5471 or Mr Maholwana M Tel No: (021) 469 4011
- Eastern Cape Regional Office:** Email Address: DOJ-10-EC@justice.gov.za Enquiries: Ms Cengani N Tel No: (043) 702 7009 or Mr. Qayi L Tel No: (043) 702 7003
- CLOSING DATE** : 02 November 2020
- NOTE** : Who should apply? Unemployed South African graduates and TVET students, with a tertiary qualification in one of the above-mentioned fields of study, who has not previously participated in any internship programme and In-service training. These internships are based in all the Regions. Candidates who wish to apply for internship outside their respective Regions must be willing and able to find their own accommodation considering that they will not earn a salary but only a stipend. Separate applications must be made for each Regional/National Office which you are applying for and quoting the relevant reference number for the centre of your choice Interested applicants must submit their applications for internship programme to the email address specified to each post. The email must include only completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification. Attachments must be limited to 10 megabytes. Emails that do not comply with the above

specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates and must be produced during the interview date. Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. A pre-employment security screening will be conducted on RSA citizenship, criminal record, credit record and verification of qualification. The outcome of this screening will be considered to determine suitability for employment. NB: All State Attorney and Masters' Office Internship applications must be directed to National Office quoting relevant reference number for office applying for.

OTHER POSTS

- POST 24/76** : **INTERNSHIP PROGRAMME 2020/2022 CANDIDATE ATTORNEY**
(Duration 24 Months)
- STIPEND** : R6 083.70 per month
CENTRE : National Office: State Attorney Office
Polokwane – Ref No: CA 1/ No (X3 Posts)
Cape Town – Ref No: CA 2/ No (X3 Posts)
Durban – Ref No: CA 3/ No (X3 Posts)
Mafikeng – Ref No: CA 4/ No (X2 Posts)
Mthatha – Ref No: CA 5/ No (X3 Posts)
East London – Ref No: CA 6/ No (X3 Posts)
Port Elizabeth – Re No: CA 7/ No (X3 Posts)
Johannesburg – Ref No: CA 8/ No (X12 Posts)
Pretoria – Ref No: CA 9/ No (X12 Posts)
Nelspruit – Ref No: CA 10 (X3 Posts)
Bloemfontein – Ref No: CA 11 (X3 Posts)
- REQUIREMENTS** : Bachelor of Laws (LLB)
- POST 24/77** : **INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP –**
ADMINISTRATION NATIONAL OFFICE REF NO: NOGI1/ NO (X5
POSTS)
(Duration 24 Months)
- STIPEND** : R6 083.70 per month
CENTRE : National Office: Branches
REQUIREMENTS : National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
- POST 24/78** : **INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP –**
HUMAN RESOURCE MANAGEMENT NATIONAL OFFICE REF NO:
NOGI 2/ NO (X4 POSTS)
(Duration 24 Months)
- STIPEND** : R6 083.70 per month
CENTRE : National Office: National Office: Branches
REQUIREMENTS : National Diploma or Degree in Human Resource Management, Human Resource Development or Industrial Psychology
- POST 24/79** : **INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP –**
LABOUR RELATIONS; NATIONAL OFFICE REF NO: NOGI 3/ NO (X2
POSTS)
(Duration 24 Months)
- STIPEND** : R6 083.70 per month
CENTRE : National Office: Branches
REQUIREMENTS : National Diploma or Degree in Human Resource Management or Labour Relations

<u>POST 24/80</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – FINANCE; NATIONAL OFFICE REF NO: NOGI 4/ NO (X4 POSTS)</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	National Office: Branches
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Financial Management or accounting
<u>POST 24/81</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – SUPPLY CHAIN MANAGEMENT; NATIONAL OFFICE REF NO: NOGI 5/ NO (X2 POSTS)</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	National Office: Branches
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Supply Chain Management or Logistics Management
<u>POST 24/82</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – ISM; NATIONAL OFFICE REF NO: NOGI 6/ NO (X5 POSTS)</u>
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	National Office: Branches
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Information Technology, Computer Science or information System
<u>POST 24/83</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – INTERNAL AUDIT; NATIONAL OFFICE REF NO: NOGI 8/ NO (X2 POSTS)</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	National Office: Branches
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Internal Audit or Accounting
<u>POST 24/84</u>	:	<u>INTERNSHIP PROGRAMME 2020/2021 GRADUATE INTERNSHIP- LEGAL SERVICE</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	National Office: Masters' Officer Cape Town – Ref No: GIMAS 1/ No (X2 Posts) Durban – Ref No: GIMAS 2/ No (X1 Post) Bloemfontein – Ref No: GIMAS 3/ No (X1 Post) Grahamstown – Ref No: GIMAS 4/ No (X1 Post) Johannesburg – Ref No: GIMAS 5/ No (X1 Post) Pretoria – Ref No: GIMAS 6/ No (X2 Posts) Pietermaritzburg – Ref No: GIMAS 7/ No (X1 Post) Polokwane – Ref No: GIMAS 8/ No (X2 Posts)
<u>REQUIREMENTS</u>	:	Bachelor of Laws (LLB)
<u>POST 24/85</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – ADMINISTRATION</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Free State Regional Office Phuthaditjhaba – Ref No: FSGI 1/ No (X3 Posts) Bloemfontein – Ref No: FSGI 2/ No (X4 Posts) Botshabelo – Ref No: FSGI 3/ No (X2 Posts) Thaba-Nchu – Ref No: FSGI 4/ No (X2 Posts)

		Welkom – Ref No: FSGI 5/ No (X3 Posts)
		Kroonstad – Ref No: FSGI 6/ No (X1 Post)
		Sasolburg – Ref No: FSGI 7/ No (X1 Post)
		Bethlehem – Ref: FSGI 8/ No (X1 Post)
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<u>POST 24/86</u>	:	<u>INTERNSHIP PROGRAMME 2020/2021 GRADUATE INTERNSHIP – MAINTENANCE OFFICER</u> (Duration 24 Months)
<u>STIPEND CENTRE</u>	:	R6 083.70 per month
	:	Gauteng Regional Office
		Brakpan – Ref No: GPGI 1/ No (X2 Posts)
		Johannesburg– Ref No: GPGI 2/ No (X2 Posts)
		Kempton – Ref No: GPGI 3/ No (X2 Posts)
		Pretoria – Ref No: GPGI 4/ No (X3 Posts)
		Soweto – Ref No: GPGI 5/ No (X1 Post)
		Atteridgeville Court– Ref No: GPGI 6/ No (X1 Post)
		Tembisa Court – Ref No: GPGI 7/ No (X1 Post)
		Kagiso Court – Ref No: GPGI 8/ No (X1 Post)
		Pretoria North Court – Ref No: GPGI 9/ No (X1 Post)
		Cullinan Court – Ref: GPGI 10/ No (X1 Post)
		Enkangala Court – Ref No: GPGI 11/ No (X1 Post)
		Bronkspruit Court – Ref No: GPGI 12/ No (X1 Post)
		Westonaria Court – Ref No: GPGI 13/ No (X1 Post)
<u>REQUIREMENTS</u>	:	Bachelor of Laws (LLB)
<u>POST 24/87</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – ADMINISTRATION</u> (Duration 24 Months)
<u>STIPEND CENTRE</u>	:	R6 083.70 per month
	:	Western Cape Regional Office
		Atlantis – Ref No: WCGI 1/ No (X1 Post)
		Bellville – Ref No: WCGI 2/ No (X2 Posts)
		Cape Town – Ref No: WCGI 3/ No (X2 Posts)
		George – Ref No: WCGI 4/ No (X1 Post)
		Khayalitsha – Ref No: WCGI 5/ No (X1 Post)
		Mitchells Plain – Ref No: WCGI 6/ No (X1 Post)
		Oudtshoorn – Ref No: WCGI 7/ No (X1 Post)
		Paarl – Ref No: WCGI 8/ No (X1 Post)
		Somerset west – Ref No: WCGI 9/ (X2 Posts)
		Vredendal – Ref No: WCGI 10/ No (x1 Post)
		Wocester – Ref No: WCGI 11/ No (X1 Post)
		Wynberg – Ref No: WCGI 12/ No (X2 Posts)
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<u>POST 24/88</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – HUMAN RESOURCE MANAGEMENT; REGIONAL OFFICE REF NO: WCGI 13/ NO (X1 POST)</u> (Duration 24 Months)
<u>STIPEND CENTRE</u>	:	R6 083.70 per month
<u>REQUIREMENTS</u>	:	Western Cape Regional Office
	:	National Diploma or Degree in Human Resource Management, Human Resource Development or Industrial Psychology

POST 24/89 : **INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – FINANCE; REGIONAL OFFICE REF NO: WCGI 14/ NO (X1 POST)**
(Duration 24 Months)

STIPEND : R6 083.70 per month
CENTRE : Western Cape Regional Office
REQUIREMENTS : National Diploma or Degree in Financial Management or accounting

POST 24/90 : **INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – ADMINISTRATION**
(Duration 24 Months)

STIPEND : R6 083.70 per month
CENTRE : Mpumalanga Regional Office
Regional Office – Ref No: MPGI 1/ No (X3 Posts)
Middleburg – Ref No: MPGI 2/ No (X2 Posts)
Witbank – Ref No: MPGI 3/ No (X2 Posts)
Evander– Ref No: MPGI 4/ No (X2 Posts)
02 Mbombela – Ref No: MPGI 5/ No (X2 Posts)

REQUIREMENTS : National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, Administration and Office Administration

POST 24/91 : **INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – LEGAL SERVICE; REGIONAL OFFICE REF NO: MPGI 6/ NO (X1 POST)**
(Duration 24 Months)

STIPEND : R6 083.70 per month
CENTRE : Mpumalanga Regional Office
REQUIREMENTS : Bachelor of Laws (LLB)

POST 24/92 : **INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – HUMAN RESOURCE MANAGEMENT; REGIONAL OFFICE REF NO: MPGI 7/ NO (X2 POSTS)**
(Duration 24 Months)

STIPEND : R6 083.70 per month
CENTRE : Mpumalanga Regional Office
REQUIREMENTS : National Diploma or Degree in Human Resource Management, Human Resource Development or Industrial Psychology

POST 24/93 : **INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – FINANCE; REGIONAL OFFICE REF NO: MPGI 8/ NO (X2 POSTS)**
(Duration 24 Months)

STIPEND : R6 083.70 per month
CENTRE : Mpumalanga Regional Office
REQUIREMENTS : National Diploma or Degree in Financial Management or accounting

POST 24/94 : **INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – SUPPLY CHAIN MANAGEMENT; REGIONAL OFFICE REF NO: MPGI 9/ NO (X2 POSTS)**
(Duration 24 Months)

STIPEND : R6 083.70 per month
CENTRE : Mpumalanga Regional Office
REQUIREMENTS : National Diploma or Degree in Supply Chain Management or Logistics Management

<u>POST 24/95</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – PARALEGAL</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	North West Regional Office
		Odi – Ref No: NWGI 1/ No (X1 Post)
		Taung – Ref No: NWGI 2/ No (X1 Post)
		Molopo – Ref No: NWGI 3/ No (X1 Post)
		Rustenburg – Ref No: NWGI 4/ No (X1 Post)
		Klerkdorp – Ref No: NWGI 5/ No (X1 Post)
		Potchefstroom – Ref No: NWGI 6/ No (X1 Post)
		Moretele – Ref No: NWGI 7/ No (X1 Post)
		Mafokeng – Ref No: NWGI 8/ No (X1 Post)
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Paralegal, Legal Assistant, Bachelor of Laws (LLB)
<u>POST 24/96</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – LEGAL SERVICES REGIONAL OFFICE REF NO: NWGI 9/ NO (X1 POST)</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	North West Regional Office
<u>REQUIREMENTS</u>	:	Bachelor of Laws (LLB)
<u>POST 24/97</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – FACILITY MANAGEMENT REGIONAL OFFICE REF NO: NWGI 10/ NO (X1 POST)</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	North West Regional Office
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<u>POST 24/98</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – TRANSPORT AND LOGISTICS MANAGEMENT</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	North West Regional Office
		Regional Office – Ref No: NWGI 11/ No (X1 Post)
		Masters office – Ref No: NWGI 18/ No (X1 Post)
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Transport Management and Logistics Management
<u>POST 24/99</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – FINANCIAL MANAGEMENT REGIONAL OFFICE REF NO: NWGI 12/ NO (X1 POST)</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	North West Regional Office
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Financial Management or Accounting

<u>POST 24/100</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – SUPPLY CHAIN MANAGEMENT REGIONAL OFFICE REF NO: NWGI 13/ NO (X1 POST)</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	North West Regional Office
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Supply Chain Management or Logistics Management
<u>POST 24/101</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – HUMAN RESOURCE MANAGEMENT REGIONAL OFFICE REF NO: NWGI 14/ NO (X1 POST)</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	North West Regional Office
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Human Resource Management, Human Resource Development or Industrial Psychology
<u>POST 24/102</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – ADMINISTRATION</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Northern Cape Regional Office Regional office – Ref No: GI 1/ No (X1 Post) Kimberley – Ref No: GI 2/ No (X1 Post) Barkley West – Ref No: GI 3/ No (X1 Post) De Aar – Ref No: GI 4/ No (X1 Post) Galeshewe – Ref No: GI 5/ No (X1 Post) Warrenton – Ref No: GI 6/ No (X1 Post) Kakamas– Ref No: GI 7/ No (X1 Post) Postmasburg – Ref No: GI 8/ No (X1 Post) Kuruman – Ref No: GI 9/ No (X1 Post) Upington – Ref No: GI 10/ No (X1 Post) Mothibistad – Ref No: GI 11/ No (X1 Post) Prieska – Ref No: GI 12/ No (X1 Post) Springbok – Ref No: GI 13/ No (X1 Post)
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<u>POST 24/103</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – FINANCE; REGIONAL OFFICE REF NO: GI 14/ NO (X2 POSTS)</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Northern Cape Regional Office
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Financial Management or accounting
<u>POST 24/104</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – HUMAN RESOURCE MANAGEMENT REGIONAL OFFICE REF NO: GI 15/ NO (X2 POSTS)</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Northern Cape Regional Office
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Human Resource Management, Human Resource Development or Industrial Psychology

<u>POST 24/105</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – INFORMATION TECHNOLOGY; REGIONAL OFFICE REF NO: GI 16/ NO (X1 POST)</u> (Duration 24 Months)
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R6 083.70 per month Northern Cape Regional Office National Diploma or Degree in Information Technology, Computer science or information System
<u>POST 24/106</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – FAMILY COURT AND MAINTENANCE</u> (Duration 24 Months)
<u>STIPEND CENTRE</u>	:	R6 083.70 per month Limpopo Regional Office Namakgale – Ref No: LIMGI 1/ No (X1 Post) Musina – Ref No: LIMGI 2/ No (X1 Post) Giyani – Ref No: LIMGI 3/ No (X1 Post) Lenyenye – Ref No: LIMGI 4/ No (X1 Post) Lephalale – Ref No: LIMGI 5/ No (X1 Post) Mokgopong – Ref No: LIMGI 6/ No (X1 Post) Phalala – Ref No: LIMGI 7/ No (X1 Post) Modimolle – Ref No: LIMGI 8/ No (X1 Post) Vuwani – Ref No: LIMGI 9/ No (X1 Post) Waterval – Ref No: LIMGI 10/ No (X1 Post)
<u>REQUIREMENTS</u>	:	Bachelor of Laws (LLB) or Social Work
<u>POST 24/107</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – LEGAL SERVICES</u> (Duration 24 Months)
<u>STIPEND CENTRE</u>	:	R6 083.70 per month Limpopo Regional Office Regional Office – Ref No: LIMGI 11/ No (X1 Post) Dzanani – Ref No: LIMGI 12/ No (X1 Post) Mutale – Ref No: LIMGI 13/ No (X1 Post)
<u>REQUIREMENTS</u>	:	Bachelor of Laws (LLB)
<u>POST 24/108</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – FINANCE</u> (Duration 24 Months)
<u>STIPEND CENTRE</u>	:	R6 083.70 per month Limpopo Regional Office Regional Office – Ref No: LIMGI 14/ No (X1 Post) Nkowankowa – Ref No: LIMGI 15/ No (X1 Post)
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Financial Management or Accounting
<u>POST 24/109</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – SOCIAL WORK/ REGIONAL OFFICE REF NO: LIMGI 16/ NO (X1 POST)</u> (Duration 24 Months)
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R6 083.70 per month Limpopo Regional Office Degree in Social Work

<u>POST 24/110</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – LIBRARIAN REGIONAL OFFICE REF NO: LIMGI 17/ NO (X1 POST)</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Limpopo Regional Office
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Library Science
<u>POST 24/111</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – HUMAN RESOURCE MANAGEMENT REGIONAL OFFICE REF NO: LIMGI 18/ NO (X1 POST)</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Limpopo Regional Office
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Human Resource Management, Human esource Development or Industrial Psychology
<u>POST 24/112</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – ADMINISTRATION</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Kwa-Zulu Natal Regional Office Regional Office – Ref No: KZNGI 2 / No (X1 Post) KwaDukuza – Ref No: KZNGI 2/ No (X1 Post) Hlanganani – Ref No: KZNGI 3/ No (X1 Post) Ladysmith – Ref No: KZNGI 4/ No (X1 Post) Newcastle – Ref No: KZNGI 5/ No (X1 Post) Pietermaritzburg – Ref No: KZNGI 6/ No (X1 Post) Verulam – Ref No: KZNGI 7/ No (X1 Post) Emlazi – Ref No: KZNGI 8/ No (X2 Posts)
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Management assistant, Public Management, Public Administration, Business Management, Administration and Office Administration
<u>POST 24/113</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – LEGAL SERVICES</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Kwa-Zulu Natal Regional Office Durban Family Advocate – Ref No: KZNGI 11/ No (X1 Post) Ntuzuma Family Advocate – Ref No: KZNGI 12/ No (X1 Post) Pietermaritzburg Advocate– Ref No: KZNGI 13/ No (X1 Post)
<u>REQUIREMENTS</u>	:	Bachelor of Laws (LLB)
<u>POST 24/114</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – SOCIAL WORK</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Kwa-Zulu Natal Regional Office Durban Family Advocate – Ref No: KZNGI 14/ No (X1 Post) Newcastle Family Advocate – Ref No: KZNGI 15/ No (X1 Post)
<u>REQUIREMENTS</u>	:	Degree in Social Work
<u>POST 24/115</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – FINANCE</u> (Duration 24 Months)
<u>STIPEND</u>	:	R6 083.70 per month

CENTRE : Kwa-Zulu Natal Regional Office
Nongoma – Ref No: KZNGI 9/ No (X2 Posts)
Emlazi – Ref No: KZNGI 10/ No (X1 Post)

REQUIREMENTS : National Diploma or Degree in Financial Management or Accounting

POST 24/116 : **INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP –
LABOUR RELATIONS REGIONAL OFFICE REF NO: NWGI 15/ NO (X1
POST)**
(Duration 24 Months)

STIPEND : R6 083.70 per month
CENTRE : North West Regional Office
REQUIREMENTS : National Diploma or Degree in Labour Relations

POST 24/117 : **INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP –
COMMUNICATION REGIONAL OFFICE REF NO: NWGI 16/ NO (X1
POST)**
(Duration 24 Months)

STIPEND : R6 083.70 per month
CENTRE : North West Regional Office
REQUIREMENTS : National Diploma or Degree in Communication, Public Relations or
Journalism

POST 24/118 : **INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP –
RISK AND SECURITY MANAGEMENT REGIONAL OFFICE REF NO:
NWGI 17/ NO (X1 POST)**
(Duration 24 Months)

STIPEND : R6 083.70 per month
CENTRE : North West Regional Office
REQUIREMENTS : National Diploma or Degree in Risk Management and Security
Management

POST 24/119 : **INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP –
ADMINISTRATION**
(Duration 24 Months)

STIPEND : R6 083.70 per month
CENTRE : Eastern Cape Regional Office
Regional Office – Ref No: ECGI 1/ No (X2 Posts)
Port Elizabeth Cluster – Ref No: ECGI 2/ No (X2 Posts)
East London Cluster – Ref No: ECGI 3/ No (X1 Post)
Zwelitsha Cluster – Ref No: ECGI 4/ No (X1 Post)
Butterworth Cluster – Ref No: ECGI 5/ No (X1 Post)
Mthatha Cluster – Ref No: ECGI 6/ No (X1 Post)
Grahamstown Cluster – Ref No: ECGI 7/ No (X1 Post)
Queenstown Cluster – Ref No: ECGI 8/ No (X1 Post)
Lusikisiki Cluster – Ref No: ECGI 9/ No (X1 Post)
Lady Frere Cluster – Ref No: ECGI 10/ No (X1 Post)
Bizana Cluster – Ref No: ECGI 11/ No (X1 Post)
Uitenhage Cluster – Ref No: ECGI 12/ No (X1 Post)

REQUIREMENTS : National Diploma or Degree in Management assistant, Public
Management, Public Administration, Business Management,
Administration and Office Administration

POST 24/120 : **INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP –
HUMAN RESOURCE MANAGEMENT REGIONAL OFFICE REF NO:
ECGI 13/ NO (X2 POSTS)**
(Duration 24Months)

STIPEND : R6 083.70 per month

<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape Regional Office National Diploma or Degree in Human Resource Management, Human Resource Development or Industrial Psychology
<u>POST 24/121</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 GRADUATE INTERNSHIP – FINANCE REGIONAL OFFICE REF NO: ECGI 14/NO (X2 POSTS)</u> (Duration 24 Months)
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R6 083.70 per month Eastern Cape Regional Office National Diploma or Degree in Financial Management or Accounting
<u>POST 24/122</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – ADMINISTRATION; REGIONAL OFFICE REF NO: FSTVET 1/ NO (X6 POSTS)</u> (Duration 18 Months)
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R4 237.36 per month Free State Regional Office N6 in Management assistant, Public Management, Public Administration, Business Management
<u>POST 24/123</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – ADMINISTRATION; NATIONAL OFFICE REF NO: NOTVET / NO (X10 POSTS)</u> (Duration 18 Months)
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R4 237.36 per month National Office: Branches N6 in Management assistant, Public Management, Public Administration, Business Management
<u>POST 24/124</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – HUMAN RESOURCE MANAGEMENT; NATIONAL OFFICE – REF NO: NOTVET 2/ NO (X4 POSTS)</u> (Duration 18 Months)
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R4 237.36 per month National Office: Branches N6 in Human Resource Management
<u>POST 24/125</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – FINANCE; NATIONAL OFFICE REF NO: NOTVET 3/ NO (X4 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R4 237.36 per month National Office: Branches N6 in financial management
<u>POST 24/126</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – ADMINISTRATION</u> (Duration 18 Months)
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R4 237.36 per month National Office: Masters' Office Kimberly – Ref No: GI 1/ No (X1 Post) Cape Town – Ref No: GI 2/ No (X2 Posts) Durban – Ref No: GI 3/ No (X1 Post) Mafikeng – Ref No: GI 4/ No (X1 Post) Nelspruit – Ref No: GI 5/ No (X1 Post) Bloemfontein – Ref No: FSTVET 6/ No (X1 Post) Grahamstown – Ref No: GI 7/ No (X1 Post) Pietermaritzburg – Ref No: GI 8/ No (X1 Post)

		Polokwane – Ref No: GI 9/ No (X1 Post)
		Thohoyandou – Ref No: 10/ No (X1 Post)
<u>REQUIREMENTS</u>	:	N6 in Management assistant, Public Management, Public Administration, Business Management
<u>POST 24/127</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – HUMAN RESOURCE MANAGEMENT; REGIONAL OFFICE REF NO: FSTVET 2/ NO (X5 POSTS)</u> (Duration 18 Months)
<u>STIPEND</u>	:	R4 237.36 per month
<u>CENTRE</u>	:	Free State Regional Office
<u>REQUIREMENTS</u>	:	N6 in Human Resource Management
<u>POST 24/128</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – FINANCE; REGIONAL OFFICE REF NO: FSTVET 3/ NO (X4 POSTS)</u> (Duration 18 Months)
<u>STIPEND</u>	:	R4 237.36 per month
<u>CENTRE</u>	:	Free State Regional Office
<u>REQUIREMENTS</u>	:	N6 in financial management
<u>POST 24/129</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – ADMINISTRATION</u> (Duration 18 Months)
<u>STIPEND</u>	:	R4 237.36 per month
<u>CENTRE</u>	:	Gauteng Regional Office Soweto – Ref No: GPTVET 1/ No (X1 Post) Pretoria – Ref No: GPTVET 2/ No (X1 Post) Germiston – Ref No: GPTVET 3/ No (X2 Posts) JHB – Ref No: GPTVET 41/ No (X2 Posts) Kempton Park – Ref No: GPTVET 5/ No (X1 Post) Randburg – Ref No: GPTVET 6/ No (X1 Post) Benoni – Ref No: GPTVET 7/ No (X3 Posts) Regional Office – Ref No: GPTVET 8/ No (X1 Post) Kempton Park – Ref No: GPTVET 9/ No (X2 Posts) Palm Ridge– Ref No: GPTVET 11/ No (X1 Post) Pretoria – Ref No: GPTVET 11/ No (X2 Posts) Vereeniging – Ref No: GPTVET 12/ No (X1 Post)
<u>REQUIREMENTS</u>	:	N6 in Management assistant, Public Management, Public Administration, Business Management
<u>POST 24/130</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – ADMINISTRATION</u> (Duration 18 Months)
<u>STIPEND</u>	:	R4 237.36 per month
<u>CENTRE</u>	:	Western Cape Regional Office Atlantis – Ref No: WCTVET 1/ No (X1 Post) Bellville – Ref No: WCTVET 2/ No (X1 Post) Cape Town – Ref No: WCTVET 3/ No (X2 Posts) George – Ref No: WCTVET 4/ No (X1 Post) Khayalitsha – Ref No: WCTVET 5/ No (X1 Post) Mitchells Plain – Ref No: WCTVET 6/ No (X1 Post) Oudtshoorn – Ref No: WCTVET 7/ No (X1 Post) Paarl – Ref No: WCTVET 8/ No (X1 Post) Regional office– Ref No: WCTVET 9/ No (X1 Post) Somerset west – Ref No: WCTVET 10/ No (X1 Post) Vredendal – Ref No: WCTVET 11/ No (X1 Post) Wocester – Ref No: WCTVET12/ No (X1 Post) Wynberg – Ref No: WCTVET 13/ No (X1 Post)

<u>REQUIREMENTS</u>	:	N6 in Management assistant, Public Management, Public Administration, Business Management
<u>POST 24/131</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – ADMINISTRATION</u> (Duration 18 Months)
<u>STIPEND CENTRE</u>	:	R4 237.36 per month Mpumalanga Regional Office Eerstehoek – Ref No: MPTVET 1/ No (X2 Posts) Kwa Mhlanga – Ref No: MPTVET 2/ No (X2 Posts) Nsikazi – Ref No: MPTVET 3/ No (X2 Posts) 02 Ermelo – Ref No: MPTVET 4/ No (X2 Posts) Barberton– Ref No: MPTVET 5/ No (X2 Posts) Middelburg – Ref No: MPTVET 6/ No (X2 Posts)
<u>REQUIREMENTS</u>	:	N6 in Management assistant, Public Management, Public Administration, Business Management
<u>POST 24/132</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – HUMAN RESOURCE MANAGEMENT; REGIONAL OFFICE REF NO: MPTVET 7/ NO (X2 POSTS)</u> (Duration 18 Months)
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R4 237.36 per month Mpumalanga Regional Office N6 in Human Resource Management
<u>POST 24/133</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – FINANCE; REGIONAL OFFICE REF NO: MPTVET 8/ NO (X2 POSTS)</u> (Duration 18 Months)
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R4 237.36 per month Mpumalanga Regional Office N6 in financial management
<u>POST 24/134</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – ADMINISTRATION</u> (Duration 18 Months)
<u>STIPEND CENTRE</u>	:	R4 237.36 per month North West Regional Office Regional Office – Ref No: NWTVET 1/ No (X1 Post) Lichtenburg – Ref No: NWTVET 1/ No (X2 Posts) Tlhabane – Ref No: NWTVET 1/ No (X3 Posts) Moretele – Ref No: NWTVET 1/ No (X4 Posts) Vryburg – Ref No: NWTVET 1/ No (X5 Posts) Christiana– Ref No: NWTVET 1/ No (X6 Posts) Coligny – Ref No: NWTVET 1/ No (X7 Posts) Brits – Ref No: NWTVET 1/ No (X8 Posts)
<u>REQUIREMENTS</u>	:	N6 in Management assistant, Public Management, Public Administration, Business Management
<u>POST 24/135</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – HUMAN RESOURCE MANAGEMENT; REGIONAL OFFICE REF NO: NWTVET 9/ NO (X4 POSTS)</u> (Duration 18 Months)
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R4 237.36 per month North West Regional Office N6 in Human Resource Management

POST 24/136 : **INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – FINANCE; REGIONAL OFFICE REF NO: NWTVET 10/ NO (X4 POSTS)**
(Duration 18 Months)

STIPEND : R4 237.36 per month
CENTRE : North West Regional Office
REQUIREMENTS : N6 in financial management

POST 24/137 : **INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – ADMINISTRATION**
(Duration 18 Months)

STIPEND : R4 237.36 per month
CENTRE : Northern Cape Regional Office
Hanover – Ref No: NCTVET 1/ No (X1 Post)
Hartswater– Ref No: NCTVET 2/ No (X1 Post)
Jan Kempdorp – Ref No: NCTVET 3/ No (X1 Post)
Pampierstad – Ref No: NCTVET 4/ No (X1 Post)
Phillipstown – Ref No: NCTVET 5/ No (X1 Post)
Richmond – Ref No: NCTVET 6/ No (X1 Post)
Victoria West – Ref No: NCTVET 71/ No (X1 Post)
Kathu – Ref No: NCTVET 8/ No (X1 Post)
Keimoes – Ref No: NCTVET 9/ No (X1 Post)
Postmasburg – Ref No: NCTVET 10/ No (X1 Post)
Upington – Ref No: NCTVET 11/ No (X1 Post)
Groblershoop – Ref No: NCTVET 12/ No (X1 Post)
Calvinia – Ref No: NCTVET 13/ No (X1 Post)
Carnarvon – Ref No: NCTVET 14/ No (X1 Post)
Port Nolloth – Ref No: NCTVET 15/ No (X1 Post)
Garies – Ref No: NCTVET 16/ No (X1 Post)
REQUIREMENTS : N6 in Management assistant, Public Management, Public Administration, Business Management

POST 24/138 : **INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – ADMINISTRATION**
(Duration 18 Months)

STIPEND : R4 237.36 per month
CENTRE : Limpopo Regional Office
Regional Office – Ref No: LIMTVET 1/ No (X1 Post)
Nkowankowa – Ref No: LIMTVET 2/ No (X1 Post)
Namakgale – Ref No: LIMTVET 3/ No (X1 Post)
Matule – Ref No: LIMTVET 4/ No (X1 Post)
Northham – Re No: LIMTVET 5/ No (X1 Post)
Thabazimbi – Ref No: LIMTVET 6/ No (X1 Post)
Phalala – Ref No: LIMTVET 7/ No (X1 Post)
Tzanini – Ref No: LIMTVET 8/ No (X1 Post)
REQUIREMENTS : N6 in Management assistant, Public Management, Public Administration, Business Management

POST 24/139 : **INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – FINANCE**
(Duration 18 Months)

STIPEND : R4 237.36 per month
CENTRE : Limpopo Regional Office
Lenyenye – Ref No: LIMTVET 9/ No (X1 Post)
Tiyani – Ref No: LIMTVET 10/ No (X1 Post)
Northham – Ref No: LIMTVET 11/ No (X1 Post)
Thabazimbi – Ref No: LIMTVET 12/ No (X1 Post)
Modimolle – Ref No: LIMTVET 13/ No (X1 Post)
Belabela – Re No: LIMTVET 14/ No (X1 Post)

		Vuwani – Ref No: LIMTVET 15/ No (X1 Post)
		Tzaneen – Ref No: LIMTVET 16/ No (X1 Post)
<u>REQUIREMENTS</u>	:	N6 in Financial Management
<u>POST 24/140</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – ADMINISTRATION</u> (Duration 18 Months)
<u>STIPEND CENTRE</u>	:	R4 237.36 per month
	:	Kwa-Zulu Natal Regional Office
	:	Regional Office – Ref No: KZNTVET 1/ No (X3 Posts)
	:	KwaDukuza – Ref No: KZNTVET 2/ No (X1 Post)
	:	Hlanganani – Ref No: KZNTVET 3/ No (X1 Post)
	:	Ladysmith – Ref No: KZNTVET 4/ No (X1 Post)
	:	Newcastle – Ref No: KZNTVET 5/ No (X1 Post)
	:	Pietermaritzburg – Ref No: KZNTVET 6/ No (X1 Post)
	:	Verulam – Ref No: KZNTVET 7/ No (X1 Post)
	:	Nongoma – Ref No: KZNTVET 8/ No (X1 Post)
	:	Ntuzuma Family Advocate – Ref No: KZNTVET 10/ No (X1 Post)
	:	Pietermaritzburg family advocate – K Ref No: ZNTVET 11/ No (X1 Post)
<u>REQUIREMENTS</u>	:	N6 in Management assistant, Public Management, Public Administration, Business Management
<u>POST 24/141</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – HUMAN RESOURCE MANAGEMENT; REGIONAL OFFICE REF NO: KZNTVET 9/ NO (X4 POSTS)</u> (Duration 18 Months)
<u>STIPEND CENTRE</u>	:	R4 237.36 per month
<u>REQUIREMENTS</u>	:	Kwa-Zulu Natal Regional Office
	:	N6 in Human Resource Management
<u>POST 24/142</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – ADMINISTRATION</u> (Duration 18 Months)
<u>STIPEND CENTRE</u>	:	R4 237.36 per month
	:	Eastern Cape Regional Office
	:	Regional Office – Ref No: ECTVET 1/ No (X1 Post)
	:	Port Elizabeth Cluster – Ref No: ECTVET 2/ No (X1 Post)
	:	East London Cluster– Ref No: ECTVET 3/ No (X1 Post)
	:	Zwelitsha Cluster– Ref No: ECTVET 4/ No (X1 Post)
	:	Butterworth Cluster – Ref No: ECTVET 5/ No (X1 Post)
	:	Mthatha Cluster– Ref No: ECTVET 6/ No (X2 Posts)
	:	Grahamstown Cluster – Ref No: ECTVET 7/ No (X2 Posts)
	:	Queenstown Cluster– Ref No: ECTVET 8/ No (X1 Post)
	:	Lusikisiki Cluster – Ref No: ECTVET 9/ No (X1 Post)
	:	Lady Frere Cluster– Ref No: ECTVET 10/ No (X1 Post)
	:	Bizana Cluster – Ref No: ECTVET 11/ No (X1 Post)
	:	Uitenhage Cluster– Ref No: ECTVET 12/ No (x1 Post)
<u>REQUIREMENTS</u>	:	N6 in Management assistant, Public Management, Public Administration, Business Management
<u>POST 24/143</u>	:	<u>INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – HUMAN RESOURCE MANAGEMENT; REGIONAL OFFICE REF NO: ECTVET 13/ NO (X1 POST)</u> (Duration 18 Months)
<u>STIPEND CENTRE</u>	:	R4 237.36 per month
<u>REQUIREMENTS</u>	:	Eastern Cape Regional Office
	:	N6 in Human Resource Management

POST 24/144 : **INTERNSHIP PROGRAMME 2020/2022 TVET INTERNSHIP – FINANCE; REGIONAL OFFICE REF NO: ECTVET 13/ NO (X1 POST)**
(Duration 18 Months)

STIPEND : R4 237.36 per month

CENTRE : Eastern Cape Regional Office

REQUIREMENTS : N6 in Financial Management

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E-mail as stated below.
- CLOSING DATE** : 02 November 2020
- NOTE** : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. A valid drivers license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. With effect from 1 April 2020 minimum entry requirement to SMS is the pre entry certificate as indicated under paragraph 10.3.1 of the directive which states as follows: 'In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, further requirement for appointment at SMS level will be successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government.' This is a Public Service specific training programme which will be applicable for appointment at SMS level. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. NB! Applicants Who Are Successful Must Please Note That The NPA Is Not In A Position To Pay Resettlement Costs
- ERRATUM:** Kindly note that the post of Regional Court Prosecutor Ref No: Recruit 2020/407; Deputy Director: Court Preparation Coordinator Ref No: Recruit 2020/420 with closing date of 06 October 2020 advertised in Public Service Vacancy Circular 22 dated 18 September 2020 has been withdrawn.

MANAGEMENT ECHELON

POST 24/145 : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: RECRUIT 2020/449**
Administration

SALARY : R1 251 183 per annum (Level 14) (Total Cost Package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Qualifications: A recognized B-degree or Advanced Diploma (NQF level 7) with Accounting or Public Finance or Economics as majors. An appropriate postgraduate qualification will be an added advantage. Experience: At least ten years' experience in a financial management environment which must include financial management in a public sector organisation. Five of the ten years' experience must be on a senior management level. Being a chartered accountant will be an added advantage. A valid driver's license. Knowledge, Skills and Attributes: Sound technical knowledge of GRAP (Generally Recognised Accounting Practices) and GAAP (Generally Accepted Accounting Practices), and zero based basis of accounting, performance budgeting and the Public Finance Management Legislation and other regulatory framework. Above average computer/system literacy. Sound knowledge of strategic planning and associated budgetary processes. Strong leadership ability to secure financial resources to adequately fund the Strategic Plan of the NPA. Knowledge of Financial Modeling. Above average communication as well as report writing skills. Knowledge and/or application of the Public Finance Management Act in daily operations. Knowledge of Risk Management. Ability to interpret financial and commercial information as well as organisational performance of the NPA as a partner to the Head of Administration, Director General as the Accounting Officer and the National Director of Public Prosecutions.

DUTIES : Assume overall responsibility for providing a comprehensive financial service to the Head of Administration and key Business Unit Heads. Acting as a strategic business partner to the Head of Administration, he/she will: Provide astute financial interpretation and accurate management information, whilst offering tactical guidance and leadership various NPA Business Units. Establish optimal financial reporting systems, assume operational management of the financial function, assume responsibility for all planning and budgetary activities and ensure compliance with all financial legislation and regulations. Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Head of Administration and Accounting Officer. Ensure that the financial resources and assets of the NPA are effectively and economically utilized to realize the goals and objectives as contained in the Strategic Plan of the NPA. Ensure the equitable allocation, maintenance and effective utilization of resources in line with the strategic objectives of the NPA, legislative imperatives and good governance. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements and overall compliance with the PFMA and other relevant legislation and prescripts. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles, assuring value of money. Oversee the budgetary process within the NPA, exercise budgetary control and, at a strategic level, provide early warning mechanisms. Develop and facilitate the implementation of Supply Chain Management consistent with legislative and applicable prescripts. Oversee the preparation and submission of the annual financial statements and liaise with the Auditor-General in this regard. Ensure implementation of the Division of Revenue Act. Liaise with the relevant

role-players within the various spheres of Government regarding transversal financial and Corporate Governance matters. Develop and implement effective financial strategies for the NPA. Provide sound technical advice on the performance of the NPA's financial system(s) and financial matters to the Accounting Officer and Line Managers. The ability to capitalize on human potential and build a strong financial delivery team. Manage and lead within a multi-cultural environment.

ENQUIRIES : Ms M Modise Tel No: (012) 845 6200
APPLICATIONS : e mail Recruit2020449@npa.gov.za

POST 24/146 : **CHIEF DIRECTOR: STRATEGY REF NO: RECRUIT 2020/450**
 Administration

SALARY : R1 251 183 per annum (Level 14) (Total Cost Package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : A recognized B-degree or Advanced Diploma (NQF level 7) in Business or Public Management with Strategy and/or Enterprise Risk Management included as a subject. A post graduate qualification and / or MBA / MBL will be an added advantage. Experience: Ten years working experience of which at least five years should be in strategy. Five years' experience must be on a senior management level. Public sector experience in Strategy will be a further advantage. Programme and Project Management experience. Proven research experience and management of research projects. A valid driver's license. Skills and Knowledge: Strategic Planning and/or Enterprise Risks Management. Knowledge of the Balanced Scorecard Methodology and its application in the Public Sector preferable. Performance Management and Financial Planning and Management. Above average advocacy and communication skills. Ability to generate and utilise Performance Information and to identify and mitigate organisation risks. Ability to write and edit research reports.

DUTIES : Facilitate the development of the overall NPA strategy in consultation with the NPA's Innovation and Policy Support Office and monitor the implementation of the overall NPA strategy. Facilitate and contribute in the development of Business Unit annual plans and monitor the implementation thereof including reporting thereon. Oversee the NPA's Research Component. Identify NPA Enterprise Risks and advise NPA management on relevant mitigation strategies. Performance Information management including the identification of Strategic Projects. Coordinate the collection, analysis, interpretation and presentation of information on performance and risks management. Oversee the preparation of monthly, quarterly and annual performance reports. Analyse and evaluate organisational performance and advise on corrective action. Assume overall responsibility for the effective management of own Unit including financial, people and other resources allocated.

ENQUIRIES : Ms M Modise Tel No: (012) 845 6200
APPLICATIONS : e mail Recruit2020450@npa.gov.za

POST 24/147 : **DIRECTOR: ADMINISTRATION**

SALARY : R1 057 326 per annum (Level 13) (Total Cost Package)
CENTRE : DPP: Mthatha
REQUIREMENTS : A recognized B-degree or Advanced Diploma (NQF level 7). At least five (5) years management experience at Middle Management or Senior Management level. Excellent verbal and written communication skills. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Knowledge and understanding of Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, PFMA and Treasury Regulations. Valid driver's license.

DUTIES : Provide administrative leadership on the finances of the region through development of the budget for the region. Manage and monitor expenditure of the region and report thereon as periodically required. Monitor suppliers/ vendors to ensure Service Level Agreement (SLA) is

adhered to and the performance and compliance by suppliers/ vendors. Ensure the maintenance of a sound asset management system and conduct periodic asset returns in accordance with the relevant prescripts. Ensure the maintenance of an up to date inventory register and submit periodic returns as prescribed. Facilitate and ensure the development or review of an HR plan for the region in conjunction with the National Human Resources Division. Take ownership of skills development programme by chairing the Local Training Forum and coordinating the activities thereof. Ensure the provision of an effective HR administration and management. Ensure the management and coordination of IT services and identify priority areas for resourcing with appropriate IT infrastructure to improve connectivity. Ensure effective document management services. Ensure efficient security services in the DPP office and all NPA offices in the region. Ensure overall compliance of the region with all applicable legislation. Assist the region in the development of the operational plans and monitoring and evaluation of performance thereof. Assist in managing the performance information. Assist in coordinating the development and maintenance of appropriate management information systems pertaining to Enterprise Performance Management.

ENQUIRIES : Linda Mankayi Tel No: (047) 501 2607
APPLICATIONS : e-mail Recruit2020451@npa.gov.za

OTHER POSTS

POST 24/148 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/453 (X2 POSTS)**
 National Prosecutions Service
 (Re-Advert)

SALARY : R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)
CENTRE : DPP: Limpopo
REQUIREMENTS : A recognized four-year legal qualification. At least eight years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Five years' experience in legal practice will be an added advantage. Ability to act independently.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other courts documents. Represent the state in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e-mail Recruit2020453@npa.gov.za

POST 24/149 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/454**
 Specialised Commercial Crime Unit

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

DUTIES : Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal

developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.

ENQUIRIES : Vusi Skhosana Tel No: (012) 845 6592
APPLICATIONS : e mail Recruit2020454@npa.gov.za

POST 24/150 : **REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2020/457**
National Prosecutions Service

SALARY : R847 047 - R1 384 479.per annum (Level SU-3) (Total Cost Package)
CENTRE : CPP: Polokwane (Mankweng)
REQUIREMENTS : A recognized four-year legal qualification. At least six years post qualification legal experience. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.

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

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail Recruit2020457@npa.gov.za

POST 24/151 : **STATE ADVOCATE REF NO: RECRUIT 2020/455**
National Prosecutions Service
(Re-Advert)

SALARY : R763 212 - R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)
CENTRE : CPP: Kimberley (De Aar)
REQUIREMENTS : A four-year Legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least five years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and Management of Gender Based Violence Matters.

DUTIES : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the Dedicated Sexual Offences Courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure Criminal and Civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal

and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender Based Violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at Dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

ENQUIRIES : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail Recruit2020455@npa.gov.za

POST 24/152 : **STATE ADVOCATE REF NO: RECRUIT 2020/456 (X3 POSTS)**
 (Re-Advert)
 National Prosecutions Service

SALARY : R763 212 - R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)
CENTRE : DPP: Limpopo
REQUIREMENTS : A four-year Legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Extensive prosecutorial or litigation experience with regards to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.

DUTIES : Study case dockets, make assessments thereof and decide on the institution prosecution. Deal with any representations. Guide investigation in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail Recruit2020456@npa.gov.za

POST 24/153 : **HEAD COURT CONTROL PROSECUTOR 2**
 National Prosecutions Service

SALARY : R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1 TO SU-2)
CENTRE : CPP: Queenstown (Cradock) Ref No: Recruit 2020/458
 CPP: Polokwane (Kgapanne) Ref No: Recruit 2020/459
REQUIREMENTS : A recognized four-year legal qualification. At least four years post qualification legal experience. Proficiency in prosecuting, guiding investigations and giving instructions in complex and more difficult common law and statutory offences in the lower courts, drafting charge

		<p>sheets and complex court documents. Management skills. Must be able to work independently. Must have good administrative skills.</p>
<u>DUTIES</u>	:	<p>Manage, train and give guidance to Prosecutors. Study case dockets and decide on the institution and conduct criminal proceedings. Maintenance of matters and inquest of a general and more advanced nature in the lower courts. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist Prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence in general conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, policy and directive of the National Prosecuting Authority. Assist the Senior Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.</p>
<u>ENQUIRIES</u>	:	<p>CPP: Queenstown Nomfuneko Ntapane Tel No: (046) 602 3046 CPP: Polokwane Thuba Thubakgale Tel No: (015) 045 0285</p>
<u>APPLICATIONS</u>	:	<p>CPP: Queenstown (Cradock) e-mail Recruit2020458@npa.gov.za CPP: Polokwane (Kgapanne) e mail Recruit2020459@npa.gov.za</p>
<u>POST 24/154</u>	:	<p><u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service</p>
<u>SALARY</u>	:	<p>R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)</p>
<u>CENTRE</u>	:	<p>CPP: Klerksdorp Ref No: Recruit 2020/460 (Re-Advert) CPP: Polokwane Ref No: Recruit 2020/461 (3 Posts) CPP: Queenstown (Aliwal North) Ref No: Recruit 2020/462 CPP: Mthatha Ref No: Recruit 2020/469</p>
<u>REQUIREMENTS</u>	:	<p>A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the regional court and management experience will be an added advantage.</p>
<u>DUTIES</u>	:	<p>Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.</p>
<u>ENQUIRIES</u>	:	<p>CPP: Klerksdorp Flora Kalakgosi Tel No: (018) 381 9041 CPP: Polokwane Thuba Thubakgale Tel No: (015) 045 0285 CPP: Queenstown Mzikayise Toni Tel No: (046) 602 3000 CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607</p>
<u>APPLICATIONS</u>	:	<p>CPP: Klerksdorp e mail Recruit2020460@npa.gov.za CPP: Polokwane e mail Recruit2020461@npa.gov.za CPP: Queenstown (Aliwal North) e mail Recruit2020462@npa.gov.za CPP: Mthatha e mail Recruit2020469@npa.gov.za</p>
<u>POST 24/155</u>	:	<p><u>COURT PREPARATION OFFICER</u> National Prosecutions Services</p>
<u>SALARY</u>	:	<p>R257 508 per annum (Level 07) (Excluding Benefits)</p>
<u>CENTRE</u>	:	<p>CPP: Upington Ref No: Recruit 2020/463 (Re-Advert) CPP: Mmabatho (Molopo) Ref No: Recruit 2020/470</p>
<u>REQUIREMENTS</u>	:	<p>An appropriate B Degree (NQF level 7)/Three (3) year Diploma (NQF level 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience in a court environment. Sound co-ordination and</p>

		counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
<u>DUTIES</u>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES</u>	:	CPP: Upington Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	CPP: Mmabatho Flora Kalagosi Tel No: (018) 381 9040 CPP: Upington e mail: Recruit2020463@npa.gov.za CPP: Mmabatho (Molopo) e mail: Recruit2020470@npa.gov.za
<u>POST 24/156</u>	:	<u>LIBRARY ASSISTANT REF NO: RECRUIT 2020/464</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.
<u>DUTIES</u>	:	Provide administrative support services. Assist with information requests. Circulation management. Lending and returns. Audit of cluster books and stock reports. Stock taking.
<u>ENQUIRIES</u>	:	Vusi Skhosana Tel No: (012) 845 6592
<u>APPLICATIONS</u>	:	e mail: Recruit2020464@npa.gov.za
<u>POST 24/157</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/465</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<u>CENTRE</u>	:	CPP: Kimberley
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	e mail Recruit2020465@npa.gov.za
<u>POST 24/158</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Johannesburg Ref No: Recruit 2020/466 CPP: East Rand (Alexandra) Ref No: Recruit 2020/467

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES : Operations administration service. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Provide case administration services. Ensure incoming correspondence case types assigned to the litigation and/or appeals section are processed, and relevant case files are opened and cross referenced. Provide court administration services. Assist with the efficient management of court rolls. Provide case record services.

ENQUIRIES : DPP: Johannesburg Khensane Manganye Tel No: (011) 220 4266
 CPP: East Rand Sydwell Namuhuchu Tel No: (011) 220 4005

APPLICATIONS : DPP: Johannesburg e mail Recruit2020466@npa.gov.za
 CPP: East Rand (Alexandra) e mail Recruit2020467@npa.gov.za

POST 24/159 : **REGISTRY CLERK REF NO: RECRUIT 2020/468**
 National Prosecutions Services

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : DPP: Limpopo

REQUIREMENTS : Grade twelve (12) or equivalent qualification. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Sound planning and organizing skills. Good administrative skills.

DUTIES : Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective record management service. Operate office machines in relation to registry functions. Process documents for archiving and/or disposal.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e-mail Recruit2020468@npa.gov.za

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 30 October 2020 @ 16:30 pm
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME will make appointments in line with it's EE Plan. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG) under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
The successful candidate will be required to provide proof of completion

of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.

MANAGEMENT ECHELON

POST 24/160

DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT REF NO: 027/2020

Directorate: Supply Chain Management

SALARY

R1 057 326 per annum (Level 13). All-inclusive salary package per annum. The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE
REQUIREMENTS**

: Pretoria
: An appropriate NQF 7 Qualification in Supply Chain Management or related field of study and a Minimum of 8 years' relevant experience in SCM in the public sector (PFMA compliant institutions) with at least 5 years proven experience at middle (MMS) or senior (SMS) managerial level. Computer skills: Advanced proficiency in LOGIS and Microsoft Excel essential, proficiency in Microsoft Access highly recommended. Shortlisted candidates will be required to complete a computer skills assessment as part of the interview process. General Competencies & Skills: Management, including people management and empowerment, project management, operations management. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.

DUTIES

: Reporting to the Chief Financial Officer. The successful incumbent will be responsible for providing supply chain and assets management services, including: Demand and acquisition management, logistics management as well as assets, travel, transport and corporate account management services. Ensuring that the Department complies with statutory responsibilities in terms of the Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislation and regulations. Development, review and implementation of relevant policies and procedures. Effective and efficient Human Resources planning for the Directorate. Ensuring effective and efficient operational planning for the Directorate; Ensuring the development and implementation of sound corporate governance mechanisms for the Directorate and Department.

ENQUIRIES

: Kindly contact Ms Sibongile Mbeleki in connection with the post, applications and advertisement, Tel No (012) 312- 0451.

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

<u>APPLICATIONS</u>	:	E-Mail To: advertisement25@dpsa.gov.za
<u>CLOSING DATE</u>	:	02 November 2020
<u>NOTE</u>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of qualifications and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement with the Director-General within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. NB: Requirement For All Posts!!! Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme .

MANAGEMENT ECHELON

<u>POST 24/161</u>	:	<u>CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: DPSA 25/2020</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate B. degree in Public Administration or Law/ Human Resources Management or equivalent qualification at NQF level 7. Pre-entry Certificate for SMS. At least 5 years' appropriate management and coordination experience at Senior Management level. A minimum of 10 years appropriate experience in administration. Knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative framework, Government programs such as the National Development Plan, Outcome 12, and Key Strategic Priorities of Government. Intergovernmental relations. Competencies: Decision making, Problem solving, written and verbal communication, Stakeholder management and coordination, Negotiation, Strategic thinking and leadership. Analytical skills, interpersonal relations, team work, confidentiality. Financial Management, Human resources management and research. Technical Skills: Project management, Monitoring and evaluation and Policy development.

DUTIES

: Manage the provision of executive and secretariat support to the Director-General. Manage Policy Co-ordination and development process in the DPSA. Manage and coordinate Donor Mobilisation Programmes and International Liaison. Manage the African Peer Review Mechanism (APRM) Secretariat function. Manage and maintain a database of donors and interventions subject to DPSA policies, processes and systems, mobilise donor funding and sponsorships for identified projects. Coordinate the domestication and mainstreaming of international instruments such as conventions agreements, protocols and Millennium Development Goals. Effective Management of the African Peer Review Mechanism (APRM) secretariat function. Strategic Stakeholder Management. Represent the department in all related fora, meetings and processes. Mobilise external resources to support the APRM programme. Manage the Chief Directorate.

ENQUIRIES

: Ms Baarata Motlhaoleng at Tel No: (012) 3361503

STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.

- APPLICATIONS** : All applications must be submitted online on the following link:
www.statssa.gov.za/recruitment
- CLOSING DATE** : 30 October 2020
- NOTE** : Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be stated. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be uploaded on the system. General information: Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirement for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/smspre-entry-programme/>. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. Note: Statistics South Africa reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ECHELON

- POST 24/162** : **CHIEF FINANCIAL OFFICER REF NO: 15/10/20HO**
- SALARY** : R1 251 183 per annum (Level 14) (All-inclusive Remunerative Package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A NQF level 7 qualification Financial/Business Management/Administration, At least 6 years relevant experience of which 5 years must be at senior managerial level, CIMA or CA will serve as an added advantage, Demonstrated understanding of statistical ethics and the fundamental principles of official statistics, Extensive quantitative research experience, Training in MS Excel is essential, Knowledge of applicable regulatory frameworks and public sector experience will be an added advantage, Experience in leading and managing transformation, change and diversity, Ability to work in cross-cutting/functional projects/teams, Knowledge of MS Office Suite, A valid driver's license.
- DUTIES** : Manage the chief directorate which comprises of the following directorates: Finance Internal Control and Compliance, Management Accounting, Financial Accounting and Administration as well as Supply Chain and Asset Management, Develop and implement effective financial and provisioning systems, policies and procedures, Responsible for budget planning and management of the department's expenditure, debt,

cash, revenue, supply chain, assets and liability, Meet reporting requirements in terms of PFMA and Treasury Regulations, Liaise with audit structure to address identified weaknesses in respect of internal controls, Contribute towards strategic processes in the department, Monitor and ensure compliance to PFMA and Treasury Regulations, Represent Stat SA in various fora Provide strategic leadership in the management and monitoring of the budget and resources of the chief directorate.

ENQUIRES : Ms M Montsho Tel No: (012) 310-4889

POST 24/163 : **CHIEF DIRECTOR: GAUTENG REF NO: 16/10/20GP**

SALARY : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE : Gauteng
REQUIREMENTS : A three-year tertiary qualification (NQF 7) in Statistics/Demography/ Economics/Population Studies, Training in Project Management, Research and survey methodology, Marketing or Customer focus, Financial and Asset Management, Labour Relations and Strategic Management is essential, 5 years' relevant experience at senior managerial level, Extensive knowledge of data collection by means of fieldwork, analysis and report writing, Experience in managing budget and compliance to the PFMA regulations, Experience in corporate strategy, operational planning and management and leadership, Knowledge of project management and change management, Knowledge of MS Office Suite, A valid driver's license, Excellent communication, analytical, conceptual, presentation, strategic, architectural, problem solving, interpersonal skills, Dynamic, self-driven, innovative, creative and result orientated, strong service delivery, customer and quality focus, assertive, resilient and self-motivated, Ability to multitask and handle multiple and complex tasks and projects, Ability to work long hours under pressure and meet tight deadlines, Ability to grow and interact within an ever-changing environment, Ability to bring independent and impartial advice into decision making, Willingness to travel and work long hours (overtime and stand-by).

DUTIES : Lead in the development of strategic and operational plans, policies and procedures within provincial and district offices, Oversee management of fieldwork operations and data collection in accordance with appropriate national and international standards, Oversee marketing and promotion of statistical products and services, and provision of user information services, Dissemination of Stats SA products and services, Promote the development and establishment of the National Statistical System (NSS) at provincial and local level, Provide strategic leadership in the management of staff, budget and other resources within the provincial and District offices.

ENQUIRIES : Ms M Montsho Tel No: (012) 310 4889

DEPARTMENT OF TRADITIONAL AFFAIRS

The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs. Candidature of persons whose appointment will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building/email: BolwangM@cogta.gov.za.
- CLOSING DATE** : 06 November 2020
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

- POST 24/164** : **RISK OFFICER: OFFICE OF THE DIRECTOR-GENERAL REF NO: 2020/04 (X1 POST)**
(12 months contract)
- SALARY** : R733 257 per annum. (An all-inclusive remuneration package the package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification in Risk Management/Internal Auditing plus 5 years relevant experience in a Risk Management/Internal Auditing environment. A valid drivers license. Generic Competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication. Technical Competencies: Risk management and auditing practices, The Public Financial Management Act, Corporate governance, Development of policies and strategies.
- DUTIES** : The successful candidate will perform the following duties: Conduct a risk assessment and a resultant risk profile of the Department; Develop and implement policies, strategies and frameworks on risk management; Align the risk management process to strategic objectives and business plans of the Department; Identify and perform risk management capacity gaps and facilitate/provide risk management training; Monitor and evaluate the

ENQUIRIES

: status of risk management and adherence to risk management processes within the Department; Develop and implement a fraud prevention plan. Manage business continuity function of the Department.
Mr J Mashishi Tel No: (012) 334 4802

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	30 October 2020
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the e-mail address specified to each post. Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

<u>POST 24/165</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 301020/01</u> Branch: NWRI Southern Operations
<u>SALARY</u>	:	R733 257 per annum (Level 11)
<u>CENTRE</u>	:	Port Elizabeth
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Labour Relations/Human Resource Management / LLB. A post graduate diploma in Labour Law will be an added advantage. Four (4) to six (6) years' management experience in Labour Relations. A valid driver's license. (Attach a copy). Knowledge and experience in policy development and implementation. Knowledge and experience in Human Resource Information. Understanding of government legislation, financial management and PFMA. Knowledge of negotiation skills. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge and experience of programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal written. Accountability and ethical conduct. Knowledge of analytical procedures.
<u>DUTIES</u>	:	Provide input into Employee Relations policies. Analyse current policies and Labour Relations trends. Recommend policy amendments. Implement employee relations policies. Hold road shows advising the department on key Labour Relations policy issue and new development. Advise management and Employees on all employee relations matters. Manage dispute resolution, collective bargaining matters, facilitation of grievance resolution and disciplinary processes. Management of human resources. Investigate complex cases. Register and maintain a database of all cases including grievance. Maintain compliance in all labour

relations matters, dissemination of information and conducting of training. Liaise with internal and external stakeholders. Represent the Department at Conciliation and Arbitration proceedings. Ensure that approved resolutions are implemented. Manage conflict resolution.

ENQUIRIES : Ms. EN Ngele Tel No: (041) 508 9754
APPLICATIONS : Please e-mail your application quoting the post reference number to: SORecruitment@dws.gov.za
FOR ATTENTION : Ms. B Gqokoma

POST 24/166 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: 301020/02**
Branch: Corporate Services
Dir: Legal and Legislative Support

SALARY : R473 820 per annum (OSD)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : An LLB Degree or equivalent legal qualification on NQF7. At least 8 years' appropriate post qualification legal experience. Ability to draft legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act and Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Knowledge of Public Finance Management Act (PFMA), Constitutional Law, Promotion of Access to Information Act and Administrative Law. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential.

DUTIES : Render legal advisory services on diverse legal issues to the Minister, the Director-General and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/ proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result. Manage litigation instituted by and against the Department, including water tribunal appeals. Conduct Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contracts.

ENQUIRIES : Ms M Khuduga, Tel No: (012) 336 7835
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za

POST 24/167 : **ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT REF NO: 301020/03**
Branch: Chief Operations Office: Limpopo
Dir: WSS

SALARY : R376 596 per annum (Level 09)
CENTRE : Waterberg District Office
REQUIREMENTS : An appropriate Degree in Social Sciences majoring in Community Development. Three (3) to five (5) years' experience in Community Development Practice. A valid driver's license. (Attach copy). Knowledge of strategic and operational plan management. Knowledge of policy implementation. Knowledge of monitoring and evaluation principles knowledge of Inter-governmental relations and sector collaboration within the water sector. Experience of professional development and project management. Good communication skills both verbal and written. Conflict management, creativity and awareness. Cultural awareness, flexibility, initiative skills. Computer literacy skills.

DUTIES : Develop and shares a vision and mission for the section. Develop policies to ensure that water programmes are implemented in the community.

Promotes transformation within the section. Ensure a culture of innovation and performance. Develop and implements a performance improvement suggestions scheme. Advice top management and legislature, as well as sector bodies, on policies and strategies relevant to the section. Communicate effectively with the stakeholders in the sector about the functions of the section. Participate as a key player in the sanitation sector strategic plan. Ensure that the delivery of water and sanitation programmes plans is implemented. Compile monthly reports. Promote water advocacy programmes. Assist in Institutional planning support, appraisal and monitoring. Assist in the regulation and support of WSA's in sanitation and implementation and reporting. Assist in the promotion of health and hygienic awareness through the implementation of Wash programme to minimize water borne diseases. Assist in the implementation of Households policy Basic House Hold water policy. Assist in the organization and facilitation of workshop. Assist in the development of sanitation strategy through WSDP's and ensure compliance with the basic households sanitation policies and guidelines. Manage mainstreaming of health and hygiene in the sanitation programme. Manage the facilitation of best practice learning in the country as well as in the SADC Regions.

- ENQUIRIES** : Mr. Masindi T Tel No: (015) 290 1359.
- APPLICATIONS** : Limpopo (Waterberg): Please e-mail your application quoting the post reference number to: LPRecruitment@dws.gov.za
- FOR ATTENTION** : Mr. HH Khosa
- POST 24/168** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 301020/04**
Branch: NWRI Southern Operations
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Port Elizabeth
- REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid Driver's license. (Attach a copy). Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and application of International Financial Reporting Standards applicable to management accounting, SA Generally Accepted Accounting Practice (GAAP), Treasury Regulations and guidelines and the Public Finance Management Act (PFMA). Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Standard Chart of Accounts (SCOA), Generally Recognized Accounting Practice (GRAP) with full knowledge and understanding of Risk and the risk register. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of any ERP system, with preference for SAP. Framework for managing performance information. Problem solving and analysis. Good verbal and written communication skills. Client orientation and Customer focus. And incumbent must be willing to travel extensively. Accountability and Ethical Conduct.
- DUTIES** : Management of the Entire budget process for the Western Cape & Eastern Cape province, Compiling and capturing of trading account budget. Fund shifting of budget allocations when required. Management of reporting including accruals and commitments. Render professional advice and guidance to Cluster line functionaries on the interpretation and implementation of financial procedures and policies. Perform internal financial inspections and prepare for audits. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Monthly Management Accounting Reporting on budget expenditure as well as the approval of journals. Assist with the tariff determination process in the Cluster and financial functions relating to Infrastructure Assets. Facilitate the risk assessments for each Division and update risk registers quarterly. Obtain evidence for control assessments and progress

on action plans on a quarterly basis. Obtain and collate feedback from senior managers on updates to the risk registers and progress of action plans Update project risk register for all projects. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Supervision of employees and training of subordinates. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and career development opportunities. Ensure timeously development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. NA Khan Tel No: (041) 508 9725
APPLICATIONS : Port Elizabeth: Please e-mail your application quoting the post reference number to: SORecruitment@dws.gov.za

FOR ATTENTION : Ms. B Gqokoma
NOTE : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/169 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 301020/05**
 Branch: NWRI Southern Operations

SALARY : R376 596 per annum (Level 09)
CENTRE : Port Elizabeth
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid driver's license (Attached a copy). Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service Anti-Corruption Strategy and anticorruption and fraud prevention measures and knowledge of Standard Chart of Accounts (SCOA), Generally Recognized Accounting Practice (GRAP) SAP system and Finance Knowledge. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Practical experience in Governmental financial systems; SAP and PERSAL. Principles and practice of financial accounting as well as client orientation and customer focus. Good verbal and written communication skills and incumbent must be willing to travel extensively. Accountability and Ethical Conduct.

DUTIES : Management of the Payroll, Accounts Payables, Petty Cash and cash management for the Western Cape & Eastern Cape province, Conduct creditor's reconciliations and ensure correct and timeous payment of suppliers. Manage sundry payments. Manage the processing of staff related payments e.g. Subsistence and Travel claims, overtime and standby allowances. Management of reporting including accruals and commitments reports etc. Render professional advice and guidance to Cluster line functionaries on the interpretation and implementation of financial procedures and policies. Perform internal financial inspections and prepare for audits. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training

and career development opportunities. Ensure timeously development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. NA Khan Tel No: (041) 508 9725
APPLICATIONS : Port Elizabeth: Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za .
FOR ATTENTION : Ms. B Gqokoma
NOTE : NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/170 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: 301020/06**
Branch: NWRI Southern Operations

SALARY : R376 596 per annum (Level 09)
CENTRE : Port Elizabeth
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid driver's license (Attached a copy). Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and application of the Water Act. Knowledge and application of International Financial Reporting Standards applicable to revenue, SA Generally Accepted Accounting Practice (GAAP), Treasury Regulations and guidelines and the Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Generally Recognized Accounting Practice (GRAP) Division of Revenue Act (DORA). Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of departmental policies and procedures. Knowledge of any ERP system with preference for SAP. Framework for managing performance information and Problem solving and analysis. Good verbal and written communication skills. Client orientation and Customer focus. The incumbent must be willing to travel extensively. Accountability and Ethical Conduct.

DUTIES : Implement and monitor billing and debt management policies, strategies and procedures. Manage the billing process for the Western Cape and Eastern Cape Province and ensure that all billable water users are billed regularly and accurately. Understanding and knowledge of the revenue value chain and billing processes. Manage the collection of revenue in the Cluster. Manage the accounts of strategic users and ensure that customers are billed accurately (in line with contractual agreements) and on time. Attend monthly and ad hoc meetings with strategic customers as part of managing Revenue Management contracts. Manage the customer relations office and ensure that all customer issues raised are resolved speedily and that invoices and statements are sent to customers on time. Assist with the tariff determination process in the Cluster. Provide monthly age analysis reports on debtor's accounts. Be able to provide all Revenue Management reports that are required on ad hoc basis and perform account reconciliations and adjustments. Attend to audit queries from internal and external auditors. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Supervision of employees and the delegation of functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and career development opportunities. Ensure timeously development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans

(PDP's) for all employees in the sub - Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES
APPLICATIONS**

: Mr. N Khan: Tel No: (041) 508 9725
: Port Elizabeth: Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za

**FOR ATTENTION
NOTE**

: Ms. B Gqokoma
: NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/171

: **IT TECHNICIAN REF NO: 301020/07**
Branch: NWRI Southern Operations

**SALARY
CENTRE
REQUIREMENTS**

: R376 596 per annum (Level 09)
: Port Elizabeth
: An Appropriate Degree/Diploma in Information Technology and Certified Microsoft Engineer; MSCE or MCSA and Comptia Certified A+ or Comptia Certified Network +. Three (3) years appropriate experience or, relevant certified plus six (6) years appropriate experience. A valid driver's license. (Attach a copy). Knowledge of the Access to information Act. Knowledge of information security protocols. Knowledge and experience of information technology developments and enhancements. Knowledge of administrative and clerical procedures and systems. Knowledge of the PFMA Act and departmental policies and procedures.

DUTIES

: Installation of new hardware and software acquired. Equipment and software analysis. Physical inspection of equipment for any visible defects. Testing and connection of peripheral on their stations including driver installation. Provision on necessary training in operational use of equipment. Rolling out of new software on computer equipment as prescribed by Office of the CIO. Maintaining of existing hardware and software. Executing Root Cause Analysis with regards to hardware and software incidents and problems. Resolving warranty issues should equipment fall within this category. Providing clients with advice regarding future use or replacement of equipment/software. Support the configuration of hardware and software. Investigate calls for reconfigured hardware software. Investigate equipment/software capabilities. Decommissioning of hardware and software. Receive equipment that is to be removed from the system. In case of equipment with memory capabilities – ensure all data is permanently removed from devices. All hard – and software installations in the DWS domain. Executing client installations of Transversal system (Persal, SAP, BAS, Logis) and ensure software connectivity. Installation of LAN equipment and connectivity (UTP Cabling, Wi-Fi devices etc.). Ensure Server and WAN availability in conjunction with outsourced partner/s. Remote office and end user support within the responsibility area of IBOM: Southern Operations. Ensure that all IT policies, norms and standards are enforced. Compile monthly IT expenditure and performance reports. Knowledge of DWS Asset – and Supply Change Management procedures and functions will be an added advantage. The appointee will be expected to perform overtime and standby duties when necessary, and assist the Manager Information Systems Support with all IT Related tasks.

**ENQUIRIES
APPLICATIONS**

: Ms. EN Ngele Tel No: (041) 508 9744
: Port Elizabeth: Please e-mail your applications quoting the post reference number to: SORrecruitment@dws.gov.za

**FOR ATTENTION
NOTE**

: Ms. B Gqokoma
: NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/172 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR5) REF NO: 301020/08**
Branch: Corporate Services
Dir: Legal Support

SALARY : R373 389 per annum (OSD)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : An LLB Degree or equivalent legal qualification on NQF7. At least 8 years' appropriate post qualification legal experience. Ability to draft legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, the Public Service Act and Regulations, Promotion of Administrative Justice Act and Promotion of Access to Information Act. Knowledge of Public Finance Management Act (PFMA), Constitutional Law, Promotion of Access to Information Act and Administrative Law. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential.

DUTIES : Render legal advisory services on diverse legal issues to the Minister, the Director-General and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result. Manage litigation instituted by and against the Department, including water tribunal appeals. Conduct Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contracts.

ENQUIRIES : Ms M Khuduga Tel No: (012) 336 7835
APPLICATIONS : Head Office (Pretoria): Please email your application quoting the relevant reference number to: Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 24/173 : **ENGINEERING TECHNOLOGIST (PRODUCTION) GRADE A-C REF NO: 301020/09**
Branch: Chief Operations Office Mpumalanga

SALARY : R363 894 – R557 856 per annum, (OSD) offer will be based on proven years' experience
CENTRE : Bronkhorstspuit
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technologist (proof of registration must be provided). A valid drivers licence (Attach certified copy). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country-wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.

DUTIES : Reviewing integrated water use license applications in terms of law, water resource engineering, water resource management and socio-economic, environmental and ecological concerns. Studying, participating in discussions and providing comments on all reports and submissions in

connection with water use license applications. Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal engineering effectiveness and consistency of measures of the Department and other water management institutions to authorise the taking and storing of water and to manage compliance to the authorisations.

ENQUIRIES APPLICATIONS : Mr S Nkuna Tel No: (013) 759 7317
 : Mpumalanga: Please post your application or email quoting the relevant reference to MPRecruitment@dws.gov.za the Provincial Head
FOR ATTENTION : Ms. Mkhwanazi F.M

POST 24/174 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A – C**
HYDROLOGICAL FLOW DATA REF NO: 301020/10 (X4 POSTS)
 Branch: Chief Operations Office - Mpumalanga

SALARY : R311 859 – R473 574 per annum (OSD) offer will be based on proven years' experience

CENTRE : Groblersdal
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory Registration with ECSA as an Engineering Technician (attach proof of registration). A valid drivers license (Attach a copy). Water resources related experience is a recommendation. Good interpersonal relations. Willingness to travel long distances is essential. Project Management, technical design and analysis will be an added advantage. Research development and computer-aided engineering applications. Knowledge of legal compliance. Technical report writing and technical consulting.

DUTIES : Implement the National Water Act with focus on water resource information acquisition. Collect, analyse and manage hydrological flow data. Calibrate and maintain flow gauging equipment. Conduct current gaugings, surveying of measuring weirs and calibration of weirs. Run hydrological models and other relevant models. Liaise with relevant components to enforce compliance to water management legislation. Organise field trips and assist with preparation of required supportive documents and technical information as well as the writing of technical reports. Participate in capacity building and mentorship programmes for junior staff. Implement operational plans, guidelines, policies and projects.

ENQUIRIES APPLICATIONS : Mr. TA Veleko Tel No: (013) 262 6800
 : Mpumalanga: Please post your application or email quoting the relevant reference to MPRecruitment@dws.gov.za the Provincial Head.
FOR ATTENTION : Ms. Mkhwanazi F.M

POST 24/175 : **ARTISAN FOREMAN (GRADE A) CIVIL REF NO: 301020/11**
 Branch: NWRI Southern Operations

SALARY : R304 263 per annum (OSD)
CENTRE : Uitkeer

REQUIREMENTS : Appropriate Trade Test Certificate in Plumbing, Carpentry and Bricklaying. Five (5) years post qualification experience as an Artisan. A valid drivers license (Attach a copy). Relevant experience will serve as an added advantage. Must be physically fit and willing to work overtime, stay away from home and travel throughout the Eastern Cape Province. Must have experience in all building trades. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Competent with hands-on practical work. Good written and verbal communication.

DUTIES : Manage the civil maintenance teams and carpenter shop and ensure compliance to prescribed standards to ensure safe and serviceable infrastructure on Eastern Cape Government Water Schemes through planned maintenance, scheduled- and unscheduled repairs and

refurbishment projects. Manufacture items from own planning and drawings. Source, liaise and obtain quotations from suppliers and ensure product compliance to specifications and standards. Manage and evaluate staff performance on an ongoing basis. Work requires traveling to remote areas and to overnight away from home on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.

ENQUIRIES APPLICATIONS : Mr. JM Viljoen Tel No: (041) 508 9703
 : Uitkeer: Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za
FOR ATTENTION NOTE : Ms. B Gqokoma
 : Applicants may be subjected to skills testing as part of the recruitment process, to prove technical competence for the post.

POST 24/176 : **SENIOR STATE ACCOUNTANT REF NO: 301020/12**
 Branch: Chief Operations Office: Limpopo
 Dir: Financial Management

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
 : Polokwane
 : National Diploma or Degree in Financial Management. Two (2) to three (3) years' experience in financial matters (Accounts Payables, Salary Administration, and general Ledger). Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA and PFMA. Knowledge of Treasury Regulations, Persal, Basic Accounting System (BAS), Logis and Data Analysis. Knowledge and experience in administrative, clerical procedures and systems. Understanding of Departmental policies and procedures. Framework for managing performance information. Computer literacy in (MS Word, Excel, PowerPoint). Framework for managing performance information.

DUTIES : Ensure reconciliation of major supplier accounts of the Provincial Office. Ensure effective payroll management within the Provincial Office. Check, verify and certify as correct and compliant to all finance related transactions. Approve and authorize transactions for payments, allowances, deductions etc. on the financial systems BAS/Logis and Persal. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies.

ENQUIRIES APPLICATIONS : Mr. M Monyepao Tel No: (015) 290 1202
 : Polokwane: Please e-mail your application quoting the post reference number to: LPRrecruitment@dws.gov.za
FOR ATTENTION : Mr. HH Khosa

POST 24/177 : **HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: 301020/13**
 Branch: NWR Southern Operations

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
 : Port Elizabeth
 : A National Diploma or Bachelor Degree or in Human Resource Development. One (1) to three (3) years' experience in training. A valid driver's license. (Attach a copy). Knowledge and understanding on HRM Legislations, policies, practices and procedures. Public Finance Management Act (PFMA). Knowledge of education and training quality assurance processes and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Practical knowledge of administrative, clerical procedures and systems including Persal. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and technique.

Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving, analysis. People and diversity management skills. Client orientation and customer focus. Accountability and Ethical Conduct. Good computer literate and communications skills.

DUTIES : The development of training programmes, procedure manuals and guides on course materials. Prepare training manuals, develop training interventions. Skills development. Conduct Departmental training needs assessment. Advise the department and management on WSP. Monitor and evaluate the implementation of WSP. Development of annual, quarterly and monthly training reports. Have consultative meetings with individuals regarding the compilation of WSP and ATR. Prepare training materials such as outlines, text and handouts. Prepare visuals equipment. Modify existing programmes where applicable. Analyse skills development gaps, facilitate Bursaries, AET, Mentoring, Induction, Leadership and short courses. Conduct training sessions. Implementation of PMDS. Issuing of circulars and communications on HRD. Information sessions on best practices for HRD. Attend moderation meetings. Compile minutes and submissions and calculate 1.5% budget limit.

ENQUIRIES APPLICATIONS : Ms. EN Ngele Tel No: (041) 508 9744
: Port Elizabeth: Please e-mail your application quoting the post reference number to: SORecruitment@dws.gov.za

FOR ATTENTION NOTE : Ms. B Gqokoma.
: NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/178 : **ADMINISTRATION OFFICER WATER USE AUTHORIZATION REF NO: 301020/14**
Branch: Chief Operation Officer: Eastern Cape
Re-advertisement; applicants' who have previously applied are encouraged to re-apply

SALARY CENTRE : R257 508 per annum (Level 07)
: East London (X1 Post)
Port Elizabeth (X2 Posts)
Mthatha (X1 Post)

REQUIREMENTS : A National Diploma or Degree in Public Management / Administration or relevant qualification. One (1) to three (3) years' experience in administration. Experience in working with Water Use Authorisation applications will be an added advantage. A valid driver's license (Attached certified copy). Computer literate and proficiency in programs such as MS 2007 Word, PowerPoint, Access, Outlook and Excel. Knowledge of the National Water Act (Act 36 of 1998). Knowledge of Administration Procedures. Knowledge of Batho Pele Principles. Report writing skills. General knowledge of information systems. Data capturing skills. Office and project management skills.

DUTIES : Coordinate the administrative functions and provide support related to the Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use license Application and Authorization System (e-WULAAS) and ensure accurate reporting. Ensure that statistics of all e-WULAAS Use authorisation applications are accurate and updated. Support e-WULAAS user training process. Filing correspondences with clients. Support and provide reports to management.

ENQUIRIES APPLICATIONS : Ms L Fourie Tel No: (043) 701 0248
: East London; Port Elizabeth; Mthatha: Please email your applications quoting the reference number to: ECRecruitment@dws.gov.za

FOR ATTENTION : Ms LT Malangabi Tel No: (043) 604 5476

POST 24/179 : **ADMINISTRATION CLERK REF NO: 301020/15**
Branch: NWRI Southern Operations

SALARY : R173 703 per annum (Level 05)
CENTRE : Port Elizabeth
REQUIREMENTS : A Senior / Grade 12 Certificate. Proven knowledge of MS Office. Proven Advance knowledge of MS Excel would be an advantage. Knowledge of clerical functions, practices as well as the ability to capture data. Operate computer and collate administrative statistics. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good verbal and written communication. Telephone etiquette. Must be able to communicate well in English.

DUTIES : Keep and maintain a filing system for all projects. Complete purchase requisitions and follow up on the progress of purchase orders. Register invoices, complete checklists and submit to finance for processing. Attend meetings and compile minutes. Provide personnel administration and clerical support services within the component. Keep and maintain incoming and outgoing documents register of the component. Maintain a time-off and leave register for the component. Assist with general and transport administration.

ENQUIRIES : Mr. SR Abrahams Tel No: (041) 508 9723
APPLICATIONS : Port Elizabeth Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za

FOR ATTENTION : Ms. B Gqokoma
NOTE : NB: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/180 : **ADMINISTRATION CLERK (TRANSPORT) REF NO: 301020/16**
Branch: NWRI Southern Operations

SALARY : R173 703 per annum (Level 05)
CENTRE : Port Elizabeth
REQUIREMENTS : A Senior / Grade 12 Certificate. Knowledge of clerical functions, practices as well as the ability to capture data. Operate computer and collate administrative statistics. Basic knowledge of problem solving and analysis. Accountability and ethical conduct. Good verbal and written communication. Telephone etiquette. Ability to communicate in English and Afrikaans.

DUTIES : Register invoice and submit to finance. Provide personnel administration and clerical support services within the component. Consolidate weekly itinerary for approval of the component. Assist with the compilation of demand plan and commodity analysis to ensure that required resources fulfill identified needs. Process requests for travel arrangements. Keep and maintain incoming and outgoing documents register of the component. Maintain a leave register. Arrange travelling and accommodation requests. Provide financial administration support service. Consolidate travel submissions for the cluster. Manage telephone accounts and petty cash. Process subsidized applications and ensure compliance with the required documentation. Process monthly fuel claims. Reconcile invoices against bookings of accommodation. Conduct inspections on subsidized vehicles and government vehicles. Assist with general transport administration.

ENQUIRIES : Ms. P Adonis Tel No: (041) 508 9778
APPLICATIONS : Port Elizabeth: Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za

FOR ATTENTION : Ms. B Gqokoma
NOTE : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/181 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 301020/17**
Branch: NWRI Southern Operations

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Port Elizabeth
: A Senior/Grade 12 Certificate. Basic knowledge of Supply Chain functions, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge of work procedures in terms of the working environment. Working Knowledge and understanding of legislation governing the public service. Flexibility and ability to work in a team. Problem solving and analytical skills. People and diversity management. Client Orientation and Customer Focus. Good communication skills both verbal and written. Accountability and ethical.

DUTIES : The successful candidate will be responsible for rendering demand and acquisition clerical support. Update and maintain contracts register. Capture quotations on the system. Provide secretariat functions. Render logistical support services. Place orders for goods. Receive requests for goods from end users. Maintain quotations register. Receiving delivers from suppliers and capture good receipts on the system.

ENQUIRIES APPLICATIONS : Ms. N Tyobashe Tel No: (041) 508 9747
: Port Elizabeth: Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za

FOR ATTENTION NOTE : Ms. B Gqokoma
: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/182 : **ASSISTANT TECHNICAL OFFICER REF NO: 301020/18**
Branch: NWRI southern operations

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Port Elizabeth
: A Senior / Grade 12 Certificate with Mathematics / Mathematics Literacy. Survey related experience is essential and must include leveling and tachometry or GPS- RTK. A valid driver's license (Attach a copy). Ability to swim and no fear of water. Willingness to travel extensively. Physically strong and healthy. Ability to speak and understand English or Afrikaans.

DUTIES : Assist the surveyor with various tasks during field Survey. Perform small survey tasks such as leveling, precise leveling, tachometry (basic operation) and GPS. Supervise Tradesman Aids. Clean boats, vehicles and equipment. Clear bush for survey lines.

ENQUIRIES APPLICATIONS : Mr. HFM Lodewyk Tel No: (041) 508 9769
: Port Elizabeth: Please e-mail your application quoting the post reference number to: SORrecruitment@dws.gov.za

FOR ATTENTION NOTE : Ms. B Gqokoma
: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/183 : **ASSISTANT TECHNICAL OFFICERX REF NO: 301020/19 (X2 POSTS)**
Branch: NWRI
Re-advertisement; applicants who have previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Head Office (Pretoria)
: A Senior/Grade 12 certificate with Mathematics/Mathematics Literacy. One (1) year experience will be added advantage in a construction or maintenance environment will serve as an added advantage. Computer literacy. Good interpersonal and communication skills. Be able to read and write. Self-motivated and willingness to work in a team.

DUTIES : Transport building materials to site; Mixing mortar, building models; Provide a support service to the Artisans, Foreman, Technicians and Engineers in building and testing dam models; General workmanship to

build models which includes but is not limited to mixing concrete, carpentry, pipework, brick-laying etc. Responsible for the general cleaning and maintenance inside and outside the lab, Assist in demolishing models. Complete time sheet and submit to Artisan Foremen. Basic understanding of government legislation. Adhere to Occupational Health and Safety regulations and ensure that protective equipment is used appropriately.

ENQUIRIES : Mr. J Matlala Tel No: (012) 336 6731
APPLICATIONS : Head Office (Pretoria): Please email your applications quoting the relevant reference number to Recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabole
NOTE : Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

POST 24/184 : **TRADESMAN AID HYDROMETRY REF NO: 301020/20**
Branch: Chief Operations Office: Limpopo
Dir: Planning and Information

SALARY : R122 595 annum (Level 03)
CENTRE : Tzaneen
REQUIREMENTS : ABET certificate (must be able to read and write). (Attach copy). One (1) to two (2) years' experience. Appropriate knowledge and experience of carpentry, welding and building experience. Applicants that can swim and are willing to work in water will be given preference. It will be expected from the successful candidate to travel and work away from home. Manual labour of a routine nature will be performed which requires a high level of physical exertion and entails the following: digging of holes and trenches, using hand held equipment, cutting of grass with brush cutters using of pavement breakers during construction projects.

DUTIES : Execute maintenance and remedial work at Hydrological gauging stations; this includes cleaning of upstream pools, access roads and inlet systems, painting of crest irons and construction work of new and / or existing gauging stations. Maintenance and cleaning of equipment.

ENQUIRIES : Mr. D Viljoen Tel No: (015) 307 8620.
APPLICATIONS : Tzaneen: Please e-mail your application quoting the post reference number to: LPRecruitment@dws.gov.za
FOR ATTENTION : Mr. HH Khosa

POST 24/185 : **DRIVER REF NO: 301020/21**
Branch: Chief Operations Office: Limpopo
Dir: Planning and Information

SALARY : R122 595 annum (Level 03)
CENTRE : Tzaneen
REQUIREMENTS : A Grade 10 certificate (Attach a copy). One (1) to three (3) years' experience in driver/ messenger services. Valid high up, TLB and Bobcat operating certificates will serve as an added advantage. Appropriate knowledge of and experience in driving up to 16 ton trucks, operating high ups, dumping trucks, excavation equipment (TLB, Bobcat, Dumpers). It will be expected from the successful candidate to travel and work away from home.

DUTIES : Execute maintenance and remedial work at Hydrological gauging stations; this includes cleaning of upstream pools, access roads and inlet systems and equipment (trucks and construction equipment. Operating of construction equipment during construction of new and/or existing gauging stations. Load and off load of equipment on and from trucks. Performing of daily pre-trip safety checks on all relevant equipment.

ENQUIRIES : Mr. D Viljoen Tel No: (015) 307 8620.
APPLICATIONS : Tzaneen: Please e-mail your application quoting the post reference number to: LPRecruitment@dws.gov.za
FOR ATTENTION : Mr. HH Khosa

POST 24/186 : **CLEANER REF NO: 301020/22 (X3 POSTS)**
Branch: Chief Operations Office
Dir: Corporate Services

SALARY : R102 534 per annum (Level 02)
CENTRE : Polokwane
REQUIREMENTS : An ABET certificate. (Attach copy). Knowledge of cleaning principles in chemical use (dilution / mix). Experience in the use of cleaning equipment will be an added advantage. Knowledge of health and safety requirements and basic understanding of applying safety rules. Knowledge of basic record keeping. Basic understanding of applying or using chemicals correctly.

DUTIES : Clean laboratories and laboratory equipment. Clean glass and plastic ware at Analytical Services laboratories according to procedures. Remove and sterilize laboratory hazardous waste. Complete relevant laboratory forms. Removal of gas cylinders. Report broken machines. Request cleaning materials. Cleaning the chemical store rooms and laboratory coats. Cleaning of office corridors and boardrooms. Dusting, waxing, sweeping, scrubbing and vacuuming of floors. Cleaning walls, windows and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshen office areas. Clean the general kitchen basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand wash liquid soap. Replace toilet papers and empty wash waste bins. Report broken machines.

ENQUIRIES : MM Madiba Tel No: (015) 290 1200
APPLICATIONS : Polokwane: Please e-mail your application quoting the post reference number to: LPRrecruitment@dws.gov.za

FOR ATTENTION : Mr. HH. Khosa

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

MANAGEMENT ECHELON

<u>POST 24/187</u>	:	<p><u>CHIEF DIRECTOR: CORPORATE INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: HO2020/10/01</u> (5 Years Fixed Term Contract Performance Based) Branch: Corporate Management</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 251 183 per annum (an all-inclusive package) Head Office, Johannesburg An appropriate Degree NQF level 7 qualification in Information Technology/Information System/Computer Science or Systems with at least a minimum of 5 years senior management experience within IT Environment. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, HardCat, Persal, etc.), Information Technology Infrastructure Library (ITIL- industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. Competencies: Financial Management, Management skills, Facilitation and Presentation, planning and organising, report writing, Good verbal and written communication, Good inter-personal relations, analysis, conceptualizing and problem solving, Change management, project and strategic Management, conflict management, policy analysis and development. Valid South African driver's license is essential.</p>
<u>DUTIES</u>	:	<p>Oversee and ensure the Management of Information Technology Support services within the department. Oversee the overall IT Technical Support service at Districts, Head Office, Teacher Centres and Satellite Offices. Oversee implementation of server and storage infrastructure as well as monitoring, capacity planning and management of the existing systems. Manage Information Technology Ad-hoc projects within GDE. Oversee IT systems and Service Management within GDE. Manage and ensure the development, implementation and monitoring of the Departmental Information management and Information Technology policies, processes, procedures. Provide information Technology strategy. Align the Department's information management and information technology strategy with the strategic direction, management plans and the business processes of the Department. Ensure effective governance and compliance within the Chief Directorate in line with relevant legislation. Maintain internal and external stakeholder relationships. Build internal and external networks with business unit partners, line managers and service providers to ensure relevance and credibility of the Chief Directorate's services. Develop strategies to cultivate greater feedback with external customers for the enhancement of service delivery. Proactively initiate and maintain solid, credible working relationships within the Department and ensure that Information Technology projects are managed. Oversee the development of Internal Systems and Applications. Maintenance and support of developed internal systems and applications. Maintenance and support of proprietary systems and ensure license requirements are met. Development of Project Management Framework and System Development Life Cycle processes. Manage the resources within IT Chief Directorate. Develop the operational plan for the Chief Directorate that is aligned to the business objectives, goals and approved budgets and ensure its implementation. Ensure adherence to policy and statutory directives relevant to the functional territory of the Chief Directorate. Provide reports on the overall planning and functioning of the Chief</p>

	Directorate. Ensure that IT Risk and Governance is managed and complied within the Chief Directorate.
<u>ENQUIRIES</u>	: Ms Winny Radzilani Tel No: (011) 843 6540
<u>APPLICATIONS</u>	: Email your application to email address: recruitmentapplication.HO@gauteng.gov.za
<u>NOTE</u>	: Interested applicants must submit their applications for employment to the email address specified to each post. The email must include completed and signed Form Z83 (application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of the educational qualifications, identity documents and driver's license. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/ . For more information regarding the course please visit the NSG website: www.thensg.gov.za . Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered.
<u>CLOSING DATE</u>	: 30 October 2020
<u>POST 24/188</u>	: <u>DIRECTOR: IT SYSTEMS AND SERVICE MANAGEMENT REF NO: HO2020/10/02</u> (5 Years Fixed Term Contract Performance Based) Chief Directorate: Corporate ICT
<u>SALARY</u>	: R1 057 326 per annum (an all-inclusive package)
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: An appropriate NQF Level 7 qualification in Information Technology/ Information System/Computer Science Systems, with at least a minimum of 5 years middle/ senior management experience within IT Environment. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, HardCat, Persal, etc.), Information Technology Infrastructure Library (ITIL- industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. Competencies: Financial Management, Management skills, Facilitation and Presentation, planning and organising, report writing, Good verbal and written communication, Good inter-personal relations, analysis, conceptualizing and problem solving, Change management, project and strategic Management, conflict management, policy analysis and development. Valid South African driver's license is essential.
<u>DUTIES</u>	: Ensure the provision of IT service management. Oversee the management of Service Level Agreement (SLA) of suppliers of information management and Information Technology goods and

services. Manage the issuing, reception and storage of all hardware through its entire lifecycle within GDE. Assess the provision of ICT Services and Infrastructure Support advice to line managers to ensure that line managers are fully equipped to deal with ICT Services and Infrastructure Support strategy related matters. Ensure the development of the Information Security and Disaster Recovery. Plan and deploy information security mechanisms and ensure compliance with relevant regulatory frameworks and authorities through researching, developing and implementing information security policies. Collaborate with relevant stakeholders to identify and manage Infrastructure risks by developing appropriate mitigation strategies. Ensure the development and implementation of a master systems plan. Ensure periodic review and audits are performed across all key ICT operational infrastructures and systems. Facilitates departmental database analysis design, development, administration and integration of information. Ensure that SA-SAMS is effectively implemented and maintained in all Public Ordinary Schools. Provide and facilitate infrastructure and operational support services. Manage the development of ICT policies, processes, procedures and monitor the implementation thereof. Ensure operational efficiency and improvement of IT Governance in the Department. Monitor compliance to Infrastructure policies and procedures to minimize risks to the internal control environment. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Conduct financial planning and account for allocated budget.

**ENQUIRIES
APPLICATIONS**

: Ms Winny Radzilani Tel No: (011) 843 6540
: Email your application to email address:
recruitmentapplication.HO@gauteng.gov.za

NOTE

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

CLOSING DATE

: 30 October 2020

POST 24/189 : **DIRECTOR: SCHOLAR TRANSPORT REF NO: HO2020/10/03 3**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: School Support

SALARY : R1 057 326 per annum (an all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : An appropriate NQF level 7 qualification in Public Administration/ Management and/or related field, with at least a minimum of 5 years middle/ senior management experience in Scholar Transport or providing support to the school. Proven management skills in education management or equivalent. Advance Knowledge of the Constitution of the Republic of South Africa, Treasury Regulations, the Public Service Act, Public Service Regulations, Personnel Administrative Measures, South African Schools Act, Employment of Educators Act. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

DUTIES : Ensure effective and efficient development of Scholar Transport Policies. Manage the development of scholar transport policies. Provide complex advice on policy matters to employees and management. Monitor and evaluate the implementation of Scholar transport policies. Ensure compliance to ICT policies, procedures, processes and standards. Ensure and manage an effective implementation of scholar transport scheme in the Department. Develop strategies for scholar transport. Provide advice and guidance on all scholar transport scheme related matters. Develop monitoring and evaluation system for school transport. Research Monitoring and Evaluation best practices to ensure continuous improvement and innovation of processes and services. Ensure implementation of the approved monitoring and evaluation policy framework. Maintain internal and external stakeholder relationships. Conduct information sharing sessions for scholar transport policies with key stakeholders Establish and maintain buy-in and support from all relevant stakeholders. Set out the monitoring and evaluation framework and procedures for programme evaluation with stakeholders. Build internal and external networks with Business unit partners, line managers and service providers to ensure relevance and credibility of the Directorate's services. Develop strategies to cultivate greater feedback with external customers for the enhancement of service delivery. Proactively initiate and maintain solid, credible working relationships within the Department and ensure that scholar transport projects are managed. Manage resources within the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Conduct financial planning and account for allocated budget. Prepare reports, submissions, letters and internal memorandums.

ENQUIRIES : Ms Winny Radzilani Tel No: (011) 843 6540
APPLICATIONS : Email your application to email address: recruitmentapplication.HO@gauteng.gov.za

NOTE : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include completed and signed Form Z83 (application for employment form), obtainable from any Public Service Department or any Public Service and Administration website. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of the educational qualifications, identity documents and driver's license. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful.

Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link :<https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered.

CLOSING DATE : 30 October 2020

DEPARTMENT OF HEALTH

OTHER POSTS

POST 24/190 : **HEAD OF DEPARTMENT: OBSTETRICS AND GYNECOLOGY REF NO: TEMBI/2020/HOD/01**
Directorate: Medical

SALARY : R2 161 416 – R2 294 040 per annum (All-inclusive package)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in obstetrics and Gynecology: Master of Medicine in Obstetrics and Gynecology (M.MED - Obs & Gynae) and/or Fellowship of the College of Obstetricians and Gynecologists of South Africa - FCOG (SA). A recognized diploma or subspecialty in a branch of obstetrics and gynecology of South Africa will be an added advantage. A minimum of seven (7) completed years of relevant experience after registration with HPCSA as a medical specialist in obstetrics and gynecology is mandatory. At least two Master's students supervised to completion. Evidence of accredited publications record.

DUTIES : To lead the department in provision of clinical care to patients, teaching and learning of under-and post -graduate students, conduct appropriate research and perform the required administrative processes to ensure the department is meeting these needs. Provision of Clinical Care: To ensure the care of women is promoted to meet the core health standards and Batho Pele Principles, aligning the needs of the population served with the facilities in the hospital. To ensure that health indicators are being addressed for rates of caesarean sections, maternal deaths, surgical deaths. Provision of teaching and Learning: To ensure that both under – and post – graduate students are taught the required skills and provided with opportunities to learn, discuss and be examined. To promote the values of teaching and learning in the University of Pretoria Strategic Plans. Conduct Appropriate Research: To conduct and publish own research. To facilitate a culture of research with the department. To facilitate collaborations within the hospital, University, Country and internationally in order to promote Research. To ensure attempts to collate research funding. Administration: To ensure the processes of the hospital and University are upheld. To ensure records are kept. To ensure M&M process continue. To adjudicate on RWOPS. To ensure recruitment and retention of staff. To allocate resources fairly and in line with all principles

	:	outlined. To provide leadership within the department, hospital and university.
<u>ENQUIRIES</u>	:	Dr. R. Ncha Tel No: (011) 923-2350
<u>APPLICATIONS</u>	:	Applications to be addressed to: Tembisa Provincial Tertiary Hospital through Email Only At: TembisaHR2@gauteng.gov.za
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims.
<u>CLOSING DATE</u>	:	30 October 2020
<u>POST 24/191</u>	:	<u>HEAD CLINICAL UNIT: OBSTETRICS AND GYNAECOLOGY REF NO: SDHS 2020/10/01 (X1 POST)</u> Directorate: District Clinical Specialist Team Re-Advertisement applicants who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R1 728 807 per annum (all-inclusive package)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	An appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Obstetrician and Gynaecologist. At least 5 years clinical experience post qualification. Sound knowledge of the following: Obstetrics and Gynaecology, Medical ethics, implementation and evaluation, information management programmes. Epidemiology and statistics, quality assurance and improvement programmes. Human Resources and Financial Management, Health and Public Services legislation, regulations and policies. Demonstrate skills in the following areas: Leadership, Communication, Teaching and Training, Problem solving. Functioning in multi-disciplinary team and Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Working across healthcare facilities in the district and reporting to the District Manager. Personally, provide evidence-based obstetrics and gynaecological services in hospitals and primary care (PHC) facilities with special focus on high-risk pregnancies. Provide clinical leadership in obstetric and gynaecological services, including coordinating clinical services and mentoring junior clinicians at the clinical coal-face. Conduct clinical audits to monitor the clinical performance, identify gaps in maternal care services and respond to audit findings by developing and implementing appropriate interventions. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Conduct scheduled and in-service training including ESMOE, (Drills), Sexual health, Family planning, CME, etc. Participate and support the district management during M&M, MMR, referral, perinatal, critical incidents review, cluster and data quality meetings at district hospitals and PHC facilities. Identify and respond to clinical incidents review. Attend cluster and data quality meetings at district hospitals and PHC facilities. Identify and respond to clinical risks and threats to qualify maternal care and patient's safety across facilities. Work with District Management team. Establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of obstetrics and gynaecological services. Initiate, support or participate in relevant research, especially implementation studies to assess the feasibility and effectiveness of interventions. Write and present reports on work activities and outputs for feedback and performance

appraisal. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-District. Participate in Employee Value Proposition.

ENQUIRIES : Prof O.B. Omole Tel No: (016) 950 6192

APPLICANTS : must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911 for attention: Recruitment and Selection.

NOTE : “The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

CLOSING DATE : 30 October 2020

POST 24/192 : **CLINICAL MANAGER RE-ADVERTISEMENT REF NO: REFS/006399 (X1 POST)**
Directorate: Clinical

SALARY : R1 173 900 - R1 302 849 per annum (all-inclusive package)

CENTRE : Helen Joseph Hospital

REQUIREMENTS : MBChB or an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 4 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Experience in hospital management and a post graduate qualification in business administration or health / public health sciences is essential.

DUTIES : Reporting to the Chief Executive Officer, the incumbent will act as a manager of clinical departments. Provide strategic clinical care for improved patient outcomes. Participate in developing and implementing operational plans (including cost-containment strategies). Ensure the coordination of all activities necessary for quality and efficient 24-hour patient care. Assist in clinical care audits and risk management strategies in order to improve clinical governance and outcomes. Management, investigation and reporting of patient safety incidents and adverse events. NTSG monitoring and reporting. Ensure adherence to relevant health and public legislation including Public Charter and Batho Pele principles. Ensure compliance to the Ideal Hospital Realization and Maintenance Framework and Department of Health's Six Key Priorities. To be responsible for HR, Finance and administrative matters as it relates to the clinical departments. Representing the hospital as required in cluster and provincial forums.

ENQUIRIES : Dr. ER Masilela Tel No: (011) 489 1087

APPLICATIONS : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.

FOR ATTENTION : Human resources department

NOTE : Applications must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act

85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

- CLOSING DATE** : 30 October 2020
- POST 24/193** : **MEDICAL SPECIALIST GRADE 1- GRADE 2 REF NO: EHD2020/10/03 (X2 POSTS)**
Directorate: Family Medicine
Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applications will not be considered
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). Less than 5 year appropriate experience as a medical Specialist. Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed. fammed). Basic medical degree (MBCHB or equivalent). Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of the Witwatersrand (Wits) as a lecturer. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.
- DUTIES** : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.
- ENQUIRIES** : Dr S Agbo. Tel No: (011) 878 8548 / Cell: 079 877 4845
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People

with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 30 October 2020
- POST 24/194** : **MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2020/10/04 (X2 POSTS)**
Directorate: Family Medicine
- SALARY** : Grade 1: R821 205 – R884 670 per annum (All inclusive remunerative package)
Grade 2: R938 964 - R1 026 693 per annum (All inclusive remunerative package)
Grade 3: R1 089 693 – R1 362 366 per annum (All inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : MBBCH or equivalent and currently registered with the Health Professionals Council of South Africa (HPCSA) as a medical practitioner. Post graduate diploma/degree or relevant additional medical degree is an advantage. **Grade 1:** Less than 5 years relevant experience as a Medical Officer after registration with HPCSA. **Grade 2:** At least 5 years, but less than 10 years, relevant experience as a Medical Officer after registration with HPCSA. **Grade 3:** 10 years and more appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience in district health service; experience in general medical practice, PHC, HAST, EBM and use of current protocols. Clinical skills; in consultation, history taking, examination, clinical assessment and management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.
- DUTIES** : Support Provision of PHC services in the District hospital, Community health centers and clinics within the district health services (DHS). Improve clinical quality PHC services through direct patient care and mentoring and supervising health care professionals through an integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine & PHC unit in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Dr. S. Agbo. Tel No: (011) 878 8548 / Cell: 079 877 4845
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : This is a re-advertisement. Applicants who previously applied are advised to re-apply as their previous applications will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference

checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 30 October 2020
- POST 24/195** : **REGISTRAR (MEDICAL)**
Directorate: Anaesthesiology Department
- SALARY** : R821 205 – R858 711 per annum (all inclusive package)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Registered with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. A Diploma in Anaesthesia is necessary. ACLS is recommended. Having completed the FCA Part 1 exams is advantageous.
- DUTIES** : The Registrar post will be for forty-eight months. The expected activities will include peri-operative management and care of patients. The successful applicant will have to perform after-hours work and rotate through other departments including ICU. The Registrar will also be expected to participate in the department's academic program, and participate in any research activities and maintain a portfolio of learning. The successful candidate will be expected to rotate to hospitals on the University of Pretoria's training platform. The successful applicant will be required to complete the FCA Part 1 examination, if not already completed, the MMed (Anaesthesiology) dissertation and the FCA Part 2 examination, as part of their accreditation to fulfil their acceptance as a specialist by the HPCSA.
- ENQUIRIES** : Dr. M. Mbeki Tel No: (012) 373-1053
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department
- CLOSING DATE** : 30 October 2020

POST 24/196 : **REGISTRAR (MEDICAL)**
 Directorate: Neurology Department

SALARY : R821 205 – R858 711 per annum (all inclusive package)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Registered with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. FC Neurology Part One. ATLS, ACLS. Experience in Neurology is strongly recommended.

DUTIES : Patient care: in and out-patients with neurological disorders, including after hours and calls. Teaching and training: assisting in teaching and training programs of the Department (Kalafong Hospital and Steve Biko Academic Hospital). Research: according to the Department and college requirements.

ENQUIRIES : Dr. J. Hiesgen Tel No: (012) 373-1049
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 30 October 2020

POST 24/197 : **REGISTRAR (MEDICAL)**
 Directorate: Obstetrics and Gynaecology Department

SALARY : R821 205 – R858 711 per annum (all inclusive package)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Registered with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Six month experience in Obstetrics and Gynaecology. Part 1A or Part 1B passed exams or Diploma in Obstetrics and Gynaecology (FCOG).

DUTIES : Clinical service including on site after hours care. Own postgraduate studies. Postgraduate programme participation. Research. Outreach including rotations at satellite and partner hospitals.

ENQUIRIES : Prof. L.C. Snyman, Tel No: (012) 373-1016/1002

- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 October 2020
- POST 24/198** : **DENTIST GRADE 1 REF NO: SDHS 2020/10/02 (X1 POST)**
Directorate: Oral Health
- SALARY** : R797 109 per annum (All-inclusive Package)
- CENTRE** : Sedibeng DHS
- REQUIREMENTS** : Grade 12 or equivalent. Qualification as a Dentist. Registration with HPCSA as a Dentist. Proof of current registration with HPCSA. Driver's license.
- DUTIES** : Gather patient's basic information/history, Examine, diagnose and treat oral ailments; scaling, root planning, and polishing of teeth; direct conservative procedures; Perform extractions, restorations, prosthetics, orthodontics, treatment of post-extraction complications, alveolar osteitis and placement of sutures; application of primary preventative measures; treatment of minor traumatic injuries to teeth and surrounding tissues including the splinting of teeth; taking of intra-oral and extra-oral radiographs (X-ray), prescribing of medication for the treatment of oral conditions, performance of any other aesthetic procedure within the dentist profession. Treat minor oral surgery cases including surgical removal of impactions. Refer patients to higher level of care if needed. Perform necessary administrative procedures. Implement the Gauteng Oral Health Strategy.
- ENQUIRIES** : Dr. O. Motloung Tel No: (016) 950 6150
- APPLICATIONS** : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all

qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.

CLOSING DATE : 30 October 2020

POST 24/199 : **DENTIST/ LECTURER GRADE 1/2/3 REF NO: UPOHC/OD/0001/2020**
Directorate: Odontology

SALARY : R797 109 – R1 362 366 per annum (All inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : BChD or equivalent qualification. Registration with HPCSA as a dentist in category independent practice. Experience in treating paediatric patients. Experience in the clinical supervision of dental students in Paediatric dentistry. Recommendations Dental research and lecturing experience. Experience in treating patients. Being enrolled for or having a postgraduate qualification in Paediatric Dentistry will be an advantage.

DUTIES : Lecturing to undergraduate and postgraduate dental students in the field of paediatric dentistry, dental materials. Supervising students in the clinical wards. Conducting research in dentistry. Selective clinical and administrative duties will be assigned to the candidate as seen fit by the Head of the Department. This may include managing and treating patients with special health care needs.

ENQUIRIES : Prof Z Vally Tel No: (012) 319 2441 or Mrs Ina Swart Tel No: (012) 301 5705

APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart, PO Box 1266, Pretoria, 0001.

NOTE : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current HPCSA certificate and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

CLOSING DATE : 30 October 2020

POST 24/200 : **DEPUTY DIRECTOR: LOGISTICS & WAREHOUSES MANAGEMENT**
REF NO: REFS/006602
Directorate: Supply Chain Management

SALARY : R733 257 – R863 748 per annum
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : An appropriate three (3) years tertiary qualifications. National Diploma/ Degree in Purchasing / Procurement /Logistics Management, Public Supply Chain Management, Public Management / Administration with 3-6 current experience must be at managerial position (Assistant Director Level 9 or 10) Knowledge of SAP / SRM is very crucial. Experience in the health environment will be an added advantage. Ability to liaise at all management level. Ability to work independently under intense pressure. Must have ability to interact with all level of management and both internal (End -users) and external stakeholders. Knowledge of government procurement policies and procedures, Advance computer literacy in MS

office packages (MS Word, Excel and power point). Successful completion of Provisioning Administration (PAS 1 & 2) manual /certificate will serve as a pre-requisite or added advantage. Competencies: The applicant must have a Presentation skill, good communication (both verbal and written) and strong interpersonal relationships. Ability to interact with all levels both internal (end-users) and external stakeholders. Must have the ability to work under pressure work and pressure and be creative thinker. Have a procurement, good ethical conduct, and analytical thinking - problem solving skills. Report writing skills, time management skills, projects management skills and financial management skills.

DUTIES : Manage the, processes of capturing of orders, posting, capturing of delivered goods for payments, transit and safekeeping of stock. Ensure management of the 0-9 file and its diary. Ensure management of capturing of requisition to produce purchase orders. Ensure capturing of received stock on SAP. Ensure expediting of deliveries. Management of web-cycle reports. Management of commitment register. Ensure management of open and partially paid P.O.'s. Ensure all stock transactions are promptly updated and accounted for on all tally cards (VA 10) .Ensure timeous stock replenishment .Ensure adherence to the minimum, maximum and precautionary stock level .Ensure effective management of stores/warehouses functions .Oversee the stock tacking processes and ensure that stock rotation processes within all warehouses .Ensure Compilation and submission of monthly theoretical stock balances .Management of stock keeping functions within the institution. Ensure an effective stock flow system within the institution. Ensure that official within Logistics management and warehouses are sufficiently trained on supply chain management system. Manage staff development and performance (PMDS) against departmental and hospital 's objectives in line with strategic, operational and turnaround plans. Perform any other duties delegated by the supervisor.

ENQUIRIES APPLICATIONS : Mr A.M Mathebula Office Tel No: (012) 529 -3242
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE : Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s).

CLOSING DATE : 30 October 2020

POST 24/201 : **DEPTUY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SDHS 2020/10/03 (X1 POST)**
Directorate: Human Resource Management

SALARY : R733 257 per annum (All-Inclusive Remuneration Package)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : A recognized 3-year Bachelor Degree/Diploma in Human Resource Management/Public Management Administration. At least 3 (three) years of this should be at Assistant Director Level. The successful candidate should have knowledge of all human resource related legislation and prescripts. Knowledge of Persal, Word, Excel and Power Point is essential. Excellent time management, organizing and communication skills. Must have the ability to use own initiative and meet deadlines. Must be able to function and contribute in a team toward the achievement of the District's priorities. A valid driver's licence.

DUTIES : To manage the allocated human resources budget. Assess, analyse and audit Persal information and reports. Responsible to coordinate and manage workforce planning, recruitment and selection, performance management, employee benefits, employee health and wellness, labour relations and training and development in the District. Administer and manage human resource reports, records and information systems. Sign

		performance contract on annual basis. Promotion of the Employee Value Proposition.
<u>ENQUIRIES</u>	:	Mr. C .Matsaneng Tel No: (016) 950 6000
<u>APPLICATIONS</u>	:	Applicants must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911
<u>FOR ATTENTION</u>	:	Recruitment and Selection
<u>NOTE</u>	:	“The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).
<u>CLOSING DATE</u>	:	30 October 2020
<u>POST 24/202</u>	:	<u>PHARMACIST GRADE 1 REF NO: EHD2020/10/11 (X2 POSTS)</u> Contract Directorate: Pharmacy
<u>SALARY</u>	:	Grade 1: R693 372 – R735 918 per annum (Plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as a Pharmacist and proof of current registration. Less than five (5) years appropriate experience after registration as a Pharmacist with the SAPC.
<u>DUTIES</u>	:	Assist management with overall budget and expenditure monitoring. To receive and process orders for two depots and selected clinics. Do follow-ups on outstanding orders and communicate to all stakeholders. To communicate with MSD regarding dues out reports and availability of alternatives. Monitor ordering patterns to avoid duplication of procurement. Ensure compliance to District Formulary, EML and National Guidelines. Facilitate rational use of medicines. Focus on availability of medicines and communication thereof to relevant stakeholders to ensure minimal impact on patients. Perform all other duties delegated by Supervisor/Manager.
<u>ENQUIRIES</u>	:	Ms. T. Burisch Tel No: (011) 878 - 8500
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver’s license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 30 October 2020

POST 24/203 : **ASD- QUALITY ASSURANCE REF NO: SDHS 2020/10/04**
Directorate: Chief Directorate Sedibeng DHS

SALARY : R641 991 per annum

CENTRE : Sedibeng District Health Services

REQUIREMENTS : A Degree/Diploma in General Nursing. Current registration with the South African Nursing Council. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to the above must be recognizable experience in the quality improvement of clinical services and Quality Assurance environment. Qualification/certificate in Quality Management will be an added advantage. Ability to work under pressure. Strategic planning, project management, policy analysis and development, financial management, communication and people management skills Computer literacy. A valid Driver's license. Knowledge and skills The incumbent must have the comprehensive knowledge and understanding of National Health Act, Norms and standards, Ideal clinic Systems, Quality Assurance Framework, Accreditation and Certification Systems, Infection Prevention Control standards and Assessment Methods. Quality Assurance and Quality Improvement Initiatives, Health Information Systems and Indicator Development, Relevant legislation, Risk Management as well as the District Health System. Conceptual, analytical and creative thinking, evidence-based report writing. Exceptional analytical and interpretation skills. Innovative and self-driven. The ability to work under pressure and meet deadlines. Excellent planning and organizing skills. A high level of ethical conduct and integrity. Good presentation skills. Computer literacy. Project Management skills as well as report writing skills, people management skills, intersectoral collaboration and engagement with the internal and external stakeholders.

DUTIES : The incumbent is to ensure quality in the District and Sub District facilities, including undertaking quality improvement activities. Develop strategies/plans, provide leadership in the development of quality improvement plans and Standard Operating Procedures (SOP). Provide strategic leadership for the Quality Directorate in the District towards the realization of the set strategic goals and objective. Coordinates, investigation, management and reporting of complaints and patients Safety Incidences in the District, CHCs and clinics. Participate in selected clinical audit chosen by the health professionals. Serve on institutional/district or provincial committee for selected provincial clinical audit projects, PSI and PEC. Coordinate provision of and compliance to national and provincial clinical guidelines within the district. Provide initiative to improve customer care and facility user-friendly environment. Advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programmes, practices and procedures pertaining to quality improvement plans and SOP's. Collate and analyse data to establish trends and patterns in health care effectiveness. Utilize information technology and other management information systems to manage Quality Assurance and improve service delivery. Support the district efforts towards reducing the transmission of Covid-19. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Market and coordinate Service excellence awards for the district. Conduct patient Experience of Care Surveys and share results with relevant stakeholders. Ensure that monthly internal audits are conducted in patients care units and compliance with Norms and Standards. Function within a strategic thrust of strengthening the District health system and establishment of the sub-districts, within the given mandates of primary health care service reengineering NHI, N&S, Ideal

	:	clinics and Ideal Community Health Centres. Liaise with External Stakeholders. Sign performance contact on annual basis.
<u>ENQUIRIES</u>	:	Mr. C Matsaneng Tel No: (016) 950 6255/6010
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2 nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.
<u>CLOSING DATE</u>	:	30 October 2020
<u>POST 24/204</u>	:	<u>ASSISTANT MANAGER NURSING- PNB4 (TB/HIV) REF NO: SDHS 2020/10/05 (X1 POST)</u> Directorate: Health Programmes
<u>SALARY</u>	:	R614 991 per annum (Plus Benefits)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	Basic qualification (i.e. Diploma/Degree) in nursing that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse proof of current registration. A post basic qualification, with duration of at least one-year accreditation with the SANC in Curative Skills in Primary Health Care. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in the specific after obtaining the one year post basic qualification in Primary Health Care, including NIMART competence and experience in the TB programme. A valid driver's licence. Experience: A minimum of 3 (three) years appropriate/recognizable experience at management level. Excellent time management, organizational skills, computer skills, good listening skills, people management skills, Presentation and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communicate with technical and non-technical personnel at various level in the organization. Must be computer literate. The applicant will be subjected to a practical assessment.
<u>DUTIES</u>	:	Supervise and monitor the three (3) pillars of 90-90-90 HAST strategy. This includes monitoring of quality TB testing services, availability of drugs, availability of laboratory services, capturing of TB patients on TIER.Net. Supervise and monitor the linkage to care of diagnosed MDR TB patients and the capturing on EDR.Net. Ensure distribution and implementation of TB patients on TIER.Net. Supervise and monitor the linkage to care of diagnosed MDR TB patients and TB/HIV protocols and guidelines. Identify gaps in the prevention pillar and develop operational plans. Monitor the programme activities and liaise with the hospitals, Correctional Services and Private hospitals. Liaise and plan with Health Promotion Department, community structures and District supporting partners on community education and awareness activities. Compile and verify monthly, quarterly and annual performance review reports. Work in close collaboration with District supporting partners and HAST M&E Officer to ensure the submission of quality programme data to the next level. Supervise and monitor the implementation and maintenance of programme projects approved by National Department of Health. Perform

any other duties as delegated by the Deputy Director: Health Programmes. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Idea Clinics Realisation. Ensure promotion of the Employee Value Proposition.

**ENQUIRIES
APPLICATIONS**

: Ms. D. Ramoloi Tel No: (016) 950 6019
: Applicants must quote the relevant reference number and direct applications to the Human Resources Manager, HR Recruitment, Johan Heyns Community Health Centre- Sedibeng District Health Services, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023 Vanderbijlpark, 1911.

**FOR ATTENTION
NOTE**

: Recruitment and Selection
: The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

CLOSING DATE

: 30 October 2020

POST 24/205

: **ASSISTANT MANAGER NURSING (SPECIALTY UNIT) REF NO: EHD
2020/10/05**
Directorate: Primary Health Care

**SALARY
CENTRE
REQUIREMENTS**

: R614 991 - R692 166 per annum (plus benefits)
: Ekurhuleni Health District (Esangweni CHC)
: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant speciality. A minimum of 10 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care) or (Advanced Midwifery and Neonatal). At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Current proof of registration with SANC, valid driver's license and computer skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality assurance management as well as PHC Management policies and practices. Knowledge of norms and standards and quality assurance principles.

DUTIES

: Coordinate, supervise and monitor all services in the facility. Ensure adherence to Batho Pele principles. Ensure accreditation of facilities to ideal clinic and national core standards. Develop operational plans and ensure implementation of policies and guidelines. Ensure availability and implementation. Monitor performance of facility HIS indicators against set targets. Develop quality improvement plans to address gaps. Ensure correct data management, appraisal and development of staff. Be able to utilize minimum resources optimally adhering to PFMA. Demonstrate effective communication with all relevant stakeholders, submit reports, and attend meetings. Form part of the sub-district management team and assist with the appraisal of Provincial staff in Local Government facilities. Oversee provincial personnel in Local Authority facilities in the surrounding area regarding to all issues pertaining to province. Able to work in multidisciplinary team. Perform all other duties delegated by Supervisor/Manager.

- ENQUIRIES APPLICATIONS** : Ms G.S Mateza Tel No: (011) 565 - 5160
 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 30 October 2020
- POST 24/206** : **HEAD OF DEPARTMENT: GENERAL NURSING REF NO: 3/4/2/27**
 Directorate: Nursing Education and Training
- SALARY CENTRE REQUIREMENTS** : R579 696 – R672 018 per annum (PND3) (plus benefits)
 : Ann Latsky Campus
 : Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a registered nurse, registered midwife, and a relevant post basic qualification and up to date in respect of clinical practice. A Bachelor's Degree is a requirement. A Master's degree will be an added advantage. Bachelor's Degree/Diploma in Nursing Education and Management. Current registration with the SANC. A minimum of nine years (9) recognizable/ appropriate experience after registration as a professional nurse with SANC. At least five years (5) of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the post-basic qualification in Nursing Education. Experience in assessment practice. Knowledge of procedures and processes related to Basic Nursing Programmes. Knowledge of academic requirements, relevant acts and legislation, Code of ethics and professional practice of the SANC. Skilled in computer technology and programmes. Sound communication skills. A valid code 8 driver's license.
- DUTIES** : Coordinate and manage teaching and learning of student nurses. Manage Work Integrated Learning of learners between College and practice areas. Participates in institutional community engagement initiatives. Develop and ensure implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes theory and clinical practice. Supervise the marking and moderation of assessment. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Participate in research relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Serve as chairperson/member on applicable academic/management committees. Participate in the management of the College. Oversee the supervision of students.
- ENQUIRIES APPLICATIONS** : Mr. JD. Cloete or Ms A. van As Tel No. 011 644-8917
 : Applications must be submitted on a Z83 form with your C.V, certified copies not older than six months of all required documents must be attached (driver's license, current SANC receipt and certified copies of

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

NOTE : Applicants will be subjected to a pre-employment Medical Surveillance. Persons with disabilities will receive preference. The institution reserves the right not to appoint.

CLOSING DATE : 30 October 2020

POST 24/207 : **THERAPEUTIC & MEDICAL SUPPORT SERVICES PROGRAMME**
COORDINATOR GRADE 1 REF NO: EHD2020/10/06
Directorate: Rehabilitation

SALARY : R466 119 – R517 326 per annum (plus benefits)

CENTRE : Ekurhuleni Health District (NSDR)

REQUIREMENTS : Appropriate qualification degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology that allows registration with HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA post community service. Good communication skills. Valid registration with HPCSA. Knowledge in the relevant policies, protocols and guidelines. Report writing skills and problem-solving skills. A valid driver's license is essential. Experience in working in a community-based rehabilitation setting. Computer literacy. Must be proactive, innovative and independent team leader.

DUTIES : Render a service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide overall management of the Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology, supervision of allocated staff servicing NSDR area to ensure smooth service delivery. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly and annual Rehab team reports, stats and other administrative duties for rehab unit and submit to the Sub-District PHC Manager and Assistant Director: Rehabilitation. Establish good working relationship with other stakeholders within the sub- District E.g. Mental Health, NGO's, Organization for People with Disability, etc. Provide community-based Rehabilitation with the focus on health promotion, prevention and community intervention. Knowledge on Performance Management and Development System. Participate in continuous professional development activities Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend management meeting and Rehab forums. Ensure adherence to government policies and protocols. Perform any other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms M. Masipa Tel No: (011) 876 1776, Ms A.E Tshivhase Tel No: (011) 876 1776

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

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

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

- CLOSING DATE** : 30 October 2020
- POST 24/208** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (TRAINING) REF NO: EHD2020/07/07**
Directorate: HRD: Professional Development
Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applications will not be considered
- SALARY** : R444 276 – R500 031 per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice No. R425.qualification, i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A post basic qualification In Nursing Education will be added advantage. A valid driver's license is essential. Computer literacy. Proof of current registration with SANC. Evidence of Short Courses e.g. HIV, TB, STI, PMTCT, IMCI and VMMC. Good interpersonal relationship. Excellent communication (Written, Verbal and presentation skills). Ability to plan, organize and facilitate training courses. Proficient in Microsoft office in particularly Excel, word and power point. Ability to work independently and in a team.
- DUTIES** : Plan, organize, coordinate and monitor Trainings. Ensure clinical practice by the clinical team in accordance with the guidelines. Coordinate training at the level which includes: Develop training materials and manuals aligned to the National guidelines and relevant training needs. Conduct skills audit and training needs analysis for all staff categories, coordinate and train clinical support programmes e.g. PMTCT, ADL etc. Facilitation of training programs across the District. Coordinate professional development training as per Central Office training schedule. Coordinate study leaves applications for full time and part time studies and ensures that the study leave policy is adhered to. Submit plans and quality training reports according to set dates. Attend meetings and updates related to training as well as meetings requested by Supervisor. Coordinate and implement continuous professional development (CPD) according to provincial framework and SANC. Perform all other duties that are delegated by the supervisor/manager.
- ENQUIRIES** : Mr. F Mudau Tel No: (082) 497 7011
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 30 October 2020

<u>POST 24/209</u>	: <u>LECTURER PNDI / PNDII: GENERAL NURSING SERVICE REF NO: REFS/006534 (X2 POSTS)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	R383 226 – 444 276 per annum (plus benefits) R471 333 – 614 991 per annum (plus benefits)
<u>CENTRE REQUIREMENTS</u>	: Gauteng College of Nursing (GCON): SG Lourens Campus (Pretoria) : PNDI: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post- basic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1 year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report- writing and presentation skills. The ability to work in a team and under pressure. PNDII: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1- year post-basic qualification in the relevant speciality (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.
<u>DUTIES</u>	: Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the Vision and Mission of the College by serving on committees, attending and participating in meetings and College activities. Promote the image of the College. Implement assessment strategies to determine student's competence. Participate in research on Nursing Education.
<u>ENQUIRIES APPLICATIONS</u>	: Ms J.E. Malobola Tel No (012) 319 5601 : Applications should be submitted strictly online at www.gautengonline.gov.za NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za
<u>NOTE</u>	: Applications must be accompanied by a completed Z83, comprehensive Curriculum Vitae (CV), certified copies of qualifications, SANC receipt, Identity document and a valid drivers' licence. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery, faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender and disability) through the filling of this post. The institution reserves the right not to appoint.
<u>CLOSING DATE</u>	: 30 October 2020

POST 24/210 : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2020/10/08**
 Directorate: Primary Health Care

SALARY : Grade 1: R383 226 – R444 276 per annum (plus benefits)
 Grade 2: R471 333 - R579 696 per annum (plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma/Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). **Grade 1:** less than 09 years relevant experience as a Clinical Nurse Practitioner after registration with SANC. **Grade 2:** At least 10 years but less than 19 years relevant experience as a Clinical Nurse Practitioner after registration with SANC. At least 1 year of the appropriate /recognizable experience after obtaining the 1 year Post Basic Qualification in the relevant specialty. (Clinical Nursing Science, Health Assessment, Treatment and Care).

DUTIES : The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the facility. Prepare and partake peer review evaluation. Implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints/compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Formulation and implementation of quality improvement plans. Hold quality assurance meeting in the facility and attend district and other levels as expected. Write quality assurance reports and submit to the next level as expected. Participate in multidisciplinary quality assurance teams. Advocate for rights of the clients in the facility and promote Batho- Pele principles. Conduct client satisfaction survey and monitor routinely for compliance. Liaise with sub district quality assurance coordinator. In service training to all staff on quality assurance issues.

ENQUIRIES : Ms N. Moepya. Cell No: (082) 734 3580

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

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

CLOSING DATE : 30 October 2020

POST 24/211 : **LECTURER PND 1 AND LECTURER PND 2 - GENERAL NURSING SCIENCE, MIDWIFERY, COMMUNITY NURSING SCIENCE AND PSYCHIATRIC NURSING REF NO: 3/4/2/2/6 (X9 POSTS)**
Directorate: Nursing Education and Training

SALARY : PND1:R383 226 – R444 276 per annum (plus benefits)
PND 2: R471 333 – R614 991 per annum (plus benefits)

CENTRE : Ann Latsky Campus

REQUIREMENTS : PND 1: A Bachelor's degree. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic qualification in Nursing Education and current registration with the SANC. A minimum of four years (4) recognizable/ appropriate experience after registration as a professional nurse with SANC. PND 2: A Bachelor's degree. A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post- basic qualification in Nursing Education and Current registration with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the qualification in the nursing education. PND1 & PND2: A valid code 8 driver's license. Ability to apply computer technology and programmes in teaching. Good Communication, Supervisory, Report writing and presentation skills. Ability to work in a team and under pressure.

DUTIES : Participate in teaching and learning of student nurses, co-ordinate work integrated learning exposure to students between college and clinical facilities. Support the vision and mission and promote the image of the college. Implement assessment strategies to determine student's competencies. Exercise control over students. Planning and implementation of the academic programme. Employment of a variety of teaching and learning strategies to reach required outcomes. Management of a student database. Participate in nursing research and institutional community engagement initiatives. Participate in continuing professional development in Nursing Education and own field of practice.

ENQUIRIES : Mr. JD. Cloete, or Ms A. van As Tel No: (011) 644 8912/ 644 8917.

APPLICATIONS : Physical address: No.1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address: P/Bag X40, Auckland Park, 2006.

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

CLOSING DATE : 30 October 2020

POST 24/212 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: REFS/006587**
Directorate: Logistics

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

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : A relevant 3-year tertiary qualification: e.g. National Diploma or a B Degree in Risk Management/ Internal Audit/ Financial Management. Code EB driver's license. A minimum of 5 years work experience is required of which at least 3 years should be on supervisory level within Risk Management and Audit environment. Knowledge of PFMA, Treasury Regulation, Corporate Governance King III, Minimum Information Security

Standard (MISS) and other relevant regulations within public sector is essential. Knowledge of internal and external audit practices. Skills and Competency: Excellent communication (verbal and written) and interpersonal skills. Exceptional analytical and interpretation skills. Ability to work under pressure and meet deadlines. Excellent planning and organizational skills. Have high level of ethical conduct and outmost Integrity. Ability to liaise with staff at all levels within the organization. Service delivery orientated. Ability to think strategically. Numeracy and Analytical skills. A post graduate qualification in Risk Management will be an added advantage.

DUTIES

: Conduct risk assessments to identify, describe and analyze the enterprise risks within the Hospital. Coordinate and facilitate the development of a risk profile and risk management plans, monitor the implementation thereof and produce reports. Develop processes to facilitate the implementation of an institutional wide risk management policy and strategy. Annually draft Risk Management Implementation plans/ Fraud Prevention Plan for approval by the Executive. Plan and conduct strategic and operational risk assessments. Oversee development of Risk Registers and monitor regular updating thereof. Facilitate the functions of risk management across functional business units, cost centres and ensure effective risk reporting. Assist in the development and rolling out of risk management/Fraud and Corruption awareness programme throughout the institution. Ensure effective co-ordination of all audit projects by either Gauteng Audit Service or Auditor General. Scrutinize audit findings and assist with implementation of effective audit action plans. Ensure establishment of an effective institutional Risk Management Committee. Produce reports of high quality and present regularly to the Hospital EXCO, Hospital Board and Audit Committee. Act as Chief Ethics Officer and ensure proper roll-out of Ethics programmes and Code of conduct. Offer outmost support to inter-linked departments such as Quality Assurance, OHS and Clinical areas. Conduct investigation and produce conclusive reports into reported irregularities on an ad-hoc basis.

**ENQUIRIES
APPLICATIONS**

: Ms EM Shibambo Tel No: (012) 318-6686
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE

: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates

	:	will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	30 October 2020
<u>POST 24/213</u>	:	<u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: REFS/006586</u> Directorate: Logistics
<u>SALARY</u>	:	R376 596 – R443 601 per annum (plus benefits)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	NQF 6 (National Diploma or Degree in Social Science/Police Science, Security Management or Public Administration) A minimum of 5 years work experience is required of which at least 3 years should be on supervisory level in Security Management. PSIRA registered. A valid driver's license. Thorough understanding of Physical Security, Personnel Security, Documents security, Security Communications and Security Investigations. Skills: verbal and written communication, organizing, leadership, interpersonal relations, problem solving, conflict management, project management, inspection, project management, communication, presentation, computer literacy and analytical skills. Must be service oriented, time driven, value diversity, self-motivated.
<u>DUTIES</u>	:	Monitor the implementation of security measures, policies (MPSS and MISS etc.) and guidelines in the hospital. Manage the vetting process in the hospital inclusive of contractors. Monitor the implementation and compliance with Occupational Health and Safety Act. Manage investigations relating to security breaches and advice management on security threats. Ensure the safety of staff and patients. Liaise with SAPS, NIA and other agencies on security management matters. Supervise and manage resources. Manage an integrated electronic management security. Conduct security awareness. Conduct security threats and risk audits. Manage the security plan. Management of security contracts. Contribute to the department's planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof. Advice and make recommendations to management on security trends and issues. Coordinating and monitoring implementation of security measures at the hospital.
<u>ENQUIRIES</u>	:	Ms EM Shibambo Tel No: (012) 318-6686
<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za . Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful .Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of

a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 30 October 2020
- POST 24/214** : **MIDDLE MANAGER: HUMAN RESOURCES REF NO: WKH HRM 2020**
Directorate: Human Resources
- SALARY** : R376 596 per annum (plus benefits)
CENTRE : Weskoppies Hospital
REQUIREMENTS : An appropriate degree or diploma in Human Resources with 6 years relevant HR experience. At least 3 years should be supervisory experience Or Grade 12 certificate with 10 years' experience in Human Resources. 10 years' experience should be supervisory experience in Human Resources. HR experience must be as an HR Generalist. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL system. Computer literate. Good written and advanced communication skills. Must have leadership, planning, organising and problem-solving skills. Must be able to manage and lead a team. Ability to multi task and prioritize. Ability to work in a high volume and highly pressurized environment.
- DUTIES** : Lead and manage the HR unit. Manage HR budget. Implement and interpret policies, directives and guidelines. Implement and maintain sound quality management systems, including applicable legislations, policies, good practice and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and Line Managers. Approve and quality assure all mandates and transactions related to appointments, transfers, terminations, salary administration and management of conditions of service etc. Manage OSD appointments. Grade progressions for OSD and non OSD. Ensure that PERSAL related transactions and mandates forwarded to Gauteng Department of Finance (GDF) are captured correctly. Manage Staff Establishment and post filling. Draw up a Post Filling plan. Policy and Procedures on Incapacity leave and Ill Health Retirement (PILIR) Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development systems (PMDS) and the implementation thereof. Manage Labour Relations unit and Training unit. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement RWOPS/ORW, Declaration of Financial Disclosures/ e-Disclosures. Monitor overtime and the capture of the authorization for overtime for Nursing, Admin & Support staff. Specimen signatures. Management of the payroll. (ESS & manual) Develop and monitor Operational Plan for HR. Attend meetings.
- ENQUIRIES** : Ms. E Mosue Tel No: (012) 319 9876
APPLICATIONS : Apply online via e-mail: marie.jacobs@gauteng.gov.za. Applications without proof of the necessary documents will be disqualified. Only Online Applications
- NOTE** : Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting process. Candidates could be required to perform practical exercises/tests during the recruitment process. Applications should include Z83, CV, certified copies of ID, qualifications and registration if applicable.
- CLOSING DATE** : 30 October 2020 at 12h00

<u>POST 24/215</u>	:	<u>OCCUPATIONAL THERAPIST REF NO: EHD2020/10/09 (X1 POST)</u> Directorate: Rehabilitation
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum (Plus benefits) Grade 2: R372 810 – R426 291 per annum (Plus benefits) Grade 3: R439 164 – R532 959 per annum (Plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver's license is essential.
<u>DUTIES</u>	:	Render effective patient centered occupational therapy service in a clinic and community setting in adherence to the scope of practice and health protocols. Relieve as and when the need arises, and to work closely with the multidisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the District. Communicate effectively with all stakeholders. Exercise safeguarding of all consumables and equipment.
<u>ENQUIRIES</u>	:	Ms M. Moloko Tel No: (011) 876 1776 and Ms A.E Tshivhase Tel No: (011) 876 1776
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	30 October 2020

- POST 24/216** : **FINANCIAL CONTROLLER REF NO: SDHS 2020/10/06 (X1 POST)**
Directorate: Finance Management
- SALARY** : R316 791 per annum (all-inclusive package)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Applicants must be in possession of Grade 12 with 5-10 years' experience in Finance or a recognized three-year tertiary qualification in Accounting/Finance with at least 2 years' experience in budget Management. Computer Literacy (Ms Word, Ms Excel, Ms PowerPoint). Must have experience in SAP, SRM, E-invoicing, E-journal and BAS system. Knowledge and understanding of PFMA; Treasury Regulation; Public Service Act. Report Writing skills; interpersonal skills; Communication skills; Ability to maintain confidentiality; must be able to plan, organize and Coordinate the activities of the unit; Ability to work under pressure and to handle conflict; Team leadership; Strategic thinking; Be creative and innovative. A valid driver's license will be recommended.
- DUTIES** : Management of suspense account and misallocation. Provide correct SCOA allocation. Releasing of RLS01. Compile and update commitment register. Management of Accruals. Clearing of web cycle. Compilation of monthly financial reports. Perform various Expenditure monthly reconciliations. Ensure that suppliers are paid within 30 days. Attend to all suppliers' related queries. Assist on preparation and allocating of budget. Training of staff on expenditure related matters. Expenditure management. Supervision and mentoring of staff. Attend to auditors and develop and monitor audit action plan. Effective risk management. Evaluate performance of subordinates quarterly and annually. Perform any other relevant administrative duties delegated by manager.
- ENQUIRIES** : Ms. N. Chaka Tel No: (016) 950 6160
APPLICATIONS : Quoting the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Failure to submit all the requested documents will result in the application not being accepted. The Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department. Preference will be given to people with disability.
- CLOSING DATE** : 30 October 2020
- POST 24/217** : **SOCIAL WORKER (GRADE 1) REF NO: SDHS 2020/10/07 (X1 POST)**
Directorate: Emfuleni Sub-District Rehabilitation
Re-Advertisement (Applicants who previously applied are encouraged to re-apply).
- SALARY** : R257 592 – R298 614 per annum (Plus Benefits)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Grade 12 Certificate. The candidate is required to have Bachelor's Degree in Social Work. Registration with South African Council for Social Worker. Proof of current registration with South African Council for Social Services. Computer literacy. Valid driver's license is essential.
- DUTIES** : Render Social Work Services in the district that complies with the standards and norms as indicated by Health Policies. Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups, families and communities through relevant programs. Conduct psycho social assessment and apply relevant

intervention. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individual, families and communities. Attend staff meetings, social work forums, quality assurance meeting. Complete monthly statistics, report writing and other administrative tasks for social work services. Liaise/attend meetings with other departments and non-government institutions. Undertake research and project development in the district. Implement quality assurance policies and develop appropriate quality improvement plans for the social work services. Ensure adherence to government policies and protocols including the National Core Standard, Batho Pele and Patients' Rights. Take instructions as directed by the supervisor. Sign performance contract on annual basis. Take part in the Gauteng turnaround strategy, PHC Reengineering and establishment of the Sub-District.

ENQUIRIES : Ms. E.M. Ngale Tel No: (016) 950 6174
APPLICATIONS :

FOR ATTENTION :
NOTE : Recruitment and Selection
 "The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

CLOSING DATE : 30 October 2020

POST 24/218 : **SOCIAL WORKER (GRADE 1) REF NO: SDHS 2020/10/08 (X1 POST)**
 Directorate: Midvaal Sub-District Rehabilitation
 Re-Advertisement (Applicants who previously applied are encouraged to re-apply).

SALARY : R257 592 – R298 614 per annum (Plus Benefits)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Grade 12 Certificate. The candidate is required to have Bachelor's Degree in Social Work. Registration with South African Council for Social Worker. Proof of current registration with South African for Social Services. Computer literacy. Valid driver's license is essential.

DUTIES : Render Social Work Services in the district that complies with the standards and norms as indicated by Health Policies. Render Social work services regarding the care, support, protection and development of vulnerable individuals, groups, families and communities through relevant programs. Conduct psycho social assessment and apply relevant intervention. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individual, families and communities. Attend staff meetings, social work forums, quality assurance meeting. Complete monthly statistics, report writing and other administrative tasks for social work services. Liaise/attend meetings with other departments and non-government institutions. Undertake research and project development in the district. Implement quality assurance policies and develop appropriate quality improvement plans for the social work services. Ensure adherence to government policies and protocols including the National Core Standard, Batho Pele and Patients' Rights. Take instructions as directed by the supervisor. Sign performance contract on annual basis. Take part in the Gauteng turnaround strategy, PHC Reengineering and establishment of the Sub-District.

ENQUIRIES : Ms. E.M. Ngale Tel No: (016) 950 6174

APPLICATIONS : Applicants must quote the relevant reference number and direct applications to the HR Recruitment, Johan Heyns Community Health Centre, Corner of Frikkie Meyer and Pasteur Boulevard, Vanderbijlpark or posted to Private Bag X023, Vanderbijlpark, 1911.

FOR ATTENTION NOTE : Recruitment and Selection
 : The Gauteng Department of Health supports the appointment of persons with disabilities". It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/financial stability check. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book (certification must not be older than 6 months).

CLOSING DATE : 30 October 2020

POST 24/219 : **ADMINISTRATION OFFICER (LOGISTICS) REF NO:**
AOL/CMJAH/2020
 Directorate: Logistic Department

SALARY CENTRE REQUIREMENTS : R257 508 per annum (plus benefits)
 : Charlotte Maxeke Johannesburg Academic Hospital
 : Qualifications: Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent qualification with 3 to 5 years' relevant experience or a relevant 3 year National Diploma or Degree from a SAQA recognized tertiary institution with a maximum of 2 years' relevant experience. Valid Driver's License. Knowledge: Sound knowledge of Office Administration Management with emphasis. In-depth knowledge of Legislative Prescripts such as BCEA, OHS PFMA. , Batho Pele Principles and Ministerial priorities. Customer relations Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Customer relations skills, Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills. Be willing to rotate and work shift the following will be an added advantage: experience in logistic departments. Ability to implement policies including Code of conduct.

DUTIES Provide support services to logistic Units. Supervise staff including management of leave, staff attendance. Monitor staff performance and development. Identify and solve problem affecting service delivery. Ensure compliance to occupational Health and Safety. Communicate with Stake holders compile and submit reports. Ensure compliance to quality standards. Compile RLS01 and RLS02. Ensure procurement of goods and services. Apply Disciplinary procedure. Maintain and keep record of the Units.

ENQUIRIES APPLICATIONS : Mr. E. Sithole Tel No: (011) 488 4116
 : Applications should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications,

communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Female, Indian Males and Females, White Males and Female are encouraged to apply.

- CLOSING DATE** : 30 October 2020
- POST 24/220** : **CLINICAL ASSOCIATES REF NO: EHD2020/10/20 (X5 POSTS)**
(Contract till 31 March 2021)
Directorate: Family Medicine
- SALARY** : R257 508 per annum (Plus Benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 plus a three-year university degree in Bachelor of Clinical Medical Practice. Candidate must be registered with HPCSA as a Clinical Associate and have a current receipt. Candidate must have good communication skill both verbal and written and able to function as part of a team. Profile: Experience working in District Primary Health Care (PHC) services. Experience in general medical practice. PHC, HAST and use current clinical protocols and guidelines in patient management. Clinical skills in patient-centered consultation, history taking, examination, investigation and management and ensuring continuity of patient care. Good professional/ conduct, good communication skills, good professional ethics, team work ability, good medical record keeping. Willingness to work/participate in outreach programs in any PHC facility in the district health services. Take part in the Gauteng turnaround strategy, PHC Reengineering and Establishment of the Sub-Districts.
- DUTIES** : Perform Patient-centered consultations across all ages in district PHC clinics. Apply clinical reasoning in the assessment and management of patients. Be able to provide emergency care to patients. Perform investigative and therapeutic procedures appropriate for district primary health care. Prescribe appropriate Medication within scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
- ENQUIRIES** : Dr S. Agbo Tel No: (011) 878 – 8548/Cell No: 079 877 4845
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
NOTE : Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered.
- CLOSING DATE** : 30 October 2020
- POST 24/221** : **MATERIAL RECORDING OFFICER REF NO: CHBAH: 329 (X1 POST)**
Directorate: Supply Chain Management
- SALARY** : R257 508 – R303 339 per annum (Level 07) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Matric/Grade 12 certificate. 3 -5 years' experience in Warehouse/Stores administration. Computer competency skills (Ms Word, Ms Excel, Ms PowerPoint and Internet). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies PFMA, and PPPFA. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and

plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Knowledge of Labour Relations processes. Experience in Supply Chain Management will be an added advantage. Medicals surveillance as an inherent job requirement.

DUTIES

: Supervision of various sub warehouses under SCM units. Filing of all documents for audit purpose. Attend to end user's queries. Participate in stock taking process. Update VA11, VA7 and VA10 cards. Issuing stock to end-users according to the VA2. Capturing of goods received voucher, processing web cycles and liaising with suppliers, ensure that all regulations, delegations and policies are adhered to. Ensuring that acquisition of goods and services is done in line with SCM regulatory prescripts. Attend to end -users queries. Ensure that stock taking is undertaking on monthly and Bi annual basis. Ensure that employees adhere to OHS regulations. Skills: Able to work under pressure. Be analytic and innovative in executing tasks as allocated. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment). Conducting performance evaluation of the sub ordinates. Perform other duties as allocated by the supervisor. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor.

ENQUIRIES

: Mr T Mgoqi Tel No: (011) 933-9244

APPLICATIONS

: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

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

CLOSING DATE

: 30 October 2020

POST 24/222 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 – REF NO: EHD2020/10/10 (X2 POSTS)**
Directorate: Pharmacy

SALARY : Grade 1: R208 383 - R234 738 per annum (Plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic) Less than 5 years appropriate experience as a Pharmacist Assistant (Post-basic) with the SAPC. Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant Proof of payment for current annual fees.

DUTIES : Receive and record all stock from suppliers. Filling of stock cards. Cyclic stock counts in the dispensary. Validation and dispensing prescriptions in the CDU. Provide information to clinics and the public. Reconcile parcels for distribution. Participate in bi-annual stock take. Prepacking of bulk items into patient ready packs. Work under direct supervision of a Pharmacist. Storage and distribution of pharmaceuticals. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms T. Burisch Tel No: (011) 878 8550
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

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

CLOSING DATE : 30 October 2020

POST 24/223 : **MATERIAL RECORDING CLERK REF NO: CHBAH: 330 (X2 POSTS)**
Directorate: Supply Chain Management

SALARY : R173 703 – R204 612 per annum (Level 05) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Matric/Grade 12 certificate or equivalent. Computer literate (Ms Word, Ms Excel, Ms PowerPoint and Internet). Knowledge of SAP and SRM system. Knowledge of Procurement processes in the public service. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Labour Relations processes. Comply with the rotation roster to various SCM functions. Medicals surveillance as an inherent job requirement.

DUTIES : Conduct contract administration of all contracts in SCM. Compile reports with regards to supplier's performance. Compile documents for vetting Committee. Create requisition on SAP. Make follow up with Health

Processing Centre regarding updating of existing and expired contracts. Filing of all documents for audit purpose. Attend to end user's queries. Participate in stock taking. Liaison with suppliers regarding the extension of contracts. Conduct all activities in line with SCM regulations, delegations and policies. Compile weekly and monthly reports and submit to the supervisor. Skills: Be analytic and innovative in executing tasks as allocated. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment). Comply with the rotation roster.

**ENQUIRIES
APPLICATIONS**

: Mr L Moretele Tel No: (011) 933-9820
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

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

CLOSING DATE

: 30 October 2020

POST 24/224

: **CLIENT INFORMATION CLERK REF NO: CHBAH: 331 (X1 POST)**
 Directorate: Health Information Management (HIM) Department

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 – R204 612 per annum (Level 05) (plus benefits)
 : Chris Hani Baragwanath Academic Hospital
 : Matric/Grade 12 certificate or equivalent. Computer literate (Ms Word, Ms Excel, Ms PowerPoint and Internet). Sound Knowledge of health programme strategies, priorities, data element and indicator will be an added advantage. Ability to work under pressure and be prepared to rotate within Health Information Management (HIM) Department. Knowledge or regulations and the legislative framework related to health information management and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Ability to liaise with internal external stakeholders. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Must be self-

motivated. Knowledge of the Batho Pele Principles and Labour Relations processes. Applicant should be prepared to undergo Medicals surveillance as an inherent job requirement. Shortlisted candidates will be subjected to a competency test.

DUTIES

: Capture data on the DHIS database and update Institutional Health Information Management (HIM) database. Conduct rapid data quality assessment on primary sources before capturing. Follow up any discrepancies with relevant service point/health care provider. Compile and submit routine report. Complete and sign a weekly summary forms for use in monthly reports. Assist in timely preparation and submission of required reports based on the Work Plan of the HIM unit. Source data from both electronic (HIS) and manual system. Ensure that data is received regularly and follow-up on non-submission. Safe keeping or records. Maintain electronic and manual records of all data used for reporting. Ensure that the primary sources of data are available and ready for audit. Conduct rapid data quality on registers and ensure data quality improvement plans are developed and implemented to address poor data quality. Escalate poor quality data challenges to the supervisor. Perform any delegated tasks. Comply with Performance Management and Development System. Perform any other delegated tasks.

**ENQUIRIES
APPLICATIONS**

: Ms R Letsoalo Tel No. (011) 933-9043
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

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

CLOSING DATE

: 30 October 2020

POST 24/225

: **ADMINISTRATION CLERK (STUDENT AFFAIRS) REF NO: 3/4/2/2/4 (X1 POST)**
Directorate: Nursing Education and Training

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 – R204 612 (Level 05) (plus benefits)
: Ann Latsky Campus
: Grade 12 Certificate (Senior Certificate). Good Interpersonal Skills. Excellent Communication Skills (Verbal and written) Evidence of

- computer literacy skills such as MS Excel; MS Word; MS Outlook; Problem Solving Skills; Ability to work in a team and Independently. Knowledge of regulations and other legislative framework. Knowledge of learner management information systems. A valid driver's license.
- DUTIES** : Responsibilities shall include but are not limited to the following: Program administration. Administration of accommodation for students. Administration of the placement of students. Application of higher education administrative processes. Data capturing and utilisation of the learner management information systems. Administration and management of theoretical and work integrated learning student records. Application of legislation and policies related to administrative processes as well information security measures.
- ENQUIRIES** : For further information regarding the post, please contact: Ms. A. van As at Tel No: (011) 644-8917
- APPLICATIONS** : Applications must be submitted on a Z83 form with your C. V. certified copies of your I.D, Receipt and attached Qualifications. Physical address No 1 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag X40, Auckland Park.
- NOTE** : State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. If you do not hear from us in three months' time from the date of closure, please consider your application as unsuccessful.
- CLOSING DATE** : 30 October 2020
- POST 24/226** : **STORES ASSISTANT REF NO: CHBAH: 332 (X3 POSTS)**
Directorate: Supply Chain Management (Main Warehouse)
- SALARY** : R102 534 – R120 780 per annum (Level 02) (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 10 or Standard 8 or ABET certificate level 4. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Knowledge of Labour Relations processes. Rotation in various area of the Warehouse and other functions of SCM. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Collect all assets around the hospital for Disposals or Transfers. Deliveries of stock to end users. Cleaning and packaging of stock in the shelves at the Warehouse. Cleaning of sub- store rooms. Ensure that Assets and stock is packed neatly at stores. Assist during asset verification. Ensuring that transfer documents are signed by end user. Collecting, delivering, cleaning and striping of all assets around the hospital. Delivering repaired /upholstered items back to the wards and section. Carrying out any lawful and reasonable instruction as instructed by the supervisors. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance

ENQUIRIES
APPLICATIONS

Management and Development System (Contracting, quarterly reviews and final assessment).

Mrs S Taljaard Tel No: (011) 933 8756

should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

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

CLOSING DATE

30 October 2020

POST 24/227

CLEANER REF NO: CHBAH: 333 (X15 POSTS)

Directorate: Logistics (Cleaning)

SALARY
CENTRE
REQUIREMENTS

R102 534 – R120 780 per annum (Level 02) (plus benefits)

Chris Hani Baragwanath Academic Hospital

Adult Education and Training (AET) Level 4 or equivalent (Grade 9). Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards). Physical ability to operate heavy duty cleaning machines and ability to perform duties that requires moving heavy equipment. Ability to work under pressure. Knowledge of cleaning procedures and basic knowledge of the health systems. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature and work independently and in a team. Knowledge of Labour Relations processes. Must be prepared to engage in intensive labour practices. High level of reliability. Good customer skills and competencies. Ability to handle information confidentially. Must be able to work under pressure and to take initiative. Be prepared to rotate within the scope of work. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends and public holidays. Experience in cleaning will be an added advantage. Applicants should be prepared to undergo medical surveillance as an inherent job requirement.

<u>DUTIES</u>	:	Cleaning of floors (sweep, mop and buffing with cleaning machine). Cleaning of walls, windows, doors, window frames, bathrooms, toilets, dusting etc. cleaning corridors, public toilets, offices, clinics, entrances, stairs, fire escapes, lifts, passages, waiting areas and carpets. Clean body fluids (urine, blood & faeces) and vomit. Removal of general and medical waste. Cleaning bins and flattening of cardboard boxes. Adhere to the Healthcare waste management policy and infection control prescripts. Operate heavy duty cleaning machines. Provide a clean and hygienic environment. Clean outside (surrounding outside the door of the Ward) by sweeping, picking up papers, cigarette stumps and other objects daily. Report broken cleaning machines and equipment to Supervisor. Cleaning of equipment and machines daily after use and store it in a safe secured and lockable area. Wear protective clothing (gloves, mask, goggles and disposal apron) at all times. Completion of daily work activities on cleaning check lists for toilets and Wards/Departments. Comply with the Occupational Health and Safety Act (OHSA). Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J van Rensburg Tel No: (011) 933 8756
<u>NOTE</u>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	30 October 2020
<u>POST 24/228</u>	:	<u>PROPERTY CARE TAKER REF NO: ODI/08/10/2020/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R102 534 per annum (plus benefits) ODI District Hospital Grade 09 or Abet Level 4 with one year hospital experience in informal cleaning environment/ground. Physically strong and healthy status. Ability to cope with the physical demands of the post and under various weather conditions. Ability to work in a team and under pressure. Rotation to

- different relevant areas when need arises. Good interpersonal and communication skills, positive attitude and innovations in gardening.
- DUTIES** : Maintenance and development of hospital grounds and garden. Cleaning the surroundings. Prepare soil for planting, maintenance of trees, flowers, shrubs and plants. Watering of gardens, maintain/clean parking area and pathways. Moving of assets e.g. furniture when delegated. Take care of gardens machinery and equipment's. Remove refuse and collection of medical boxes in wards. Execute any other duties delegated by supervisors.
- ENQUIRIES** : Mrs.A.C Ramolumisi Tel No: (012) 725 2439
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than six months old.
- CLOSING DATE** : 30 October 2020

OFFICE OF THE PREMIER

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

- APPLICATIONS** : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntemi Piliso Street, Newtown, Johannesburg, 2001 or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)
- CLOSING DATE** : 30 October 2020
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. NB. Requirement for all posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course,

endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Gauteng Office of the Premier reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 24/229 : **CHIEF DIRECTOR: EXECUTIVE COUNCIL CLUSTER SUPPORT REF NO: REFS/006603**

SALARY CENTRE : R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)
REQUIREMENTS : Johannesburg

Matric Certificate, An NQF 7 qualification or An Honours Degree in Social, Political or Economic Sciences. An LLB Degree / Master's Degree would be an added advantage. Advanced knowledge in policy analysis, research and report writing. 5 to 10 years' experience in a senior management position in the Public or Legislative Sector. Thorough understanding of government's different policy-making processes; strategies, and programmes including locating departmental policies in National, Provincial and Local Government levels. Provide agile leadership on current affairs; the analysis of the political economy and socio-economic trends in relation to the Gauteng MTSF. Exceptional management skills coupled with strategic capability and leadership skills. Good communication, problem solving, planning, coordination and research skills.

DUTIES : Provide strategic research, policy formulation policy analysis and advice to the Executive Council; its technical and sub-committee structures and to all GPG Departments. Develop Executive Council, Technical agendas in line with National MTSF priorities; the GGT2030 plan and inter-related policy outcome frameworks. Coordinate and lead GPG Department submissions into the Executive Council and Legislature systems. Ensure inter-departmental collaboration on submissions into the Executive Council system. Provide strategic policy support to the Chairpersons of the Executive Council system. Develop an Annual Executive Council programme, Executive Council briefing notes, quarterly analytical reports in line with the Annual Executive Council programme. Support the work of the Leader of Government Business in the Legislature and in the Executive Council and develop related cabinet submissions. Build communities of practice both inter and intra-departmentally; manage quarterly Executive Council Forums and Parliamentary Liaison Officer Forums. Effective management of the performance of the Chief Directorate.

ENQUIRES : Ms Khanyisile Mafiri Tel No: (011) 355 6060

POST 24/230 : **DIRECTOR: LEADER OF GOVERNMENT BUSINESS AND GOVERNANCE & PLANNING REF NO: REFS/006604**
 Directorate: Leader of Government Business

SALARY CENTRE : R1 057 326 - R1 245 495 per annum (all-inclusive remuneration package)
REQUIREMENTS : Johannesburg

Matric Certificate, An NQF 7 qualification in Social Sciences. An Honours Degree in Social Sciences or LLB Degree / Master's Degree would be an added advantage. Advanced knowledge in policy analysis, research and report writing. 5 to 10 years' experience in a middle management position in the Public or Legislative Sector. Good communication, problem solving, planning, coordination, strategic capability and leadership skills.

DUTIES : Provide strategic and technical support to the Leader of Government Business for Legislature programming, petitions and committee meetings. Track Legislature Questions and the management thereof in relation to

PAIA and public communication. Provide research, strategic analysis and advice to the Executive Council and its sub-committees. Develop memoranda for consideration by the Executive Council in relation to the Legislature and NCOP programmes. Provide technical policy and strategic support to GPG departments and to the Executive Council's Governance and Planning technical and sub-committee structures in relation to the Executive Council system and Government Business in the Legislature.

ENQUIRIES : Ms Zandile Ntshalintshali Tel No: (011) 355 6427

OTHER POST

POST 24/231 : **DEPUTY DIRECTOR: ETHICS AND ANTI-CORRUPTION REF NO: 006623**

Directorate: Ethics and Anti-Corruption

SALARY : R733 257 – R863 748 per annum (all-inclusive remuneration package)

CENTRE : Johannesburg

REQUIREMENTS : Matric Certificate, An NQF 7 qualification in Social Sciences, Public Administration and Business Management. 3 to 4 years' experience in a junior management position in Public Sector environment. Good written communication, Policy writing, Research, Advocacy and Presentation skills. Knowledge in GPG policies and programmes, existing legislation and policy frameworks informing the scope of work, international instruments and SADC agreements within which our mandate are premised, HR legislative prescripts and frameworks.

DUTIES : Ensure the implementation of anti-corruption in GPG. Provide updates on progress in respect of Integrity Management Framework, Integrity Management Policy and Anti-Corruption Strategy. Development of stakeholder engagement programme for GPG. Support the implementation of the integrity management programmes in the Gauteng City Region. Conduct research as per the Senior Management's requests. Analyse and coordinate National Anti-Corruption Hotline (NACH), Gauteng Ethics Hotline and forensic investigation reports. Manage the Gauteng Ethics Hotline. Support the Premier in championing the campaign against corruption and fraud. Coordinate continuous training and education programme for GPG in respect of ethics, anti-corruption, fraud and disclosure of information. Ensure the sitting of four (4) Provincial Anti-Corruption Coordinating Committee (PACCC) meetings. Ensure the sitting of four (4) Provincial Anti-Corruption Coordinating Committee (PACCC) meetings. Support the Chief Director: Integrity Management in providing effective Secretariat to the Gauteng Ethics Advisory Council. Support the promotion of the Code of Conduct for the Public Service within GPG departments. Prepare minutes, action plans and follow-up on commitments and deliverables.

ENQUIRIES : Ms Phelisa Khuzwayo Tel No: (011) 355 6730

DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS : can be delivered to- The Gauteng Department of Social Development. Head Office, 69 Commissioner Street, Thusanong Building, Johannesburg, 2000 or posted to The Gauteng Department of Social Development, 69 Commissioner Street, Private Bag X35, Johannesburg, 2000

FOR ATTENTION : Mr O Mkhabela Tel No: (011) 355 7937 The Department reserves the right to fill or not to fill this position(s).

CLOSING DATE : 30 October 2020
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.

OTHER POST

POST 24/232 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: SD/2020/10/04**

SALARY : R733 257 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)

CENTRE REQUIREMENTS : Johannesburg Head Office: Office of the MEC
: three-year tertiary qualification in Office Administrations or equivalent qualification in administration. 3-5 years administrative experience. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Valid driver's license (code B). Skills and Competencies: Honesty and Integrity, innovative individual, through to details. Team working, interpersonal relations, analytical, report writing, planning and co-ordinating, workflow coordination, strategic capability & leadership, programme and project management, financial Management, problem solving & analysis, people management and Empowerment, Governance s. A valid driver's license is required.

DUTIES : Provide administrative support and receptionist services in the office of the executive authority. Provide registry support services in the office of the executive authority. Provide messenger and driver services in the office of the executive authority. Provide logistical support for meetings to the executive authority.

ENQUIRIES : Mr O Mkhabela Tel No: (011) 355 7937 – Johannesburg Head Office

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

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

OTHER POSTS

<u>POST 24/233</u>	:	<u>CLINICAL MANAGER: MEDICAL SERVICES REF NO: NKAH 17/ 2020</u> Department: Medical Component
<u>SALARY</u>	:	R1 173 900 – R1 302 849 per annum (All-inclusive) Other Benefits: 18% In-hospitable Allowance, Commuted Overtime (subject for approval)
<u>CENTRE</u>	:	Nkandla District Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12. Tertiary qualification in the appropriate Health Science (MBCHB). Proof of initial and current registration with the HPCSA as a Medical Practitioner. At least three 3 years' experience after registration with HPCSA as a Medical Practitioner. Certificate of Service must be attached as proof of experience. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Applicants in possession of foreign qualification must attach Certificate of Evaluation from South African Qualifications Authority (SAQA). Knowledge, Skills, Attributes and Abilities Knowledge of Health legislation and policies at the public institution. Sound knowledge of clinical skills. Ability to develop policies and computer literacy. Basic financial management skills. Sound negotiation, planning, organizing, decision making and conflict management skills. Good team building and problem solving. Knowledge of medical disciplines and management skills.
<u>DUTIES</u>	:	Manage the provision of safe, ethical and high quality Medical and allied health care at Nkandla Hospital and associated PHC Facilities. Provide support and supervision to all Medical and Allied health staff (including pharmacy, radiology, rehabilitation, dietetics, Oral health, social work, optometry, and psychology). Actively participate in the institutional strategic and operational planning and monitoring and evaluation processes. Manage and facilitate the formulation of Medical and allied health service policies and procedures and ensure that these are in line with the current statutory guidelines, regulations and code of ethics. Ensure the provision and development of protocols and guidelines to Medical and allied health personnel by strengthening clinical governance in the institution; and ensuring cost effective and efficient use of resources-including human and financial resources and monitoring and control of blood product and laboratory investigations. Plan, manage and control of resources allocated to Medical and allied health. Manage performance of medical and allied health staff. Ensure regular skills audits and ensure staff development and training. Maintain discipline and deal with grievances and Labour related issues in terms of the laid down procedures, in medical and allied health section. Assist with information management and analysis. Ensure accurate records are maintained for all health records in accordance with legal and statutory regulations for the continuity of care. Monitor and control overtime in medical and allied health sections. Ensure HR policies and regulations are implemented. Assist with pro-active recruitment of medical and allied health professionals. Conduct clinical and record audits, morbidity and mortality and perinatal mortality reviews. Conduct service assessments and ensure medical and allied health sections participate in quality improvement projects and surveys to improve clinical quality and patient satisfaction. Assist with analyzing Adverse Events. Ensure compliance with National Core Standards and Ideal Clinic Realization Model. Provide leadership to clinical risk. Deal with medico-legal issues e.g. reports, clinical privileges, risk management. Full participation in management, financial and human resource committees of the institution. Develop Integrated Primary Health

Care Service in Nkandla Sub District. Assist with quarterly reviews of programmes. Be a member of management meetings e.g. Executive Management Committee (Exco), Extended Management meetings, Clinic and Hospital Cash Flow meetings, Institutional Health Technology, Quality, Infection Prevention and Control, Health and Safety and Disaster Management, etc.

**ENQUIRIES
APPLICATIONS**

: Dr. JN Ikwegbue Tel No: (035) 8335001
: Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855.

**FOR ATTENTION
NOTE**

: Mrs. SG Masikane
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

CLOSING DATE

: 30 October 2020

POST 24/234

: **MEDICAL SPECIALIST REF NO: MEDSPECCLINHAEM/1/2020**
Department: Clinical Haematology

SALARY

: Grade1: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime.
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime.
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime)

**CENTRE
REQUIREMENTS**

: IALCH
: MBChB, Registration with HPCSA as a Medical Specialist or Haematopathologist. Current Registration with HPCSA as a subspecialist with a Certificate in Clinical Haematology **Grade 1:** No experience required after registration with HPCSA as a sub-specialist in Clinical Haematology. **Grade 2:** Five (5) years appropriate experience as a Medical Specialist post registration with the HPCSA as a Sub-Specialist in Haematology. **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as a sub-specialist in Haematology. Knowledge, Skills, Training and Competencies Required: Appropriate specialist procedures and protocols with the field of expertise,

		Management Skills, Computer skills, Ability to work with a team, Cross cultural awareness, HR Management skills.
<u>DUTIES</u>	:	To efficiently execute duties which support the aims and objectives of Department of Clinical Haematology. Daily ward rounds, attendance at specialist clinics and assisting with elective and medical procedures, including the Stem Cell Transplantation Unit. Liaise with other Metropolitan Hospitals and Medical School as and when necessary in consultation with the Head of Department. To provide specialist care for in patients and out patients in the Department of Clinical Haematology. To supervise the training of registrars and medical officers. To participate in the administrative responsibilities of the Department of Clinical Haematology. To participate and contribute to the education, training, research and outreach activities of the Department of Clinical Haematology. Assist with the setting of protocols for management of adult haematology patients. Assist with the development of clinical audit programmes in the hospital. Develop measures to ensure quality assurance for the adult Clinical Haematology unit.
<u>ENQUIRIES</u>	:	Dr S Parasnath 031 2401904
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	30 October 2020
<u>POST 24/235</u>	:	<u>MEDICAL SPECIALIST – (GRADE 1, 2 AND 3) REF NO: GS 54/20</u> Component Obstetrics and Gynaecology
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department .Employee must sign the commuted overtime contract form. Grade 2: R1 264 623 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form. Grade 3: R1 467 651 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form.
<u>CENTRE</u>	:	Greys Hospital

<u>REQUIREMENTS</u>	:	Grade 12 Certificate. A qualification in Health Science: Plus Current registration with the Health Professions Council of South Africa as a Specialist Obstetrician and Gynaecologist Knowledge, Skills and Experience: Sound clinical knowledge and experience in Obstetrics and Gynaecology Specialist Obstetrics and Gynaecology surgical skills Colposcopy skills Possess adequate skills to be able to carry out minimally invasive surgery in Gynaecology Knowledge of Human Resource Management, Information Management and Quality Assurance Programmes Knowledge of current Health and Public Service Legislation, Regulations and Policies Knowledge of medical ethics, Knowledge of budget control, epidemiology and statistics Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology.
<u>DUTIES</u>	:	Participate in the delivery of 24-hour in and out- patient Obstetrics and Gynaecology service within the Pietermaritzburg Metropolitan Hospitals Complex Participate in the delivery, supervision and support of Obstetrics and Gynaecology services within all hospitals in the Pietermaritzburg tertiary drainage area. Participate in the development and ongoing provision of under-and post graduate teaching of Obstetrics and Gynaecology in Pietermaritzburg Assist Head of Department by providing administrative assistance and in the development of clinical protocols, and its implementation. Assist with staff development, evaluation and progress reporting. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Conduct self-directed study to acquire knowledge and skills
<u>ENQUIRIES</u>	:	Dr T.D Naidoo Tel No: (033) 8973292
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Mrs M Chandulal
<u>NOTE</u>	:	Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 54/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
<u>CLOSING DATE</u>	:	30 October 2020
<u>POST 24/236</u>	:	<u>MEDICAL SPECIALIST REF NO: MEDSPECANAESTH/1/2020 (X2 POSTS)</u> Department: Anaesthetics
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
: Current Registration with the Health Professions Council of South Africa as a specialist. **Grade I:** requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. **Grade II:** requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. **Grade III:** requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Recommendations: Candidates who have successfully passed the FCA 2 examination and completed or submitted their MMED's for publication/examination, and are registrable with the CMSA within 6 months of the interviews, may also apply. For newly qualified applicants, performing duties as acting consultant will be considered an advantage. Experience and interest in Anaesthesia for Cardiothoracic and Neurosurgery anaesthesia will be an advantage. Knowledge, Skills, Training And Competencies Required: Knowledge and skills in Clinical Anaesthesia, including Paediatric Anaesthesia, Anaesthesia for High Risk Obstetrics, Perioperative Medicine, Emergency and Trauma Anaesthesia, Acute and Chronic Pain, Anaesthesia for Cardiothoracic Surgery, Neurosurgery Anaesthesia and Head and Neck Surgery and Specialized Surgery Services. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team, in a tertiary/ quaternary level setting, and the ability to triage emergencies. Behavioural attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. Management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES

: Assist the Anaesthetic head of department and heads of clinical units with provision of Anaesthetic services at IALCH and the Durban metropolitan area, as required. Assist the head of department and heads of clinical units with the monitoring of these services to identify needs, and to advise as to the formulation and implementation of staffing and health care programmes in the areas related to Anaesthesia. Assist with the perioperative management of patients in the pre anaesthetic clinic, theatre and the Post Anaesthesia Care Unit. Assist with the management of acute and chronic pain in the Pain Clinic and the wards. Provide a consultative service on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours Anaesthetic consultative service for the theatres and units based at IALCH when on call (nights, weekends, public holidays), within the prescribed limits. Assist the head of department and heads of clinical units with the development, revision and implementation of guidelines, protocols and clinical audits, to optimise patient care in the theatres and wards with the resources available. Be part of the multidisciplinary team when deemed necessary. Optimise delegated use of Human and other resources. Assist with auditing the activity and outcomes of services of the Anaesthetic Department. Be actively involved in the Departmental undergraduate and post- graduate teaching programmes.

**ENQUIRIES
APPLICATIONS**

: Dr S Bechan Tel No: (031) 240 1762
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional

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

- CLOSING DATE** : 30 October 2020
- POST 24/237** : **MEDICAL OFFICER (GRADE1, 2, 3) REF NO: GS 53/20**
Component – Anaesthesia and Critical Care
- SALARY** : Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural Allowance is payable for periods of time working at Edendale Hospital only.
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Grade 12 Certificate Appropriate qualification that allows registration with HPCSA as a Medical Practitioner Current registration with the Health Professions Council South Africa as a Medical Practitioner (2020-2021) (applicants who are currently CSOs may apply on the understanding that there CSO period is anticipated to end on the 31st December 2020. Appointment to a post will only be possible upon proof of receiving registration as a Medical Practitioner with the HPCSA) Priority will be applied to incumbent/s that are available on 1st January 2021 to maintain clinical services. NB Those candidates who are still in their community service year may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical practitioner NB Those candidates who hold a bursary that requires them to work outside of Pietermaritzburg must supply a letter from the Institution/District Office that holds their service obligation indicating that the bursary holder will be released to come to Pietermaritzburg for training. Bursary holders who are unable to supply this authority will not be shortlisted. NB: The intention of this advert is to recruit Medical Officers to commence on the 1st January 2020 Incumbents will be expected to work in the Department of Anaesthesia in Pietermaritzburg for at least one year. During which time they will receive appropriate training to pass the Diploma in Anaesthesia, (if this qualification is not already held). Anaesthetic Medical Officers will also be able to apply for a three month rotation through Intensive Care during this year. In subsequent years it is anticipated that appropriate candidates will either commence specialising in anaesthesia or proceed to work in district and other regional hospitals providing high quality Medical Officer Anaesthesia. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. DA will be an advantage **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with

the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. At least one year of this time must have been in a department of anaesthesia recognized for DA training by the Colleges of Medicine of SA. DA will be an advantage Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa At least one year of this time must have been in a department of anaesthesia recognized for DA training by the Colleges of Medicine of SA. DA is essential Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa Recommendation: A Diploma in Anaesthesia (DA) is required for those candidates being appointed at Grade 3 level. Possession of the Fellowship of Anaesthesia Part 1 and or Part 2 examinations will be an advantage. Work experience in a major hospital and/or in a registrar program will be an advantage. ATLS, APLS, and ACLS will be an advantage. Knowledge Skills Training and Competencies Required Participation in the After Hours call system is essential Medical Practice as appropriate at post Community Service level Information management Current Health and Public service legislation, regulations and policy Medical ethics, epidemiology and statistics.

DUTIES

: Clinical responsibility including examine, investigate diagnose and oversee treatment of patients The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg To perform appropriate preoperative examination and optimisation of patients for planned surgery To provide safe and appropriate anaesthesia during surgery To participate in post-operative care of patients. Anaesthetists must be prepared for early starts to the working day (07:15) and late, unpredictable finishes to the normal working day. The nature of anaesthesia means that frequent weekend shifts are required inside the commuted overtime package The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg (Greys, Northdale and Edendale Hospitals) Assist with human resource development for medical staff Conduct Orientation and Induction Programme for new Medical staff Provide guidance and advice to junior medical staff (interns/CSOs) Assist with the development of training programmes Participate in relevant training programmes Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care Undertake continuing medical education and professional development and study professional literature e.g. Medical journals To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations To participate in Outreach services in the drainage area of Edendale hospital as appropriate to their grade of qualification and experience To maintain a logbook of clinical duties To maintain a logbook of clinical duties.

ENQUIRIES

: Dr Z Farina Tel No: (033) – 8973412/Dr C Rajah Tel No: (033) 897 3768

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

FOR ATTENTION NOTE : Mrs M Chandulal

: Directions to Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department or website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 53/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply. NB -Only SA Citizens and applicants with permanent residency may apply for the post.

CLOSING DATE : 30 October 2020

POST 24/238 : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 56/2020**
Anaesthetic & Critical Care

SALARY : Grade 1: R821 205 per annum (All inclusive salary packages)
Grade 2: R938 964 per annum (All inclusive salary packages)
Grade 3: R1 089 693 per annum (All inclusive salary packages)
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospital Allowance Plus Commuted Overtime which is determined by service delivery needs of the department

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital

: Tertiary qualification in the Health Science (MBCHB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Certificates in BLS and ATLS/ACLS/PALS/APLS is recommended, Knowledge of acts, policies and regulations of the department of health and Concern for excellence

DUTIES : Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergency cases in a form of commuted overtime. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning

ENQUIRIES APPLICATIONS : Dr S Sewpersad Tel No: (084) 418 3496

: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION NOTE : Mr M.P Zungu

: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on

the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. NB: - Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application. Due to financial constraints S&T Claims and Resettlement / Relocation will not be considered. Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation. 06 November 2020 (Late applications will not be accepted)

CLOSING DATE

:

POST 24/239

:

MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 57/2020
General Surgery

SALARY

:

Grade 1: R821 205 per annum (All inclusive salary packages)
Grade 2: R938 964 per annum (All inclusive salary packages)
Grade 3: R1 089 693 per annum (All inclusive salary packages)
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) plus 18% Inhospital Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE

:

Ngwelezana Tertiary Hospital

REQUIREMENTS

:

Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Preference will be given to candidates with ATLS certificate and FCS Primary Exam. **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.

DUTIES

:

Provide medical services in urology unit. Active participation in quality improvement. Provision of outreach programmes and acceptance of referrals from our catchment areas. Undertake regular ward rounds, clinic and after hours duties as per the rooster. Attend to patients requiring emergency urology procedures. Provide advice to District/Regional Hospitals. Attend to meetings and workshops. Adhere to correct channels of communication.

ENQUIRIES

:

Dr G. Oosthuizen Tel No: (076) 4875998

APPLICATIONS

:

Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION
NOTE**

: Mr M.P Zungu
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. NB: - Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application. Due to financial constraints S&T Claims and Resettlement / Relocation will not be considered. Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation. 06 November 2020 (Late applications will not be accepted)

CLOSING DATE

:

POST 24/240

:

MEDICAL OFFICER GRADE. 1, 2 or 3 REF NO: EGUM 12/2020 (X4 POSTS)

SALARY

:

Grade 1: R821 205 – R884 670 per annum (All- Inclusive Packages)
Grade 2: R938 964 – R1 026 693 per annum (All- Inclusive Packages)
Grade 3: R1 089 693 – R1 362 366 per annum (All- Inclusive Packages)
Other Allowances: Rural allowance (18%), Commuted overtime (subject to prior approval)

CENTRE

:

E G & Usher Memorial Hospital
Casualty and OPD (X2 Posts)
Medical and Surgical
Obstetrics and Gynaecology

REQUIREMENTS

:

Matric or senior certificate. A tertiary Medical qualification: MBCHB. Proof of Current registration with the Health Professional Council of South Africa as an Independent Medical Practitioner - In addition: **Grade 1:** One (1) year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years post registration experience as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years post registration experience as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. NB: Proof of experience endorsed and stamped by Human Resource (Service Certificate). Knowledge, Skills, Training and

Competencies Required: Ability to diagnose and manage common medical problems including emergencies in all disciplines of medicine. Clinical knowledge and surgical skills as a generalist. Experience in Outpatients, Casualty and ward areas of a District Hospital. Good communication skills, leadership and decision making qualities. Management and organizational skills.

DUTIES

: Manage patients presenting to district level OPD, In-patients services and Acute medical Emergencies. Ensure the provision of safe, ethical and high quality medical care. Manage and handle medicine and surgical emergencies, gynaecological and obstetrics, PHC coverage. Provide after hour's medical service as per on call roster, including obstetric services. Manage and facilitate the formulation of medical service policies and procedures of the institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Ensure that Clinical audits, Standard Treatment Guidelines and quality assurance initiatives are implemented. Participate in National Core Standards assessments, Infection Control, Ideal Clinic Realization and etc. Participate in Perinatal, Pippchip, information sharing meetings adverse events, complaints management, specimen gatekeeping and etc.

**ENQUIRIES
APPLICATIONS**

: Ms. N. Binase Tel No: (039) 797 8100
: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION
NOTE**

: Human Resource Department
: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a 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). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T will be paid to candidates when attending the interviews.

CLOSING DATE

: 30 October 2020 @ 16H00 afternoon

<u>POST 24/241</u>	:	<u>MEDICAL OFFICER GRADE 1, 2 AND 3 REF NO: PHO 07/2020</u>
<u>SALARY</u>	:	Grade 1: R821 205 per annum (all inclusive salary package) Grade 2: R938 964 per annum (all inclusive salary packages) Grade 3: R1 089 693 per annum (all inclusive salary packages)
<u>CENTRE REQUIREMENTS</u>	:	Pholela CHC Senior certificate/ matric or equivalent. MBCHB degree or equivalent qualification Plus. Proof of current registration with HPCSA as a Medical Practitioner. Certificate of service from current/ previous employers stamped by HR must be attached Grade 1 : no experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of who is not required to perform Community Service, a required in South Africa. Grade 2 : 5 years' experience after registration with HPCSA as a Medical Practitioner. Foreign candidates required 6 years relevant experience after registration as a Medical Practitioner with the recognized foreign health professional council, of whom is not required to perform Community Service, a required in South Africa. Grade 3 : 10 year's relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates' require 11 year's relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom is not required to perform Community Service, as required South Africa. Knowledge, Sound knowledge of clinical and surgical skills necessary at a CHC level. Skills in male medical circumcision, management of trauma, emergency management of mental Health Care users before referral, management of sexual assault/rape survivors and PEP policies/protocols. Knowledge of skills in internal medicine, paediatrics, gynaecology, obstetric, national Tb and ARV programs including PMTCT. Management of HIV/AIDS, sexually transmitted infections, TB (tuberculosis) and HCT programme. Good communication, interpersonal and leadership skills. Computer literacy. Knowledge and understanding of Batho Pele principles, patient's Right Charter, Priority National programmes, Medical/medico-legal and ethics principles and all applicable legislations.
<u>DUTIES</u>	:	Interview, examine, investigate, diagnose oversee the treatment of patients, including chronic medical ailments/conditions, medical, surgical, obstetric and gynaecological emergencies, HIV and TB patients, sick children, antenatal, intra-partum and postnatal patients, mental health care users. Provision of good quality, patient-centred and community-orientated care for all patients. Promote and ensure good continuity of care. Work as a consulting Doctor at the CHC and for the clinics as part of the PHC team, doctors, nurses, paramedical staff, pharmacy and allied health professionals. Participation in multidisciplinary teams and joint programme with all stakeholders including NGO'S, other governmental departments. Flexibility in performing other clinical duties in other units in the CHC, as may be necessary including participating and supporting community outreach programme. Diagnosing and facilitating patient's referrals to higher levels of care, in the line with established referral path ways. Participation in commuted overtime duties. Instill confidence in public service and also the medical profession through exemplary behavior. Support PHC clinics linked to the CHC that refer to the CHC. Provide medical support to the PHC clinical (all categories). Participation in patient satisfaction surveys and reducing waiting times. Maintain and continuously improve professional and ethical standards. Handle disability grant processing. Provide preventive health interventions and measures to promote health. Perform duties as delegated by the supervisor / Centre Manager. Participation in male medical circumcision as a part of strategies for prevention and reduction of HIV/AIDS.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. N Zuma-Gwala Tel No: (039) 832 9491 Direct your application quoting the relevant reference number to: The Human resources officer, Pholela CHC, Private Bag x502, Bulwer 3244

**FOR ATTENTION
NOTE**

hand delivered application at Human Resource Department on or before the closing date 16:00.

: Human Resources section
: An Application for Employment form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref PHO/07/2020. Please note that Failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be knowledge. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to final constraints, there will be no payment of S&T claims.

CLOSING DATE

: 30 October 2020

POST 24/242

: **MEDICAL OFFICER REF NO: MO BURNS/1/2020 (X1 POSTS)**
Department: Burns

SALARY

: Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding commuted overtime
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted overtime

**CENTRE
REQUIREMENTS**

: IALCH
: Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Completed or booked for ATLS course. Completion of ACLS and PALS/APLS course. – Experience required- **Grade 1** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2:** requires 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3** – requires 10 years registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven Years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training And Competencies Required: Sound knowledge of medicine, trauma, surgery and paediatrics including the recognition and management of emergencies in both adults and children. The principles of peri-operative care, and supportive management of the critically ill.

DUTIES

: The resuscitation, ongoing ward management and perioperative care of the acute and chronic burn patient. Assisting with the operative

management of the burn patient. Participation in the audit, academic and research programs of the burns and trauma unit. Calls will be done in the trauma unit and during the call the successful candidate will be responsible for both burns and trauma patients. Calls are done on-site (NB after a minimum of 12 months the experience may be signed off as required ICU-time for the surgical intermediate exam). Participation in the burn care and trauma team.

ENQUIRIES : Dr. D Hollander Tel No: (031)-2402247/Prof TC Hardcastle Tel No: (031) 240-2389

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

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

CLOSING DATE : 30 October 2020

POST 24/243 : **MEDICAL OFFICER GR 1 REF NO: CJMH 06/2020**

SALARY : R821 205 - R 884 670 per annum. This inclusive package consist of 70% basic salary and 30% flexible Portion (That can be structured in terms of applicable rules). Other Benefits: 13TH Cheque, Commuted overtime plus 22% rural allowance is compulsory.

CENTRE REQUIREMENTS : Charles Johnson Memorial Hospital
: Senior Certificate (Grade 12) MBCHB or Equivalent. Proof of Current registration with HPCSA as a Medical Practitioner. One year experience after registration as a medical practitioner Knowledge, Skills and Competencies Required Knowledge of health legislation and policies at public institution. Excellent human, communication and leadership skills. Sound knowledge and clinical skills. Knowledge and understanding of Batho Pele. Good team building and problem solver. Good research and presentation skills. Problem solving skills.

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Participate in communicable health programme and ensure the relevant patient statistics are maintained to facilitate proper decision making. Undertake on going care of individuals patient to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations, train and guide staff and health associated professionals. Liaise with emotional, social and physical aspects of disease. Provide preventive health interventions and measures to promote health.

ENQUIRIES : Dr. T. I. W. Khumalo Tel No: (034) 271 6404

APPLICATIONS : All application should be forwarded to: Chief Executive Officer 92 Hlubi Street C. J. M. Hospital Nqutu, 3135 Private Bag X5503, Nqutu, 3135.

FOR ATTENTION : Human Resource Manager

NOTE : Applications should be submitted on form Z83 from any Public Service Department Human. Resource Department OR from the website www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified Copies. Current registration with HPCSA 2020. Updated Curriculum Vitae. Certified copy of certificates and service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. CJM 06/2020. Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will result in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB. All candidates who had applied for this advertised post should re-apply.

CLOSING DATE : 30 October 2020

POST 24/244 : **PHARMACIST GRADE 1/2/3: PHARMACY DEPARTMENT REF NO: NGWE 58 /2020**

SALARY : Grade 1: R693 372 per annum
Grade 2: R751 026 per annum
Grade 3: R821 205 per annum, plus 12% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : **Grade 1:** Senior Certificate and a Degree in Bachelor of Pharmacy. An appropriate qualification that allow registration with S.A Pharmacy Council as a Pharmacist. Current registration with the S.A Pharmacy Council as a Pharmacist General Nursing, **Grade 2:** Senior Certificate and a Degree in Bachelor of Pharmacy. An appropriate qualification that allow registration with S.A Pharmacy Council as a Pharmacist. Current registration with the S.A Pharmacy Council as a Pharmacist. Minimum of 5 years relevant working experience after registration with S.A Pharmacy Council in respect of South African qualified employees who performed Community Service. Certificate of service or proof of working experience endorsed by HR Department or Employer. **Grade 3:** Senior Certificate and a Degree in Bachelor of Pharmacy. An appropriate qualification that allow registration with S.A Pharmacy Council as a Pharmacist. Current registration with the S.A Pharmacy Council as a Pharmacist. Minimum of 13 years relevant working experience after registration with S.A Pharmacy Council in respect of South African qualified employees who performed Community Service. Certificate of service or proof of working experience endorsed by HR Department or Employer. Appropriate Specialist procedures and protocols within field of expertise. Understanding of basic HR matters including Labour Relations. Control of budget, monitoring expenditure and project management. Knowledge of legislative prescripts governing the public service. Assessment, diagnosis and management of patient within the field of expertise. Inherent Requirement For This Post: Valid Driver's License. 1-2 years' experience working as a Pharmacist. Report writing abilities. Knowledge of the District Health System. Ability to work under pressure and meet deadlines. Understanding of relevant Legislations, Acts, Policies, Procedures and delegations pertaining to Pharmacy including Essential Drug Lists (EDL) and Standard Treatment Guidelines (STG'S). District Health Systems and National Core Standards.

DUTIES

: Provide Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Organize and control the manufacturing, compounding and packaging of pharmaceutical products. Monitor and report on pharmaceutical expenditure, implementation of budgetary control measures and promotions of rational drug use. Professional advisory service, including the training, education and development of pharmacy staff and other health workers, and promotion of public health. Provide high quality pharmaceutical services that are compliant with current legislation. Assist in the development, revision & implementation of departmental Standard Operating Procedures. Supervise and train staff in accordance with department policies and procedures. Assist the assistant manager in the co-ordination of activities of the Hospital Pharmacy and Therapeutics Committee, Antibiotic Stewardship Committee and any other committees that is of benefit in improving and managing pharmaceutical services. Assist the manager and assistant managers with relevant audits and recording of statistics. Collate and analyse statistics and compile reports for Pharmacy management. Ensure stock control and security of pharmaceutical stock. Assist with implementation of quality improvement plans. Attend to performance management, discipline and counselling of staff. Perform ward checks, clinical ward rounds and clinic visits. Perform overtime and standby duty. Deputize for assistant manager or supervisor and other pharmacists, when required.

**ENQUIRIES
APPLICATIONS**

: Mr D.Govender Tel No: (035) 901 7278
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 06 November 2020 (Late applications will not be accepted)

POST 24/245 : **OPERATIONAL MANAGER (MPILOYETHU) REF NO: EMS/29/2020**
Re- Advertised Post

SALARY : R562 800 - R633 432 per annum (other benefits: Medical optional) 8% inhospitable allowance, 13th cheque, Medical Aid (Optional). Home owners allowance (employee must meet prescribed requirements).

CENTRE : Emmaus District Hospital

REQUIREMENTS : Standard 10 certificate/Grad 1 (Senior Certificate) .Degree/ National Diploma in nursing that allow registration with SANC as professional Nurse and Midwife. A post basic Nursing qualification with a duration of at least one (1) year accredited with SANC IN Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. A Minimum of 9 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general of which at least 5 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care. Proof of current registration with SANC. Proof of previous and current work experience /Certificate of Service endorsed and stamped by Human Resource Department. Valid Driver's license EB (Code8) or C1 (Code 10).Knowledge & Skills Leadership, organizational, decision-making, supervisory and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedure, nursing statutes and other relevant legal framework. Ability to formulate patient care related policies, vision, mission and objective of the clinic. Communication and interpersonal skills including public relations, negotiating, coaching, conflict handling and counselling skills. Insight into procedure and policies pertaining nursing care, computer skills in basic programmes. Knowledge of TB/HIV AIDS, MCWH and other Communication and Non- Communication Disease Programmes. Financial and budgetary knowledge and skills pertaining to the relevant resource under management.

DUTIES : Responsible for overall supervision in the provision of an integrated quality and comprehensive Primary Health Care service delivery to the community .Ensure improved outcome by promoting health, prevention of diseases, curative and rehabilitative services to the client and community. Ensure PICT and adherence counselling is being provided to all clients in the facility. Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with the Batho Pele principles. Ensure the provision of primary prevention strategies and management of TB / HIV / AIDS, MCWH and other communicable and non-communication diseases. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Participate in the monitoring HR performance through EPMDs .Support the realization and maintenance of Ideal Clinic programme (ICRM) and National Core Standards (NCS) in the facilities and ensure that facilities targets are met. Ensure data management is implemented and monitored. Support Operation Sukuma Sakhe activities. Maintain inter-sectoral collaboration with other government structures.

ENQUIRIES : Ms.P.P.Van Der Plank Tel No: (036) 488 1570 EXT 8204

APPLICATIONS : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

FOR ATTENTION : Human Resource Manager

NOTE : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. 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 successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.

CLOSING DATE : 30 October 2020 at 16:00

POST 24/246 : **OPERATIONAL MANAGER SPECIALTY REF NO: SAH06/2020 (X1 POST)**

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

CENTRE : ST Andrews Hospital – Paediatric Ward

REQUIREMENTS : Diploma/Degree in Nursing Current registration with SANC as a General Nurse and Midwifery Plus 1 year post basic qualification in Child Nursing Science. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate/ recognisable experience after obtaining the one year post basic qualification in Child Nursing Science. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counselling skills, Financial and budgetary knowledge pertaining to the relevant resources under management ,Insight into procedures and policies pertaining to nursing care, Computer skills in basic programmes

DUTIES : To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDs. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

ENQUIRIES : Mrs MR Singh Tel No: (039) 433 1955 EXT 211

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

FOR ATTENTION : Human Resource Manager

NOTE : People with Disabilities and African Male are encouraged to apply

CLOSING DATE : 30 October 2020

POST 24/247 : **OPERATIONAL MANAGER PHC SPECIALTY REF NO: SAHPISGAH 08/2020 (X1 POST)**

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

CENTRE REQUIREMENTS : ST Andrews Hospital – Pisgah Clinic
: Diploma / Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations. Current registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counselling skills, Financial and budgetary knowledge pertaining to the relevant resources under management ,Insight into procedures and policies pertaining to nursing care, Computer skills in basic programs.

DUTIES : To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, hostilic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

ENQUIRIES APPLICATIONS : Mrs VV Ncume Tel No: (039) 433 1955 EXT 286
: Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION NOTE CLOSING DATE : Human Resource Manager
: People with Disabilities and African Male Are Encouraged To Apply
: 30 October 2020

POST 24/248 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: MONT 13/2020 (X1 POST)**

SALARY : R562 800 per annum (OSD)
CENTRE : Kwanyuswa Clinic
REQUIREMENTS : Senior Certificate or Equivalent Qualification. Degree/ Diploma in General nursing. Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Registration with SANC as General Nurse and Primary Health Care

Nurse. A minimum of 09 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing of which at least 05 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Current annual practicing certificate (2018 SANC Receipt). Valid Driver's Licence. Certificates of service must be attached as proof of experience.

DUTIES

: Supervise and develop all practices and systems to enable facility to deliver comprehensive, integrated Primary Health Care for sectors of the community e.g. Implementation of Ideal Clinic and National Core Standards requirements. Ensure the development and review community profile to ensure focused emphasis on the health promotion and prevention of diseases through the teams to provide activities for health promotion and disease prevention. Monitor and evaluate the performance of Primary Health Care services and systems within the designated service area in line with public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and Programme imperatives with view to develop customized implementation strategies to guide the PHC service provider towards complying with stated norms, standards and targets. Ensure and monitor that PHC services within the designated service area are provided with adequate support by multidisciplinary teams attached to the clinic. Ensure an integrated approach with the implementation of various Primary Health Care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilization of allocated resources, including the staff development, budgetary, procurement planning input and maintenance of prescribed information management systems. Identify transversal Primary Health Care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective actions at an appropriate level.

**ENQUIRIES
APPLICATIONS**

: Ms JJ Mchunu Tel No: (033) 506 7000
: All Applications Should Be Forwarded To: The Chief Executive Officer:
Montebello Hospital, P/Bag x506, Dalton, 3236.
: Human Resource Manager)

**FOR ATTENTION
NOTE**

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

CLOSING DATE : 30 October 2020

POST 24/249 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE STREAM (X2 POSTS)**

SALARY : R562 800 – R633 432 per annum Plus 8% Rural allowance Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE : Umgungundlovu District Office
Component: Mahlutshini Clinic: Ref No: UMG01/51/20, Mbuthisweni Clinic Ref No: UMG01/52/20

REQUIREMENTS : Diploma/Degree in General Nursing and Midwifery plus one year diploma in PHC Current Registration with SANC as general Nurse and Primary Health Care Nurse A minimum of 9 years recognizable nursing experience after registration as professional nurse with SANC in General Nursing of which 5 Years must be recognizable experience after obtaining one year post basic qualification in primary Health Care. Computer literacy with a proficiency in MS Office Software applications Code 8 Drivers licence. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.

DUTIES : Assist in planning, organising and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including. Monitor Provision of quality comprehensive service delivery at emergency unit. Participate actively in Operation Sukuma Sakhe Programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation of PHC Re-Engineering. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure compliant management is functional in the Clinic. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

ENQUIRIES : Mrs NA Mbana Tel No: (033) 395 4340

APPLICATIONS : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street) Pietermaritzburg

FOR ATTENTION : Human Resource Department

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number

must be indicated in the column (Part A) provided thereof on the Z83 form.
NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African Males.

CLOSING DATE

:

30 October 2020

POST 24/250

:

OPERATIONAL MANAGER NURSING (PHC) GR1 REF NO: KDC 05/2020 (X1 POSTS)
 Component: Kwadukuza Clinic

SALARY

:

R562 800 per annum Plus 8% rural allowance. Benefits 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE REQUIREMENTS

:

Ilembe Health District Office

:

Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate), Degree / Diploma in General Nursing Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus current registration with SANC as General Nurse and Primary Health Care plus a minimum of 9 years appropriate/recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Good report writing and time management skills, understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentorship, team building, supervisory skills and coaching to his/her subordinates. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving skills, conflict handling and counseling. Co-ordination and planning skills, Ability to assist in formulation of patient care related policies. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Recommendation Valid Code EB Driver's license (Code8).

DUTIES

:

Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and National Core Standards in the facility. Support PHC re-engineering by ensuring that outreach teams are functional. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

ENQUIRIES : Mrs R. Bhagwandin (Operational Manager Nursing: PHC Supervisor) Tel No: (032) 437 3600

APPLICATIONS : To be forwarded to: The District Director Human Resources Department, ILembe Health District Office, Private Bag X 10620, Stanger 4450.

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

CLOSING DATE : 30 October 2020

POST 24/251 : **OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: MONT 14/2020 (X1 POST)**

SALARY : R562 800 per annum (OSD)

CENTRE : Maternity Department

REQUIREMENTS : Senior Certificate or Equivalent qualification. Degree/Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science. Registration with SANC as General Nurse and Midwife. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience in O&G after obtaining 1 year Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current annual practicing certificate (SANC Receipt). Proof of current and previous experience endorsed by the Human Resource Department must be attached.

DUTIES : Provision of an efficient, professional nursing management service within the scope of practice as laid down by the nursing act and applicable legislation. Coordination of optical, holistic specialized nursing care provided within set standards and professional/legal framework. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information. Monitor and control Human Resource needs, utilization and development. Monitor and supervise staff performance in Maternity wards. Manage discipline, grievances and other HR related issues including monitoring and managing absenteeism. Manage effectively and efficiently the utilization and supervision of all resources. Participate in the analysis, formulation, and implementation of policies, practices and procedures. Establish and maintain constructive working relationships with nursing and other stakeholders. Ensure that a healthy and safe working environment is maintained. Monitor and control the quality of patient care. Maintain accreditation standard by knowledge of

policies and procedures, implementation of all programmes, BANC, PMTCT, BFHI etc. Ensure implementation of priority programs. Compile monthly and quarterly report. Will be required to relieve in the Matrons office after hours and during the weekends.

**ENQUIRIES
APPLICATIONS**

: Ms N Ngceza Tel No: (033) 506 7000
: All Applications Should Be Forwarded To: The Chief Executive Officer:
Montebello Hospital, P/Bag x506, Dalton, 3236.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 30 October 2020

POST 24/252

: **OPERATIONAL MANAGER NURSING REF NO: ELANDOMN-01/2020,
REF NO: DOUGOMN-02/2020 (X2 POSTS)**

SALARY

: R562 800 - R633 800 per annum Plus 12% Inhospitable Allowance, 13th
cheque, medical Aid (Optional) and housing allowance (employee must
meet prescribed requirements).

**CENTRE
REQUIREMENTS**

: Elandskraal Clinic/Douglas Clinic
: Standard 10/Grade 12 Senior Certificates. Degree/ National Diploma in
nursing that allow registration with SANC as a Professional Nurse and a
Midwife. A post basic nursing qualification with a duration of at least one
(1) year accredited with SANC in Clinical Nursing Science, Assessment,
Diagnosis, Treatment and Care. A minimum of 9 years appropriate/
recognizable nursing experience after registration as a professional nurse
with SANC in general nursing of which at least 5 years must be
appropriate experience after obtaining the one year post basic
qualification in Primary Health Care. Proof of current registration with
SANC (2020). Proof of work experience /Certificate of Service endorsed
by Human Resource Department. Valid Driver's license EB (Code 8) or
C1 (Code 10). Knowledge, Skills and Competencies Required:
Leadership, organizational, decision-making, supervisory and problem
solving abilities within the limit of public sector and institutional policy
framework. Knowledge on nursing care processes and procedures,
nursing statutes and other relevant legal framework. Ability to formulate
patient care related policies, vision, mission and objectives of the clinic.
Communication and Interpersonal skills including public relations,
negotiating, coaching, conflict handling and counseling skills. Financial
and budgetary knowledge and skills pertaining to the relevant resources

<u>DUTIES</u>	:	under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.
	:	Responsible for overall supervision in the provision of an integrated quality and comprehensive Primary Health Care service delivery to the community. Improve outcomes by focusing on health prevention, health promotion; curative and rehabilitative approach through the implementation of policies, guidelines and SOPs. Ensure PICT and adherence counselling is being provided to all clients in the facility. Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with the Batho Pele principles. Ensure the provision of primary prevention strategies and management of TB, HIV/AIDS, COVID-19, and other communicable and non-communicable diseases. Ensure the availability of medication, essential equipment and supplies as well as proper utilization thereof. Support the realization and maintenance of Ideal Clinic programme (ICRM) and National Core Standards (NCS) in the facilities and ensure that facilities targets are met. Ensure data management is implemented and monitored. Ensure communication with other stakeholders is being improved through the support of OSS interventions. Maintain inter-sectoral collaboration with other government structures. Participate in the monitoring HR performance through EPMDS.
<u>ENQUIRIES</u>	:	Mrs I.D Khumalo Tel No: (034) 2121111 ext 259
<u>APPLICATIONS</u>	:	Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000.
<u>NOTE</u>	:	Employment Equity Plan: African Male
<u>CLOSING DATE</u>	:	30 October 2020
<u>POST 24/253</u>	:	<u>OPERATIONAL MANAGER NURSING: GENERAL STREAM (SPECIALISED-SURGERY INPATIENT UNIT) REF NO: OPMAN (GEN NURS) SPEC SURG /1/2020</u>
<u>SALARY</u>	:	Grade 1: R444 276 per annum plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Optional.
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	Degree/Diploma in General Nursing (R425 qualification or equivalent). Current registration with SANC as General Nurse and Midwife. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing is required. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patients' needs, requirements and expectations. . Demonstrate ability to provide support and guidance within the unit. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
<u>DUTIES</u>	:	Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. .Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or

		religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required .Ensures implementation of programs relevant to the area of speciality. Serves in quality improvement, IPC and Health and Safety committees.
<u>ENQUIRIES</u>	:	Miss NO Mkhize Tel No: (031) 241063
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment of S&T Claims.Provincial Administration KwaZulu-Natal Department of Health
<u>CLOSING DATE</u>	:	30 October 2020
<u>POST 24/254</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (HIV / AIDS) REF NO: ETH 18/2020 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R444 276 per annum. 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional (Employee must meet prescribed conditions)
<u>CENTRE</u>	:	EThekweni District Office
<u>REQUIREMENTS</u>	:	Grade 12 (senior certificate) Standard 10 or (Vocational National Certificate). Degree/Diploma in General Nursing & Midwifery. Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Valid Driver's License (code EB). Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Supervision or management experience in a HAST unit. NIMART Training and Proof of Computer literacy. Knowledge, Skills, Training and Competence required: Report writing abilities. Financial management skills. Knowledge of District health system. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. Ability to work under pressure and meet tight deadlines. Understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.
<u>DUTIES</u>	:	Ensure that clinical audits are conducted at a Sub-District level. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Ensure Programme integration into Sukuma Sakhe Objectives. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers; Ensure HAST programmes implementation (ART/ CCMT/ HTS and HIV

integration in the district. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies. Participate in the formulation of the District HAST operational and business plans. Monitor resources allocated for ART/CCMT/ HTS. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services. Facilitate and hold district HAST quarterly meetings. Support facility and sub- district HAST meetings. Facilitate and conduct regular meetings with NGOs supporting the programme with the assistance of the HIV and AIDS trainer Coordinating trainings and updates for NGOs and Health Care Workers. Promote preventive and promotive health services through community structures and organizations. Work in close collaboration with other stakeholders to implement the HAST programme. Ensure implementation and monitoring of integrated TB and HIV information systems in the district. Support implementation of COVID 19 activities.

ENQUIRIES : Ms ES Mbambo Deputy Director Clinical & Programmes Tel No: (031) 2405313

APPLICATIONS : Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54138, Durban, 4000.

NOTE The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE : 30 October 2020

POST 24/255 : **CLINICAL PROGRAMME CO-ORDINATOR (IPC) GR 1 REF NO: OTH CHC 16/2020 (X1 POST)**

SALARY : Grade 1: R444 276 per annum. (OSD). Other Benefits: 13TH Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE : Othobothini Community Health Centre
REQUIREMENTS : Senior Certificate / STD 10/ Grade12. Diploma/ Degree in nursing. Proof of current registration with SANC (2020). Registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable in nursing after registration as professional nurse with SANC in General Nursing. Proof of previous and current work experience endorsed and stamped by Human Resource Department. Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service record) must be attached. Knowledge, Skills, Attributes and Abilities: Knowledge of Infection Prevention & Control (IPC) policies and guidelines. Legal prescript, SANC regulation, Occupation Health and

Safety Act (OHSA) and other related acts. Leadership, organizational, decision making and problem solving skills. Good communication, interpersonal relations. Financial Management Skills. Ability to work under pressure to meet the deadlines.

DUTIES

: To provide support to hospital management team to meet the patient care needs. To execute to the best of his/her ability the duties that may be reasonably assigned by the management. To develop a written mission, objectives and quality improvement programme for IPC unit. To provide Infection Prevention & Control guidelines that protect employees from occupational risk and hazards and to ensure that environment is infection free. To coordinate the activities of IPC committee and ensure that it is functional and all members are knowledgeable. To ensure that written policies and procedures for activities of the IPC services are in line with current standards of practice, regulations and the objectives of the service. To implement and monitor the programme at feeder clinics and hospital. To provide training and updates on IPC matters to all staff, facilitate and monitor its implementation thereof. To monitor and evaluate IPC practices through audits. Submit to District Office all IPC related information & stats as and when required. Conduct Communication Disease surveillance in hospital and clinics. Ensure compliance to NCS and Ideal Hospital Realization & Maintenance (IHRM) and ICRM. Participate in various multidisciplinary health team meetings.

**ENQUIRIES
APPLICATIONS**

: Mr. R.S.M Ngcobo Tel No: (066) 383 0886
: Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 or hand deliver to Othobothini CHC HR Department.

NOTE

: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE

: 30 October 2020

POST 24/256

: **RADIATION ONCOLOGY RADIOGRAPHER GRADE 1: (SPECIALTY)**
RADIATION ONCOLOGY DEPARTMENT: REF NO:
RORAD/RADONC/2020

**SALARY
CENTRE
REQUIREMENTS**

: R395 703 per annum
: Addington Hospital: KwaZulu-Natal
: National Diploma/B Tech in Radiography (Therapy), Registration certificate with the Health Professions Council as a Radiographer (Therapy) .Current annual fees registration renewal with HPCSA 2020/2021, In-Service applicants are required to obtain proof of SAQA verification from their Human Resource Department. Updated Curriculum Vitae. Experience: Four (4) years appropriate experience after registration with the Health Profession Council of SA as a Radiographer In Radiation Oncology Department. Recommendation: Competencies in IMRT and Rapid Arc would be an advantage. Knowledge, Skills Training and Competencies Required: Knowledge of radiotherapy treatment and planning principles of basic and advanced techniques. Operation, monitoring of maintenance, record keeping, and care of all equipment and accessories. Application of radiology principles in the treatment of cancer.

<u>DUTIES</u>	:	Knowledge of Radiation Control and safety Regulation. Pattern recognition of cancer pathology relevant to the treatment field plans and placements. Knowledge of departmental protocols, design and implementation of new protocols. Technical problem solving skill. Demonstration and teaching skills. Sound knowledge of Occupational Health and Safety Act, Infection Control and other relevant Acts.
<u>ENQUIRIES</u>	:	Undertake all arears of basic radiation treatment planning and advanced planning, preparation, graphic planning, radiation dose calculation and treatment accessory production. Ensure that all planned directives in the delivery of the radiation of patient are undertaken. Undertake overall responsibility for the operation, care and maintenance of all major equipment and accessories used in radiation planning and treatment. Ensure there is maintenance of patient care standards in the division. Undertakes and ensure that all administrative duties related to the management of the division in the department, and that radiation record keeping is maintained. Perform quality control procedures. Ensure that client's right and patient's right as per National Patient's Right charter are respected and to implement the "Batho-Pele" Principles.
<u>APPLICATIONS</u>	:	MR P Mazibuko Tel No: (031) 327 2200
<u>NOTE</u>	:	All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 9, Human Resource Department, 1 st Floor, and Addington Hospital.
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. <u>NB:</u> Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will Not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.
<u>CLOSING DATE</u>	:	30 October 2020
<u>POST 24/257</u>	:	<u>RADIATION ONCOLOGY RADIOGRAPHER (RADIOTHERAPIST) REF NO: RADIOONCO RAD/2/2020 (X1 POST)</u> Department: Radiation Oncology
<u>SALARY</u>	:	Grade 1: R395 703 per annum, Plus 13 th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements. Grade 2: R466 119 per annum Plus 13 th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements Grade 3: R549 066 per annum Plus 13 th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
<u>CENTRE</u>	:	EThekweni Oncology complex (Inkosi Albert Luthuli Central Hospital and Addington Hospital)
<u>REQUIREMENTS</u>	:	Diploma or Bachelor degree in Radiography. Current registration with the Health Professions Council of South Africa as a Radiographer (Radiotherapy Oncology). Four (4) years 'appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Experience: Grade 1: Four (4) years 'appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a

four (4) year Radiography specialty qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic Radiographer salary. Current Community Service workers can apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Radiation Oncology Radiographer. **Grade 2:** Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as a Radiation Oncology Radiographer. **Grade 3:** Minimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as a Radiation Oncology Radiographer. Knowledge, Skills, Training and Competences Required: Knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialised techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images / C.T. scans and MRI scans for treatment planning purposes. Knowledge of Radiotherapy Planning. Good interpersonal skills and basic supervisory skills. Must have the ability to perform effectively in a team. Knowledge of basic patient care.

DUTIES

: Undertake all basic radiation planning and treatment preparation including the tumor localisation, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy Planning and treatment procedure. Liase with the Physicist, Oncologist, Oncology nurses, relatives and the patient. Safely operate, care and construct accessories and immobilization devices used in the planning and treatment of the patient. Dosimetry checks done before delivery of treatment. Ensure accurate records kept of the course of Radiotherapy treatment delivered. Serve as Health and Safety Representative. Provide afterhours duties and rotate between Inkosi Albert Luthuli Central Hospital Radiotherapy department and Addington Hospital Radiotherapy department when needed.

**ENQUIRIES
APPLICATIONS**

: Ms. T.Hlengwa Tel No: (031) 2401857
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

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

CLOSING DATE

: 30 October 2020

<u>POST 24/258</u>	:	<u>PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH 03/20120 (X1 POST)</u>
<u>SALARY</u>	:	R383 226 per annum R471 333 per annum Other Benefits 13 th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Murchison Hospital Senior Certificate, Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Operating Theatre Technique, Current Registration with SANC as General Nurse and Operating Theatre. Current SANC receipt, previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application) Knowledge, Skills And Competencies: Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing and Operating Theatre Technique Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Operating Theatre Technique, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Must be able to handle operating and emergencies and high risk conditions to execute duties and functions with proficiency within prescript of applicable legislation Provision of quality patient care through setting of standards, policies and procedures To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients' rights principles Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMDs as well as student progress reports Maintain a plan to improve the quality of Nursing and health care in operating theatre Formulation of theatre policies to ensure good practice Ensuring the availability of the necessary basic equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs CN Mkhwanazi Tel No: (039) 6877311 ext 127 All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital.
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za . Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/03/2020 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a 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) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications

Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 30 October 2020
- POST 24/259** : **CLINICAL NURSE PRACTITIONER: VARIOUS CLINICS (PHC) OR ADVANCED MIDWIFERY REF NO: NGWE 59 /2020**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Grade 1: Diploma/Degree in General Nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Primary Health Care Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Grade 2: Diploma/ Degree in General Nursing. A 1 year post basic qualification in Primary Health Care Nursing / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the referred above must be appropriate/ recognizable experience in Primary Health Care / Maternity after obtaining post basic qualification in Primary Health Care / Advanced Midwifery. Proof of working experience (certificate of service) endorsed by Human Resource. Appropriate Specialist procedures and protocols within field of expertise. Understanding of basic HR matters including Labour Relations. Control of budget, monitoring expenditure and project management. Knowledge of legislative prescripts governing the public service. Assessment, diagnosis and management of patient within the field of expertise. Managerial and financial management skills. Computer skills. Problem solving and project management. Concerns of excellence, courtesy and interpersonal skills. Stress tolerance skills and innovation and drive. Awareness of cross-cultural differences.
- DUTIES** : Provide effective and professional leadership within clinic. Oversee a provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct compliance audits regularly. Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders. Compile reports as means of reporting regularly. 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. Assist in development and implementation of quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the clinic. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented by clinics. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of

EPMDS. Exercise control over discipline, grievance and all labour relations issues. Attend to meetings and workshops as directed. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Ideal Clinic and other departmental initiatives including provincial priorities. Design operational plan on implementation of CBM within given population. Ensure implementation of DHMIS and SOP in order to produce quality data.

**ENQUIRIES
APPLICATIONS**

: Mrs B.J Kubheka Tel No: (035) 901 7224
 : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION
NOTE**

: Mr M.P Zungu
 : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed . Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.NB: - Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application. Due to financial constraints S&T Claims and Resettlement / Relocation will not be considered. Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation. 06 November 2020 (Late applications will not be accepted)

CLOSING DATE

POST 24/260

PROFESSIONAL NURSE-SPECIALTY STREAM-EMERGENCY AND TRAUMA/ORTHOPAEDIC REF NO: MURCH 04/2020 (X1 POST)

SALARY

: Grade 1: R383 226 per annum
 Grade 2: R471 333 per annum
 Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE
REQUIREMENTS**

: Murchison Hospital
 : Senior Certificate, Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Emergency and Trauma/Orthopaedic, Current Registration with SANC as General Nurse and Emergency and Trauma / Orthopaedic. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application) Knowledge, Skills And Competencies Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies,

hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing and Emergency and Trauma/Orthopaedic Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Emergency and Trauma/Orthopaedic, of which at least 10 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant specialty.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework Effective utilization of resources: Human, material and financial resources Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Complete patient related data and partake in research. Assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift Partake in overall specialized unit function, i.e. team building Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mrs. C Mkhwanazi Tel No: (039)-6877311 ext. 127
APPLICATIONS : All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital.

NOTE : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/14/2019 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a 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) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course.(This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE : 30 October 2020

POST 24/261 : **PROFESSIONAL NURSE-SPECIALTY STREAM-OPHTHALMOLOGY**
REF NO: MURCH 05/2020 (X1 POST)

SALARY : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

- CENTRE REQUIREMENTS** :
- Murchison Hospital
- Senior Certificate, Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Ophthalmology, Current Registration with SANC as General Nurse and Ophthalmology. Current SANC receipt, previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application) Knowledge, Skills And Competencies: Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Ophthalmology **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Ophthalmology, of which at least 10 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant specialty.
- DUTIES** :
- Provide optimal, holistically specialized care with standards and within a professional/legal framework Utilize human, material resources and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth/ethical standard and self-development. Provide support to nursing service. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by hospital. Partake in overall specialized unit function, i.e. team building.
- ENQUIRIES APPLICATIONS** :
- Mrs CN Mkhwanazi Tel No: (039)-6877311 ext. 127
- All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** :
- The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/05/2020 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a 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) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course.(This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** :
- 30 October 2020

POST 24/262 : **CLINICAL NURSE PRACTITIONER REF NO: MONT 15/2020 (X1 POST)**

SALARY : Grade 1: R383 226 per annum (OSD)
Grade 2: R471 333 per annum (OSD)

CENTRE : Esidumbini Clinic

REQUIREMENTS : Senior Certificate or Equivalent qualification. Degree/Diploma in General Nursing and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC in Primary Health Care. Current registration with SANC as a General Nurse and Midwife. 2020 SANC Annual practicing certificate (2020 receipt or proof thereof). Proof of current and previous experience endorsed by Human Resource Department. **Grade 1:** A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the Maternity after obtaining the 1-year post basic qualification in Primary Health Care. Certificates of service must be attached as proof of experience.

DUTIES : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. To provide quality comprehensive primary health care. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Ensure provision of educational services to clients. Ensure proper utilization of resources and exercise care of the Government Property. Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload. Identify area for improvement, problems etc and communicate these to sister in charge. Compile and analyze monthly statistics and use the information for future planning. Maintain clients' satisfaction through quality services. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirements. Appropriate medication and treatment is created and maintained to ensure safe nursing care within the legal requirement.

ENQUIRIES : Ms SG Ndlovu Tel No: (033) 506 7000

APPLICATIONS : All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.

FOR ATTENTION : Human Resource Manager

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

evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

: 30 October 2020

POST 24/263

: **CLINICAL NURSE PRACTITIONER REF NO: MONT 16/2020 (X1 POST)**

SALARY

: Grade 1: R383 226 per annum (OSD)

Grade 2: R471 333 per annum (OSD)

CENTRE

: Chibini Clinic

REQUIREMENTS

: Senior Certificate or Equivalent qualification. Degree/Diploma in General Nursing and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC in Primary Health Care. Current registration with SANC as a General Nurse and Midwife. 2020 SANC Annual practicing certificate (2020 receipt or proof thereof). Proof of current and previous experience endorsed by Human Resource Department. **Grade 1:** A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the Maternity after obtaining the 1-year post basic qualification in Primary Health Care. Certificates of service must be attached as proof of experience.

DUTIES

: Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. To provide quality comprehensive primary health care. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Ensure provision of educational services to clients. Ensure proper utilization of resources and exercise care of the Government Property. Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload. Identify area for improvement, problems etc and communicate these to sister in charge. Compile and analyze monthly statistics and use the information for future planning. Maintain clients' satisfaction through quality services. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirements. Appropriate medication and treatment is created and maintained to ensure safe nursing care within the legal requirement.

ENQUIRIES

: Ms SG Ndlovu Tel No: (033) 506 7000

APPLICATIONS

: All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.

FOR ATTENTION

: Human Resource Manager

NOTE

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

(SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

<u>CLOSING DATE</u>	:	30 October 2020
<u>POST 24/264</u>	:	<u>CLINICAL NURSE PRACTITIONER (SCHOOL HEALTH SERVICES)</u> <u>REF NO: DOUGCNP-02/2020</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Plus 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	:	Dundee Hospital-Douglas Clinic Standard 10/Grade 12 Senior Certificate. Degree/National Diploma in nursing that allow registration with SANC as a Professional Nurse and a Midwife. A post basic nursing qualification with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Proof of registration with SANC (2020).Proof of previous and current work experience /Certificate of Service endorsed by Human Resource Department. Grade 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing plus a one (1) year post basic qualification accredited by SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Grade 2: A minimum of 14 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing of which at least 10 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care. Valid Driver's license EB (Code 8) or C1 (Code 10).Knowledge, Skills and Competencies Required: Leadership, organizational, decision-making, supervisory and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework .Ability to formulate patient care related policies, vision, mission and objectives of the clinic. Communication and Interpersonal skills including public relations, negotiating, coaching, conflict handling and counselling skills. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Knowledge of TB/ HIV/AIDS, MCWH and other Communicable and Non- Communicable Disease programmes.
<u>DUTIES</u>	:	Provide nursing care including primary prevention strategies and management of communicable and non-communicable diseases through screening at school level according to Integrated School Health Package. Provide immunization and identify missed opportunities and catch- up on immunization. Conduct physical, psycho-social and emotional assessment at school level. Implement Health Promotion (HP) programmes at schools, PHC facility and at household level, i.e. Health Promoting Schools, Health Promoting Clinics and Health Promoting Homes. Implement health promotion and support Operation Sukuma Sakhe (OSS) activities. Ensure data management is being implemented and monitored. Maintain inter-sectoral collaboration with other government structures.

ENQUIRIES APPLICATIONS : Mrs I.D Khumalo Tel No: (034) 2121111 ext 259
: Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000

NOTE CLOSING DATE : Employment Equity Plan: African Male
: 30 October 2020

POST 24/265 : **CLINICAL NURSE PRACTITIONER REF NO: WASCNP-03/2020, REF NO: GATCNP-04/2020 (X2 POSTS)**

Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements).

CENTRE : Dundee Hospital:
Wasbank Clinic
Gateway Clinic

REQUIREMENTS : Standard 10/ Grade 12 Senior Certificate. Degree/ National Diploma in nursing that allow registration with SANC as a Professional Nurse and a Midwife. A post basic nursing qualification with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Proof of registration with SANC (2020). Proof of previous and current work experience/Certificate of Service endorsed by Human Resource Department. **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing plus a one (1) year post basic qualification accredited by SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. **Grade 2:** A minimum of 14 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing of which at least 10 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care. Valid Driver's license EB (Code 8) or C1 (Code 10). Knowledge, Skills and Competencies Required: Leadership, organizational, decision-making, supervisory and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patient care related policies, vision, mission and objectives of the clinic. Communication and Interpersonal skills including public relations, negotiating, coaching, conflict handling and counselling skills. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Knowledge of TB/ HIV/AIDS, MCWH and other Communicable and Non- Communicable Disease programmes.

DUTIES : Provision of an integrated quality and comprehensive Primary Health Care services by promoting health, prevention of diseases, curative and rehabilitative services to the clients and community. Provide PICT and adherence counselling to all clients. Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with the Batho Pele principles. Provide primary prevention strategies and management of TB/ HIV/AIDS, MCWH and other communicable and non-communicable diseases. Support Operation Sukuma Sakhe Activities. Ensure data management is implemented and monitored. Maintain inter-sectoral collaboration with other government structures.

ENQUIRIES APPLICATIONS : Mrs I.D Khumalo Tel No: (034) 2121111 ext 259
: Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000.

NOTE CLOSING DATE : Employment Equity Plan: African Male
: 30 October 2020

<u>POST 24/266</u>	:	<p><u>PROFESSIONAL NURSE (SPECIALITY) OPERATING THEATRE REF NO: PNS3IOT/2020 (X1 POST)</u></p> <p>Re-advertised and candidates who had previously applied may re-apply</p>
<u>SALARY</u>	:	<p>Grade 1: R383 226 per annum Grade 2: R471 333 per annum Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Addington Hospital: KwaZulu-Natal</p> <p>Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Operating Theatre Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Operating Theatre Nursing Science. Current registration receipt with SANC(2020). In-Service applicants to produce SAQA verification if available may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Speciality) experience in Operating Theatre. Updated Curriculum Vitae with email address indicated. Experience Grade 1: A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and Midwife with the South African Nursing Council. A post-basic Qualification with duration of at least 1 year in the relevant Speciality. Experience Grade 2: A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Recommendation: At least 1 – 2 years' experience in Operating Theatre Nursing would be an advantage. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.</p>
<u>DUTIES</u>	:	<p>Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty. Note: Employment Equity: Preference will be given to the following candidates</p>

		as per Employment Equity target: African Male. Any person with disability regardless of race and gender.
<u>ENQUIRIES</u>	:	Matron B N Ndhlovu Tel No: (031) 327 2000
<u>APPLICATIONS</u>	:	All applications to be posted to: The Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. <u>NB:</u> Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will Not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.
<u>CLOSING DATE</u>	:	30 October 2020
<u>POST 24/267</u>	:	<u>PROFESSIONAL NURSE (SPECIALITY) MEDICAL AND SURGICAL NURSING SCIENCE: CRITICAL CARE NURSING REF NO: PNS1\CCU/2020 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R 471 333 per annum Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
<u>CENTRE</u>	:	Addington Hospital: KwaZulu-Natal
<u>REQUIREMENTS</u>	:	Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Critical Care Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Critical Care Nursing Science. Current registration receipt with SANC (2020). In-Service applicants to produce SAQA verification if available may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Speciality) experience in Critical Care. Updated Curriculum Vitae with email address indicated. Experience Grade 1: A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and Midwife with the South African Nursing Council. A post-basic Qualification with duration of at least 1 year in the relevant Speciality. Experience Grade 2: A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
<u>DUTIES</u>	:	Provide comprehensive, quality nursing care to patients/clients in a Critical Care unit in a cost-effective, efficient manner. Assist in planning, organising and monitoring of objectives of the specialised unit. Manage all

resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policy & procedures.) Assist in EPMDS evaluation of staff, within the unit and participate in the monitoring of training and development of staff. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that all equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and management of all Patients and ensure the maintenance of accurate and complete patient records. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty.

**ENQUIRIES
APPLICATIONS**

: Matron B N Ndhlovu Tel No: (031) 327 2000
 : All applications to be posted to: The Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will Not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. **NB:** Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.

CLOSING DATE

: 30 October 2020

POST 24/268

: **ULTRASOUND RADIOGRAPHER GRADE 1/2/3 REF NO: IMBALCHC 02/2020 (X1 POST)**

SALARY

: Grade 1: R374 364 per annum
 Grade 2: R440 982 per annum
 Grade 3: R519 456 per annum
 Benefits: Plus 13th cheque, Housing Allowance (provided the incumbent meets the requirements) - Employee must meet prescribed requirements and Medical Aid – Optional

CENTRE

: Imbalenhle Community Health Centre, Pietermaritzburg

<u>REQUIREMENTS</u>	:	Senior certificate/Grade 12; National Diploma/Degree in Ultrasound PLUS Original registration with Health Professions Council of South Africa (HPCSA) in the Category Independent Practice: Ultrasound Current registration with Health Professions Council of South Africa for 2020-2021 in the category Independent Practice: Ultrasound Grade 1 - Four (4) years appropriate experience after registration with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer Grade 2 - Minimum of 14 years relevant experience after registration with HPCSA of which 10 years must be after registration in Ultrasound Grade 3 - Minimum of 24 years relevant experience after registration with HPCSA of which 20 years must be after registration in Ultrasound Proof of current and previous experience endorsed and stamped by your HR (Certificate of service) . Knowledge, Skills, Training & Competencies Required: Sound knowledge of Obstetrics and Gynaecology ultrasound, Sound knowledge of General ultrasound scans, Sound knowledge of Ultrasound procedures and protocols, Sound report writing and administrative skills, Computer literacy, Knowledge of relevant Health and Safety Policies, Regulations and Acts, Able to work autonomously, Sound communication, problem solving, teaching and training skills, Good interpersonal relations and ability to perform well within a team.
<u>DUTIES</u>	:	Provision of high quality ultrasound services according to patient's needs; execute all ultrasound procedures competently to prevent complications; Perform general administrative, reception and clerical duties as required; Provide guidance and supervision to junior staff and students; Promote Batho Pele in execution of all duties for effective service delivery; Inspect and utilize equipment professionally to ensure that they comply with safety regulations; Give factual information to patients and clients on ultrasound; Promote good health practices and ensure optimal patient care; Compile report and memos as required in the working environment Participate in Ultrasound quality improvement programs and compliance with National Core Standards; Participate in developing protocols to ensure that sonographic services comply with the required prescripts; Participate in continued professional development (CPD).
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. ZYNL Nzimande Tel No: (033) – 398 9100 EXT: 9124
<u>NOTE</u>	:	Must Be Forwarded To: Human Resources Department Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, IMBALI, Pietermaritzburg.
<u>CLOSING DATE</u>	:	NB: Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability. 30 October 2020
<u>POST 24/269</u>	:	<u>ULTRA – SONOGRAPHER REF NO: UMP 13/2020</u>
<u>SALARY</u>	:	Grade 1: R317 916 – R361 872 per annum Grade 2: R372 810 – R426 291 per annum Grade 3: R439 164 – R532 959 per annum
<u>CENTRE REQUIREMENTS</u>	:	Umphumulo Hospital Diploma/Degree in in Ultrasound. Registration with the Health Professionals Council as a Ultra-sonographer. Current registration (2020). Proof of current and previous work experience endorsed and stamped by Human Resources Grade 1: Experience – Nil for South African Ultra-sonographers that have completed community service and 1 year relevant experience, after registration as a Ultra-sonographer with recognized Health Professional Council in respect of foreign qualified ultra-sonographer. Grade 2: Experience – 10 years appropriate experience after registration with HPCSA as a Ultra-sonographer and 11 years relevant experience, after registration as a Ultra-sonographer with recognized Health Professional Council in respect of foreign qualified ultra-sonographer. Grade 3: Experience – 20 years appropriate

experience after registration with HPCSA as a Ultra-sonographer and 21 years relevant experience, after registration as a Ultra-sonographer with recognized Health Professional Council in respect of foreign qualified ultra-sonographer. Sound knowledge of diagnostic sonography practice and ethos. Knowledge of relevant Health and Safety Acts. Planning and organization skills. Good communication and Interpersonal skills. Ability to perform quality assurance tests.

DUTIES

: Provide patient services consistent with the Scope of Practice and Clinical Standards for the Diagnostic Sonographer. Prepare exam room and ultrasound equipment to conduct sonography examinations in accordance with infectious disease, sterilization, and patient safety protocols, policies, and procedures. Ensure that the sonography examination request form is complete, contains relevant information, and meets the standard of "medical necessity." Evaluate if patient preparation is adequate before examination. Evaluate patient's inability or unwillingness to tolerate the examination and associated procedures. Apply independent, professional, ethical judgment, and critical thinking to safely perform diagnostic sonography procedures. Review patient medical history and supporting clinical information. Identify and document any limitations to the sonography examination. Promote good health practices and ensure optimal care of patients. Educate patients on their conditions whilst ensuring that patient's rights are upheld. Perform quality control procedures to ensure that the ultrasound equipment operates at optimal levels. Exercise responsibility to ensure that the ultrasound equipment is functioning accurately. Assist in developing and updating all written policies and procedures in line with applicable legislation. Promote Batho Pele principles in the execution of duties for effective service delivery. Contribute to the overall work process in the component. Participate in quality assurance and quality improvement projects. Participate in the implementation of the National Core Standards.

**ENQUIRIES
APPLICATIONS**

: T. Zintonga Tel No: (032) 4814195
: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 30 October 2020

<u>POST 24/270</u>	:	<u>RADIOGRAPHER DIAGNOSTIC REF NO: RADDIAG/2/2020 (X1 POST)</u> Department: Diagnostic Imaging
<u>SALARY</u>	:	Grade 1: R317 976 per annum, Plus 13th Cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements. Grade 2: R372 810 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement Grade 3: R439 164 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement.
<u>CENTRE REQUIREMENTS</u>	:	IALCH An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). Grade 1: No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Grade 3: Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.
<u>DUTIES</u>	:	Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs B V Mfeka Tel No: (031) 240 1950 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the

advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 30 October 2020
- POST 24/271** : **PROFESSIONAL NURSE (GENERAL) REF NO: MONT 17/2020 (X1 POST)**
- SALARY** : Grade 1: R256 905 per annum (OSD)
Grade 2: R315 963 per annum (OSD)
Grade 3: R383 226 per annum (OSD)
- CENTRE** : Esidumbini Clinic
- REQUIREMENTS** : Grade 12 or equivalent qualification. Degree/Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. 2020 SANC Annual practicing certificate (2020 receipt). Valid code 08 driver's license. Experience: **Grade 1:** No experience. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Certificates of service must be attached as proof of experience.
- DUTIES** : To serve as the OTL for WBOT services that falls under the clinic. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. Provide nursing care that ensures effective service. Demonstrate responsibility by taking care of dangerous and potentially harmful drugs when ordering, safe keeping and during administration. Maintain the appropriate stock levels and excess equipment transferred to equipment pool. Maintain clinical competence by ensuring the scientific principles of nursing are maintained. Create and maintain a safe, hygienic therapeutic environment to ensure safe nursing care within the legal requirements. Provide emergency intervention and ensure the emergency trolley with equipment is in accordance to policy and procedure manuals. Ensure correct documentation of all records and registers. Compile and analyze daily, weekly, monthly and quarterly statistics and use the information for future planning. Ensure universal precautions are practiced; infection control policy and occupational health and safety act are complied with. Co-ordinate the implementation of patients' right charter, Batho Pele and clinical governance. Ensure the proper utilization of resources and motivate human resource development in the unit.
- ENQUIRIES** : Ms SG Ndlovu Tel No: (033) 506 7000
- APPLICATIONS** : All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are

subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 30 October 2020
- POST 24/272** : **PROFESSIONAL NURSE (GENERAL) REF NO: MONT 18/2020 (X1 POST)**
- SALARY** : Grade 1: R256 905 per annum (OSD)
Grade 2: R315 963 per annum (OSD)
Grade 3: R383 226 per annum (OSD)
- CENTRE REQUIREMENTS** : Kwanyuswa Clinic
Grade 12 or equivalent qualification. Degree/Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. 2020 SANC Annual practicing certificate (2020 receipt). Valid code 08 driver's license. **Grade 1:** No experience, **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Certificates of service must be attached as proof of experience.
- DUTIES** : To serve as the OTL for WBOT services that falls under the clinic. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. Provide nursing care that ensures effective service. Demonstrate responsibility by taking care of dangerous and potentially harmful drugs when ordering, safe keeping and during administration. Maintain the appropriate stock levels and excess equipment transferred to equipment pool. Maintain clinical competence by ensuring the scientific principles of nursing are maintained. Create and maintain a safe, hygienic therapeutic environment to ensure safe nursing care within the legal requirements. Provide emergency intervention and ensure the emergency trolley with equipment is in accordance to policy and procedure manuals. Ensure correct documentation of all records and registers. Compile and analyze daily, weekly, monthly and quarterly statistics and use the information for future planning. Ensure universal precautions are practiced; infection control policy and occupational health and safety act are complied with. Co-ordinate the implementation of patients' right charter, Batho Pele and clinical governance. Ensure the proper utilization of resources and motivate human resource development in the unit.
- ENQUIRIES APPLICATIONS** : Ms SG Ndlovu Tel No: (033) 506 7000
All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.
- FOR ATTENTION NOTE** : Human Resource Manager
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number

must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will Not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 30 October 2020
- POST 24/273** : **PARAMEDIC REF NO: EMS UGU 03/2020**
- SALARY** : Grade 1: R254 382 per annum
Grade 2: R318 042 per annum
Grade 3: R392 151 per annum
Grade 4: R461 940 per annum
- CENTRE** : EMS Ugu District – Various Bases
- REQUIREMENTS** : Grade 12 Certificate; Critical Care Advanced Certificate (CCA); Code 10 drivers license with PRDS for goods and passengers; Registration with HPCSA as paramedic; Proof of current registration with the HPCSA (Valid card will be accepted, deposit slip will not be accepted). Knowledge, Skills, Training And Competencies Required: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of practice and transport emergencies to an appropriate health facility in order to minimize the loss of lives, and as such the ideal candidates must:- Possess knowledge of Advanced Life Support Protocols; Have understanding of EMS and its line of business; Possess knowledge of Rules and Regulations of Road Traffic Ordinance; Have the ability to implement emergency procedures; Possess good communication skills and interpersonal relations. Have Practical Patient Management skills.
Grade 1: No experience required **Grade 2:** Requires a CCA qualification and registration with HPCSA as a paramedic plus Seven (7) years' experience after registration with the HPCSA as a paramedic (CCA). **Grade 3:** Requires a CCA qualification and registration with HPCSA as a paramedic plus Fourteen (14) years' experience after registration with the HPCSA as a paramedic (CCA). **Grade 4** Requires a CCA qualification and registration with HPCSA as a paramedic plus Twenty four (24) years' experience after registration with the HPCSA as a paramedic (CCA).
- DUTIES** : Maintain vehicle and medical equipment check the allocated vehicle and equipment and complete the check list; Wash, clean and disinfect the interior/exterior of the vehicle; Treat and transport patients to hospital from scene in accordance with the Advanced life support protocols; Change and replenish surgical sundries and medical-gases and ensure that all items are used before expiry date; Maintain the vehicle in a clean condition and good working order all times; Use all equipment and government property as per laid down policies and procedures; Maintain best clinical practices in accordance with quality standards and maintaining Continuous Professional Development (CPD); Assistant in maintaining a clean and tidy base; Complete and submit all appropriate paperwork to the shift leader before the termination of the shift; Hand over the vehicle

and equipment to the next shift/relevant authority fully replenished, clean and in good working order; Abide by the Standing Operational Procedures of EMS; Maintain accurate and reliable records at all times; Perform overtime duties in accordance with EMS Policy when required; Provide orientation and supervised training with regard to ALS. Actively participate in training and quality assurance programs.

ENQUIRIES : Mr S.P. Gumede Tel No: (039) – 688 3619
APPLICATIONS : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240.
FOR ATTENTION : Human Resource Manager
CLOSING DATE : 30 October 2020

POST 24/274 : **EMERGENCY CARE OFFICER GRADE 3 REF NO: EMS UGU 02/2020**

SALARY : R169 176 per annum
CENTRE : EMS Ugu District – Various Bases
REQUIREMENTS :

Grade 12 Certificate with science subjects; Intermediate Life Support Certificate (AEA); Registration with the health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant; Proof of current registration with the HPCSA (Valid card will be accepted, deposit slip will not be accepted); Unendorsed drivers license (C1) with professional driving permit (receipt of renewal not accepted). Knowledge, Skills, Training And Competencies Required: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life support and transport patients to an appropriate health facility in order to minimize the loss of lives. The ideal candidates must:- Possess knowledge of Intermediate Life Support Protocols; Have understanding of EMS and its line of business; Possess knowledge of basic Medical Rescue; Possess knowledge of Rules and Regulations of Road Traffic Ordinance; Possess good communication skills; Have Practical Patient Management skills; Have the ability to implement emergency procedures; Have the ability to work under pressure; Be able to operate in any EMS environment i.e Emergency Ambulances, Obstetrics ambulance, inter-facility; Ambulances, communication centres, Rescue or Patient Transport Services as per the allocation or deployment by the management of EMS; Be flexible to be deployed to any shift as per the service delivery needs; Be available for disaster relief emergency deployments nationally and /or internationally.

DUTIES : Treat, stabilize and transport patients according to the scope of practice of the intermediate Life Support as per the HPCSA Protocols; Respond to all calls as dispatched by the Communication center or requested by other medical professionals to assist with intermediate Life Support of treatment; Maintain best clinical practices in accordance with quality standards and maintaining Continuous Professional Development (CPD); Maintain vehicle and medical equipment check the allocated vehicle and equipment and complete the check list, report all losses, damages discrepancies, deficiencies to the Shift Leader; Wash, Clean and disinfect the interior/exterior of the emergency vehicles and maintain the vehicle in a clean condition and good working order at all times; Change and replenish surgical sundries and medical-gases and ensure that all items are used before expiry date; Assistant in maintaining a clean and tidy base; Use all government property i.e. medical equipment, other equipment, Vehicle and building as per government policies and procedures; Complete and submit all appropriate paperwork to the shift leader before the termination of the shift or as required; Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order; Abide by the Standing Operational Procedures of EMS; Maintain accurate and reliable records at all times; Perform overtime duties in accordance with EMS Policy; Actively participate in training and quality assurance programs.

ENQUIRIES : Mr S.P. Gumede Tel No: (039) 688 3619

APPLICATIONS : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240.

FOR ATTENTION : Human Resource Manager

CLOSING DATE : 30 October 2020

POST 24/275 : **EMERGENCY CARE OFFICER GRADE 1 – REF NO: EMS UGU 01/2020**

SALARY : R143 613 per annum

CENTRE : EMS UGU District – Various Bases

REQUIREMENTS : Grade 12 Certificate; Basic Ambulance Assistant Certificate (BAA); Registration with the health Professions Council of South Africa (HPCSA) as a Basic Ambulance assistant; Proof of current registration with the HPCSA (Valid card will be accepted, deposit slip will not be accepted); Unendorsed drivers license (C1) with professional driving permit (receipt of renewal not accepted). Recommendation: Grade 12 certificate with Science subject/s. Knowledge, Skills, Training And Competencies Required: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Basic Life support and transport patients to an appropriate health facility in order to minimize the loss of lives. The ideal candidate must:- Possess knowledge of Basic Life Support Protocols; Have understanding of EMS and its line of business; Possess knowledge of Basic medical rescue; Possess knowledge of Rules and Regulations of Road Traffic Ordinance; Possess good communication skills; Have Practical Patient Management skills; Have the ability to implement emergency procedures; Have the ability to work under pressure; Be able to operate in any EMS environment i.e. Emergency Ambulances, Obstetric Ambulance, inter-facility ambulances, communication centres, Rescue or Patient, Transport Services as per the allocation or deployment by the management of EMS; Be flexible to be deployed to any shift as per service delivery needs.; Be available for Disaster Relief Emergency deployments nationally and/or internationally.

DUTIES : Treat, stabilize and transport patients according to the scope of practice of the Basic Ambulance Assistant as per the HPCSA protocols; Respond to all calls as dispatched by the communication centre or requested by other medical professionals to assist with Ambulance duties; Maintain best clinical practices in accordance with quality standards and maintaining Continuous Professional Development; Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages discrepancies, deficiencies to the shift leader; Wash, clean and disinfect the interior/exterior of the emergency vehicle and maintain the vehicle in a clean condition and good working order at all times; Change and replenish surgical sundries and medical-gases and ensure that all items are used before expiry date; Assistant in maintaining a clean and tidy base; Use all government property i.e medical equipment, other equipment, vehicles and buildings as per government policies and procedures; Complete and submit all appropriate paperwork to the shift leader before the termination of the shift or as required; Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order; Abide by the Standing Operational Procedures of EMS; Maintain accurate and reliable records at all times; Perform over time duties in accordance with EMS Policy; Actively participate in training and quality assurance programs.

ENQUIRIES : Mr S.P. Gumede Tel No: (039) 688 3619

APPLICATIONS : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240

FOR ATTENTION : Human Resource Manager

CLOSING DATE : 30 October 2020

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security).
- FOR ATTENTION** : Ms. R. Booysen
- CLOSING DATE** : 30 October 2020
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer, and women and persons with Disabilities are encouraged to apply. During appointment the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No faxed or emailed applications will be accepted. The successful candidates will be subject to a process of security vetting and verification of qualification. All applications should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful. The Office of the Premier reserves the right not to fill the posts.
- OTHER POSTS**
- POST 24/276** : **MANAGER: PROVINCIAL RESEARCH SERVICES AND DEVELOPMENT ECONOMIC REF NO: DD/PRSD/01/2020**
Re-Advertisement: This is a re-advertisement of two (2) positions. All candidates that applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R733 257 - R863 748 per annum (Level 11) (All inclusive package)
: Kimberley
: Applicants should be in possession of a Degree in Public Management and related fields or Post graduate degree in Public Management. Minimum 3-5 years relevant experience at Junior/ Middle Management level in the Policy and Planning environment. Competencies: The following key competencies and skills are required for the position: Advanced Qualitative Research analytical skills; Ability to conduct data analysis; Advanced knowledge of qualitative methodological techniques; Advanced Knowledge of Research Methodology, and the management of joint research projects; Advanced skills in conducting Governance Analysis; Analytical skills, writing skills and drafting of proposals; Knowledge of the latest developments in Governance and Development theory and practice with a comprehensive understanding of the government policy environment.
- DUTIES** : The successful candidates will be responsible for the following: Develop governance research, impact assessment and evaluations agenda; Coordinate and facilitate governance research activities on provincial and sector specific programmes that support evidence based decision making; Establish partnerships with all spheres of government, academia, research institutions and communities of practice; Maintain repository of research products and ensure the provision of archiving; Develop research capacity within the Provincial Administration.
- ENQUIRIES** : Ms. A. Harsant Tel No: (053) 838 2630

POST 24/277 : **MANAGER: PROVINCIAL RESEARCH SERVICES AND DEVELOPMENT ECONOMIC REF NO: DD/PRSD/02/2020**

SALARY : R733 257 - R863 748 per annum (Level 11) (All inclusive package)

CENTRE : Kimberley

REQUIREMENTS : Applicants should be in possession of a Degree in Economics/Statistics and or other related fields or Post graduate degree in Economics and Statistics. Minimum 3-5 years relevant experience at Junior/ Middle Management level in the Policy, Planning and Research environment. Competencies: The following key competencies and skills are required for the position: Ability to conduct data analysis –advanced knowledge of quantitative methodological techniques; Advanced Knowledge of Research Methodology, and the management of joint research projects; Advanced skills in conducting Economic Analysis; Analytical skills, writing skills and drafting of proposals; Experience with software such as Quantec, Global Insight, SAM, Excel and Open source tools; Knowledge of the latest developments in Economic and Development theory and practice with a comprehensive understanding of the government policy environment; Ability to work within a multi-disciplinary research environment.

DUTIES : The successful candidates will be responsible for the following: Develop economic research, impact assessment and evaluations agenda; Coordinate and facilitate economic research activities on provincial and sector specific programmes that support evidence based decision making; Establish partnerships with all spheres of government, academia, research institutions and communities of practices. Strategic Planning, Maintain repository of research products and ensure the provision of archiving; Develop research capacity within the Provincial Administration.

ENQUIRIES : Ms. A. Harsant Tel No: (053) 838 2630

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HEALTH**

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

- APPLICATIONS** : Applications quoting relevant reference, should be forwarded as follows:
Provincial Office, Private Bag x 2068, Mmabatho, 2735
- FOR ATTENTION** : Mr K.M Motoko, Provincial Office Tel No: (018) 391 4406
- CLOSING DATE** : 30 October 2020
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the posts. The appointment is subject to positive outcome obtained from the SSA 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 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

MANAGEMENT ECHELON

- POST 24/278** : **DIRECTOR: INFRASTRUCTURE PLANNING REF NO: NWH 01/2020**
- SALARY** : R1 057 326 per annum (All inclusive SMS Package)
- CENTRE** : Provincial Office
- REQUIREMENTS** : Bachelor's Degree in Built Environment (NQF Level 7) as recognized by SAQA. At least 5 years' experience in middle/senior managerial level. Registration with Engineering Council of South Africa (ECSA) will be an added advantage. Pre-entry Certificate Course for the Senior Management Service (SMS) as endorsed by the National School of Government. Core Management Competencies: Strategic capability and leadership, Financial Management, Change management, Problem solving and analysis, People management and empowerment, Communication, Client orientation and customer focus, Knowledge Management, Service delivery innovation, Programme and Project management. Ability to demonstrate high level of personal professional ethics. Excellent interpersonal and communication skills. Good presentation and report writing. Computer literacy. A valid driver's license. Main Role: To develop and manage strategies, policies, systems, norms/standards and plans related to immovable assets.
- DUTIES** : Manage physical resources planning framework, prioritisation model(s), Business Cases and Project briefs. Interpret and apply norms and standards. Direct infrastructure analysis and policy formulation. Finalise all infrastructure planning documents. Direct property management. Implement programme and project measurement and evaluation. Prepare monitoring reports [performance and financial reports]. Complete Post Project and Post Occupancy Evaluations (POE). Manage people and Finances.

ENQUIRIES : MR K Molawa Tel No: (018) 391 4134

OTHER POSTS

POST 24/279 : **CHIEF ELECTRICAL ENGINEER REF NO: NWH 02/2020**

SALARY : R1 042 827 per annum (All inclusive Package)

CENTRE : Provincial Office

REQUIREMENTS : Bachelor's Degree in Engineering. Six (6) years' experience post qualification. Registered as a Professional Engineer with Engineering Council of South Africa (ECSA) must be attached. Computer literacy. A valid driver's license. Main Role: To provide electrical engineering inputs and guidance which include all aspects of innovate and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.

DUTIES : Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of the electrical engineering installations. Manage people. Undertake research.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 4134

POST 24/280 : **CHIEF MECHANICAL ENGINEER REF NO: NWH 03/2020**

SALARY : R1 042 827 per annum (All inclusive Package)

CENTRE : Provincial Office

REQUIREMENTS : Bachelor's Degree in Engineering (Mechanical). Registered as a Professional Engineer with Engineering Council of South Africa (ECSA) must be attached. Six (6) years' experience post qualification. Computer literacy. A valid drivers' license. Main Role: To provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on mechanical installations.

DUTIES : Develop and maintain technical and functional norms and standards from engineering perspective. Investigate proposals for innovative service delivery mechanism and undertake feasibility studies. Compile mechanical briefing documentations and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Manage people. Undertake research.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 4134

POST 24/281 : **CHIEF ARCHITECT REF NO: NWH 04/2020 (X2 POSTS)**

SALARY : R898 569 per annum (All inclusive package)

CENTRE : Provincial Office

REQUIREMENTS : Bachelor's Degree in Architecture. Six (6) years' experience post qualification. Registered as a Professional Architect with the South African Council for the Architectural Profession (SACAP) must be attached. Computer literacy. A valid drivers' license. Main Role: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS)

DUTIES : Determine and customise architectural functional & technical norms and standards. Determine architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Direct Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparation of architectural inputs to the development of the User Asset Management Plan and Project list. Manage health facility planning. Manage people. Undertake research.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 4134

POST 24/282 : **CHIEF QUANTITY SURVEYOR REF NO: NWH 05/2020**

SALARY : R898 569 per annum (All inclusive package)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree in Quantity Surveying. Six (6) years' experience post qualification. Registered as a Professional with the South African Council for Quantity Surveying Profession (SACQSP) must be attached. Computer literacy. A valid drivers' license. Main Role: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS).

DUTIES : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages /Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agents).Manage people and budgets.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 4134

POST 24/283 : **DEPUTY DIRECTOR: INSTITUTIONAL IMPROVEMENT REF NO: NWH 11/2020**

SALARY : R733 257 per annum (All inclusive MMS Package)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree in Health Sciences/Commerce/Public Administration/Management. At least 5 years' experience in Health System, Standards, Management Practices, Information Systems and Organisation Development of which 3 years should be at Assistant Director Level. Computer literacy. A valid drivers' license. Main Role: To provide institutional support to the identified health facilities where infrastructure projects are implemented and changes in the operational health systems are required.

DUTIES : Implementation of organisational development strategies aimed towards seamless service delivery during infrastructure project implementation at Health Facilities. Facilitate change management programmes at Health Facilities as part of the delivery of infrastructure. Implementation of quality assurance programmes as part of the delivery of infrastructure. Monitor and report progress with implementation of institutional systems aligned to infrastructure delivery.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 413

POST 24/284 : **DEPUTY DIRECTOR: PROJECTS (HEALTH TECHNOLOGY) REF NO: NWH 13/2020**

SALARY : R733 257 per annum (All inclusive MMS Package)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree/National Diploma in Nursing /related Medical Field / Electrical /Mechanical/Clinical Engineering. At least 5 years relevant experience in Medical Field, Clinical Engineering, functioning of medical equipment, the application of health technologies, the interface between

		medical equipment and patients including outputs and measurements of which 3 years should be at Assistant Director Level. Computer literacy. A valid Drivers' license Main Role: To manage health technology services projects (new commissioning) and upgrading.
<u>DUTIES</u>	:	Conduct planning and costing for health technology. Interpret and apply approved norms and standards per level of care. Supervise, monitor and manage procurement plans to obtain health technology required for infrastructure projects. Prepare commissioning plans for installation of medical equipment. Manage effective and efficient commissioning of medical equipment. Manage hand over of new installations and training. Manage people and budgets
<u>ENQUIRIES</u>	:	Ms D Dijong Tel No: (018) 391 4495
<u>POST 24/285</u>	:	<u>DEPUTY DIRECTOR: POLICIES AND SYSTEMS (HEALTH TECHNOLOGY) REF NO: NWH 14/2020</u>
<u>SALARY</u>	:	R733 257 per annum (All inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in Electrical/ Mechanical/Clinical Engineering. At least 5 years' experience in Mechanical /Clinical Engineering/Functioning of Medical equipment and the application of health technologies and the interface between medical equipment and patients including outputs and measurements of which 3 years should be at Assistant Director Level. Computer literacy. A valid drivers' licence. Main Role: To manage health technology Policies and Systems
<u>DUTIES</u>	:	Conduct planning and costing for health technology. Interpret and apply approved norms and standards per level of care. Develop and ensure implementation of Health Technology Policies. Ensure effective management of health technology systems (PMIS). Supervise, monitor and manage procurement plans to obtain health technology required for infrastructure projects. Prepare commissioning plans for installation of medical equipment. Manage hand over of new installations and training. Manage people and budgets.
<u>ENQUIRIES</u>	:	Ms D Dijong Tel No: (018) 391 4495
<u>POST 24/286</u>	:	<u>ENGINEER (ELECTRICAL) REF NO: NWH: 08/2020</u>
<u>SALARY</u>	:	R718 059 per annum (All inclusive Package)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering (Electrical). Three (3) years' experience post qualification. Registered as a Professional Engineer with the Engineering Council of South Africa (ECSA) must be attached. Computer literacy. A valid drivers' license. Main Role: To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications.
<u>DUTIES</u>	:	Undertake engineering designs. Perform final review and approval of audits on new engineering designs according to design principles or theory. Implement the maintenance strategy. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Provide effective engineering and project management services. Undertake research.
<u>ENQUIRIES</u>	:	Mr K Molawa Tel No: (018) 391 4134
<u>POST 24/287</u>	:	<u>QUANTITY SURVEYOR REF NO: NWH 06/2020 (X2 POSTS)</u>
<u>SALARY</u>	:	R618 732 per annum (All inclusive package)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Quantity Surveying. Three (3) years' experience post qualification. Registered as a Professional Quantity Surveyor with

South African Council for the Quantity Surveying Profession (SACQSP) must be attached. Computer literacy. A valid drivers' license. Main Role: To provide quantity surveying inputs and guidance for the development of infrastructure strategies, policies, functional/technical norms and standards, plans for Health in line with the provincial Infrastructure Delivery Framework for the planning and construction of Health Department projects.

DUTIES : Customise quantity surveying and costs norms/standards for health facilities. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Manage inputs to the user Asset Management, Project lists and Budget. Undertake research.

ENQUIRIES : MR K Molawa Tel No: (018) 391 4134

POST 24/288 : **ARCHITECT REF NO: NWH 07/2020**

SALARY : R618 732 per annum (All inclusive Package)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree in Architecture. Three (3) years' experience post qualification. Registered as a Professional Architect with the South African Council for the Architectural Profession (SACAP) must be attached. Computer literacy. A valid drivers' license. Main Role: To provide architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards which includes form and space designs in line with Infrastructure Delivery Management System (IDMS).

DUTIES : Determine and customise architectural functional & technical norms and standards. Determine architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Undertake Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparation of architectural inputs to the development of User Asset Management Plan and Project List. Assist with health facility planning. Undertake research.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 4134

POST 24/289 : **ASSISTANT DIRECTOR: FINANCE (INFRASTRUCTURE): NWH 12/2020**

SALARY : R376 596 per annum (plus benefits)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree/National Diploma in Commerce/Accounting /Economics. At least 5 years relevant experience in Financial Management of which 3 years should be at supervisory level. Computer literacy. A valid driver's license. Main Role: To assist with the coordination of all financial management functions.

DUTIES : Extract, analyse and validate financial information for infrastructure projects/programmes. Provide financial administration services for all Infrastructure Programmes and Projects. Prepare Financial Reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 4134

POST 24/290 : **CHIEF WORKS INSPECTOR: NWH 09/2020**

SALARY : R316 791 per annum (plus benefits)
CENTRE : Provincial Office
REQUIREMENTS : Bachelor's Degree/National Diploma in Building/ Mechanical/Electrical Engineering or N3 with Trade Test Certificate. At least 3-5 years' experience post qualification. Computer literacy. A valid drivers' license. Main Role: To manage the design and implementation of inspections of

buildings and machinery to validate compliance with Occupational Health and Safety requirements.

DUTIES : Provide technical inputs to Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters. Implement regular compliance inspections and audits at Health Facilities (regular safety audits). Conduct investigations into accidents and make recommendations. Manage the analysis of technical data. Make recommendations in terms of interventions required in terms of condition of buildings and or machinery that are compromising adherence with Occupational Health and Safety requirements. Manage the development of plans to address shortcomings in terms of compliance of Occupational Health and Safety requirements, Environmental requirements and Quality Assurance Standards. Manage people and budgets.

ENQUIRIES : Mr K Molawa Tel No: (018) 391 4134

POST 24/291 : **WORKS INSPECTOR REF NO: NWH 10/2020 (X2 POSTS)**

SALARY : R208 584 per annum (plus benefits)
CENTRE : provincial office
REQUIREMENTS : Bachelor's Degree/ National Diploma in Building/ Mechanical/Electrical Engineering or N3 with Trade Test Certificate. One (1) year' experience post qualification. Computer literacy. A valid drivers' license. Main Role: To implement inspections on compliance with the OHS legislation in terms of machinery or buildings at all Health Facilities and assist with the development and implementation of remedial plans.

DUTIES : Provide technical inputs to Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters. Implement regular compliance inspections and audits at Health Facilities (regular safety audits).Conduct investigations into accidents. Collect and analysis of technical data. Make recommendations in terms of interventions required in terms of condition of buildings and or machinery that are compromising adherence with Occupational Health and Safety requirements. Implement OHS Plans. Provide OHS training.

ENQUIRIES : Mr K Molawa, Tel No: (018) 391 4134

OFFICE OF THE PREMIER

APPLICATIONS : Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

CLOSING DATE : 30 October 2020

NOTE : The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed Z83, obtainable from any Public Service Department. Applications should include certified copies (not older than 6 months) of ID and Qualifications as well as a comprehensive CV with three contactable referees. Failure to submit the required documents will result in your application not being considered. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualification verification by SAQA and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office three months from the date of the advertisement

consider your application unsuccessful. The office reserves the right to not fill the position.

OTHER POSTS

POST 24/292 : **DEPUTY DIRECTOR- ORGANISATIONAL DEVELOPMENT REF NO: NWP/OOP/2020/01**

Candidates who previously applied for this position are advised to re-apply If they are still interested

Job Purpose: To develop Human Resource Strategies and ensure alignment of the organisational structure to Departmental strategic plan

SALARY CENTRE REQUIREMENTS

: R733 257 per annum (Level 11) (all-inclusive package)
: Mmabatho

: Knowledge: A Bachelor's degree in Management Advisory Services and/or equivalent (NQF level and Credits). Certificates in Job Evaluation and Persal Staff Establishment training in the public service and Orgplus training will be an added advantage. 6-7 years' experience in organizational development/ design environment of which three (3) years must be at in junior management (Assistant Director) level. Knowledge: Knowledge of Oorganizational Development, organizational design, job evaluation system, procedure and methods specifically in the public service. Sound knowledge and understanding of human resource legislation in the public service. Skills: Problem Solving and Good communication skills, Writing and Analytical skills and Computer literacy. Facilitation and presentation skills and Project management skills.

DUTIES

: Management of organisational design and development services. Management of the business Process. Mapping and improvement processes. Management and facilitation of job evaluation processes. Development and implementation of human resource plan. Management of staff establishment. Development and facilitation of the organization structure processes. Development and implementation of change management and service delivery improvement initiatives/programmes. Development and management of human resource delegation register. Development and management of job description database. Manage the provision of operations management services and employee satisfaction survey. Management of staff and development of policies. Coordinate and consolidate reports.

ENQUIRIES

: M.M Badimo Tel No: (018) 388-5038

POST 24/293 : **SECRETARY TO DIRECTOR: HUMAN RESOURCES MANAGEMENT AND PROVINCIAL MONITORING AND EVALUATION SYSTEM REF NO: NWP/OOP/2020/02 (X2 POSTS)**

Job Purpose: To provide administrative and secretarial support services to the Director

SALARY CENTRE REQUIREMENTS

: R173 703 per annum
: Mmabatho

: Grade 12 and/ or Secretarial qualification.1-2 year's relevant experience in office administration. Competencies: Good communication skills; verbal and non-verbal; ability to read; write and pay attention to details; sound interpersonal relations skills and good telephone etiquette; Computer literacy; high level of reliability and sound organizational skills. Willingness to work extra hours when required. Knowledge: Sound knowledge of all facets of work-related policies and practices. Skills: Above average technical/professional knowledge and skills in immediate work area and wider work environment.

DUTIES

: Provides administrative support services to the Director. Render the secretariat services to the Director; Minute taking during meetings; Coordinate and arrange meetings; Diary management; Office filling; Administration of Office correspondence; Management of the Office and performance related duties as assigned.

- ENQUIRIES** : M.M Badimo: Directorate: Human Resources Management Tel No: (018) 388-5038 and UH Kraak
 Directorate: Provincial Monitoring and Evaluation System Tel No: (018) 388-4010
- NOTE** : Candidate must specify the position applied for on the Z83 application form.
- POST 24/294** : **COVID 19 SCREENERS REF NO: NWP/OOP/2020/03 (X16 POSTS)**
- SALARY CENTRE** : R95 187 per annum
 Garona Government Complex (X8 Posts)
 Mmabatho Geo Science Building (X1 Post)
 Provincial Archives (X1 Post)
 Siemens Building, Mafikeng (X1 Post)
 Rustenburg District Office (X1 Post)
 Brits Office (X1 Post)
 Dr Ruth Segomotsi Mompati (X1 Post)
 Dr Keneth Kaunda (X2 Posts)
- REQUIREMENTS** : Grade 12 and/or equivalent qualification; Certificate in Computer Literacy will be an added advantage; Certificate in Nursing Assistant/ Auxiliary Services/ Occupational Health and Safety; Currently unemployed young people below age of 35 from the North West province will receive preference.
- DUTIES** : Perform daily screening of all employees and visitors; Data capturing of screening records (i.e after screening is done); Consolidation of daily screening registers and submission to Employee Health and Wellness; Record keeping of statistics (managing of registers); Facilitate referrals of systematic cases to Health facilities; Manage and administer COVID 19 essentials (Sanitizers, Temperature scanners, Liquid soaps, masks) Monitor compliance to COVID 19 regulations and report on non-compliance; Office decontamination.
- ENQUIRIES** : M. Nkoana Tel No: (018) 388-4122

DEPARTMENT OF PUBLIC WORKS AND ROADS (NWP)

This Department Is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured Males and Females and People with disability are encouraged to apply. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Head of Department, Public Works and Roads, Private Bag x2080, Mmabatho, 2735 OR Hand Deliver at Main Registry Office 133, 1st Floor, East Wing, Old Parliament, Building, Modiri Molema Road. NB: Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.
- FOR ATTENTION CLOSING DATE** : Mr M.E Khauoe,
 31 October 2020 at 15H00
- NOTE** : Applications must be accompanied by signed and dated Z83 form; recent updated comprehensive CV with at least names of three (3) contactable referees with contact details; originally certified copies of all qualification (s) including Grade 12 (Senior Certificate); certified ID copy. All applicants tertiary qualification/s must be accompanied by certified copies of academic record / transcript(s). Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates will be subjected to security screening and vetting. Previous school, university, college or employment the records will be verified. Faxed and emailed applications are not accepted. Applications should be forwarded on time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for

selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments. Candidates requiring additional information regarding an advertised Internship must direct their enquiries to the Enquiry Indicated below.

OTHER POSTS

POST 24/295 : **DEPUTY DIRECTOR: LAND ADMINISTRATION REF NO: H/O 09/2020 (X1 POST)**

SALARY : R869 007 per annum (Level 12) all inclusive remuneration package
CENTRE : Head Office - Mmabatho
REQUIREMENTS :

Qualifications and Experience: Matric (grade 12) certificate Plus National diploma or Bachelor's degree in one of the following fields: Real Estate, Town and Regional Planning, Urban Land Planning, Property Studies, Property Management. Minimum 5 years relevant experience (of which 3 years at supervisory level) in the management of properties at national, provincial or local sphere of government including private sector. A valid driving license is a requirement. Knowledge: Knowledge and understanding of the following Acts and policies: North West Land Administration Act, No. 4 of 2001, Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA), Public Finance Management Act, No. 1 of 1999 (PFMA), as amended, National Treasury Regulations, Spatial Planning Land Use Management Act 16 of 2013 (SPLUMA), Deeds Registries Act No. 47 of 1937, Restitution of Land Rights Act No. 22 of 1994, Alienation of Land Act No. 68 of 1981 and any other applicable government policies and prescripts. Skills and Competencies: Ability to work under pressure. Planning and organisational skills. Good client relations management. Conflict resolution and Negotiation skills. Willingness to travel extensively. High level of verbal and written communication skills. People management and development. Computer skills (Ms Word, Power Point and Excel). Good Communication, Interpersonal and Report writing skills.

DUTIES : Manage the Provincial Land Administration portfolio in line with North West land Administration Act. Manage the commercial rental portfolio, establish and maintain tenants' database. Integrate all land administration activities within the province including acquisitions and disposals at district level. Administer land use (optimum utilisation) and land audit, which include administration of commercial leases and land rights. Liaise with relevant stakeholders regarding land requests and enquiries on state-owned land, including the land disputes. Manage the land rights, way-leave agreements, and administration of commercial leases and registration of notarial leases at the Deeds Office. Manage the processes of surveying, rezoning and valuation of state owned properties. Manage the vesting process and attend the Provincial State Land Vesting and Disposal Committee (PSLVDC) meetings. Conduct land audit and ensure alternative optimum utilisation of state-owned properties (land/buildings). Liaise with relevant structure / stakeholders regarding acquisition of new properties and disposal of superfluous state properties. Prepare monthly and quarterly reports for Senior Management and adhoc reports to Provincial Treasury, Office of the Premier and various Provincial Legislature committees as and when required. Monitor and exercise control over the budget and expenditure for the Sub-Directorate. Manage the personnel within the Unit in line with the agreed Work Plans and Operational Plan and in terms of Performance Management and Development System (PMDS).

ENQUIRIES : Mr Jabulani Mathabela Tel No: (018) 388 4632

POST 24/296 : **DEPUTY DIRECTOR: REVENUE REF NO: H/O 11/2020 (X1 POST)**

SALARY : R733 257 per annum (SL11) all inclusive remuneration package

**CENTER
REQUIREMENTS**

: Head Office - Mmabatho
: Qualifications and Experience: Matric (Grade 12) certificate plus three year National Diploma/ Bachelor Degree in Public Finance and/ Auditing. Five (5) years' experience of which three (3) years should be at supervisory level. A valid driving license is a requirement. Knowledge: GRAP/GAAP; Financial Management and Accounting, Sound track record in Financial Accounting in the Public Service or private entities, Knowledge of public finance Management Act (PFMA), National Treasury Regulations, Knowledge of financial and operational prescripts that governs the Department and Public Sector, Knowledge of transversal systems used in the Department e.g. BAS, PERSAL skills, must have payroll and basic conditions of service knowledge. Skills and Competencies: Communication skills (written and verbal) Problem solving and decision making skills, ability to work under pressure and meet candidates, Computer literacy (MS Word, Excel, Power Point and Outlook) Numerical, Analytical, Reporting, Financial Skills ,Assertiveness, Accountancy and attention to detail.

DUTIES

: Advise and assist the Director financial Managements in the exercise of powers, functions assigned and delegations. Manage the effective implementation of the Public Finance Management Act (PFMA) and treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Prepare financial statements. Compile reports for internal and external audits. Manage bookkeeping and financial quality control services. Establish and maintain effective, efficient and transparent system and internal control. Manage staff .Management of the Revenue, Debt, Suspense and Bank Reconciliation .Compiling statutory reports relating to Revenue debt Suspense and bank reconciliation.

ENQUIRIES

: Mr M. Madienyane Tel No: (018) 3881441

POST 24/297

DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: H/O 12/2020 (X1 POST)

**SALARY
CENTRE
REQUIREMENTS**

R733 257 per annum (Level 11) all inclusive remuneration package
Head Office - Mmabatho

: Qualifications and Experience: Matric (grade 12) certificate plus Bachelor's degree or National Diploma in Accounting/Auditing/Risk Management. Minimum 5 years relevant experience (of which 3 years at Supervisory level) within the risk management environment. A valid driving license is a requirement. Knowledge: In depth knowledge of the PFMA, Treasury Regulations, Public Sector Risk Management Framework, King IV Report, Public Service Anti-corruption Strategies. Knowledge of governance and accountability, project management, financial and change management. Skills and Competencies: Problem solving and analysis skills, A proven track record in people management and empowerment, Communication skills (written and verbal) Decision making skills, Report writing, Ability to work under pressure, Computer literacy.

DUTIES

: Develop risk management strategies, systems (methodologies, models and tools etc.), policies and annual risk management plan. Manage, implement, review and improve the risk management framework: Undertake studies and analysis for identifying risks to establish the internal and external organisation context. Manage, facilitate and advice on the risk management assessment process. Manage, monitor and review the identified risk response activities. Compile risk profile (ensure that the risk register is maintained). Compile reports as required. Facilitate the institutionalisation risk management: Ensure that risk management philosophy and culture is embedded in the organisation. Manage and undertake capacity development (inform, guide and advise employees on risk management matters). Develop and facilitate the implementation of the fraud prevention plan and anti-corruption strategy. Develop and

facilitate the implementation of ethics policy/strategy. Coordinate the activities of the Risk Management Committees and perform the Secretariat functions. Assist the Director to ensure that all matters related to audit reports and are adequately resolved. Manage and supervise staff in the unit.

ENQUIRIES

: Mr E. Magole Tel No: (018) 388 3473

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

CLOSING DATE : 02 November 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 24/298 : **SCIENTIST (PRODUCTION LEVEL): RTD: ANIMAL SCIENCE REF NO: AGR 53/2020**

SALARY : Grade A: R618 732 - R666 540 per annum (OSD as prescribed)
 Grade B: R707 451 - R754 953 per annum (OSD as prescribed)
 Grade C: R797 670 - R939 621 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Agriculture, Western Cape Government
 : An appropriate Science degree BSc (Hons) or a 4-year BSc Agric degree as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the SACNASP as a professional Natural Scientist in Animal Science; A minimum of 3 years post qualification animal genetics research experience; A valid code B driving licence. Recommendations: A member of SASAS. Competencies: Working knowledge of the following: Genetics/genomics research in farm livestock species (i.e. dairy, small stock, ostrich and/or beef); Scientific methodologies and models; Research Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Presentation skills; Mentoring; Creating a high performance culture; Planning and organising; Conflict Management; Change Management; Problem solving and analysis.

DUTIES : Develop and implement farm animal research methodologies, systems and standard operating procedures; Perform farm animal research data analysis and compliance functions; Research and development; Human capital development.

ENQUIRIES APPLICATIONS : Dr C De Brouwer at Tel No: (021) 808 5220
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 24/299 : **ARTISAN (PRODUCTION LEVEL): ELECTRICAL REF NO: AGR 52/2020**

SALARY : Grade A: R190 653 - R211 596 per annum
 Grade B: R224 574 - R249 246 per annum
 Grade C: R262 176 - R324 708 per annum
 (Salary will be determined as per OSD prescripts)

CENTRE : Agriculture, Western Cape Government

<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate; A valid (Code B or higher) driving licence. Recommendations: Experience in: Electrical maintenance and repairs; Design and installing of electrical installations; Maintenance and installation of irrigation systems and water supply; Procurement and stock keeping; Computer literacy. Competencies: Knowledge of the following: Technical analysis; Electrical fault detection; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
<u>DUTIES</u>	:	Design and installing of new electrical installations; Electrical maintenance and repair of installations and equipment; General maintenance and repairs in support of research; Administration, supervision, procurement and expenditure control.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B. Aucamp at Tel No: (021) 808 5222/083 641 5161
<u>ENQUIRIES APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 24/300</u>	:	<u>ACCOUNTING CLERK: CASH FLOW MANAGEMENT REF NO: AGR 51/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05)
<u>SALARY CENTRE REQUIREMENTS</u>	:	Agriculture, Western Cape Government
<u>SALARY CENTRE REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification) with Accounting and/or Mathematics as a passed subject. Recommendations: Experience in a finance environment. Competencies: A good understanding of the following: Basic Accounting System; Relevant legislation, directions and procedures with regard to financial administration; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Division of Revenue Act (DORA); Medium Term Expenditure Framework; Standard Chart of Accounts; Good planning and organising skills; Problem solving and decision making skills; Written and verbal communication skills; MS Office; Ability to work under pressure; Good interpersonal relations.
<u>DUTIES</u>	:	Clearing and rectify transactions via journals; Registers on excel; Entity maintenance (banking details); Cashier functions (receive and safeguard money, receipts, deposits and petty cash); Cashier functions, clearing of suspense accounts by compiling and capturing of journals, receipts as well as entity maintenance.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Gerber at Tel No: (021) 808 5031
<u>ENQUIRIES APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 24/301</u>	:	<u>FARM AID: RTD- ANIMAL SCIENCE (ELSENBURG) REF NO: AGR 54/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R102 534 per annum (Level 02)
<u>SALARY CENTRE REQUIREMENTS</u>	:	Agriculture, Western Cape Government
<u>SALARY CENTRE REQUIREMENTS</u>	:	Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET 3). Recommendations: Relevant experience. Competencies: Skills working with research farm animals; Communication skills.
<u>DUTIES</u>	:	Daily cow herd maintenance; Livestock feeds and feeding; Research support; General farm work and infrastructure maintenance.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Calvert at (021) 808 5238
<u>ENQUIRIES APPLICATIONS</u>	:	To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively

you may email your application to, (3) Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 02 November 2020

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 24/302 : **DEPUTY DIRECTOR: WESTERN CAPE PROVINCIAL POLICE OMBUDSMAN REF NO: CS 17/2020**

SALARY : R733 257 per annum (level 11) (All-inclusive salary package)
CENTRE : Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years relevant management level experience. Recommendations: An appropriate Legal qualification (e.g. LLB or equivalent). Competencies: Knowledge of the following: South African Police Act and Constitutional Dispensation; Role of civilian oversight structures; Standing Orders of SAPS; Information systems. Understanding of: The social make up of communities; Developmental issues facing societies; Group dynamics and diversity; Skills needed: Formulation and report writing; Organizing and planning; Sound problem solving; Public and interpersonal relations; Verbal and written communications; Maintenance of sound labour relations; Team building / Motivation. Ability to: Work under pressure and with diverse people; Apply relevant directives.

DUTIES : Ensure the following: Handling of complaints/investigations; The developments and maintenance of the database of complaints and a case-flow management system; Provisioning of a secretariat support service to all meetings and general office support services for the WCPPO; Consult/Liaise with relevant role-player; Prepare and submit reports to Ombudsman, MEC and other stakeholders; Track and manage resolutions from complaints and refer complaints to any other competent authority; Co-ordinate functions and activities with other authorities that have jurisdiction in terms of complaints against police; Develop procedures and guidelines for handling of complaints; Compile procedures for non-compliance or obstruction of Ombudsman/investigating officer; Ensure effective management of the

Office of the financial management, human resource and procurement processes of the office.

ENQUIRIES : Mr JJ Brand at Tel No: (021) 483 9472

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 24/303 : **HEAD CLINICAL UNIT: GRADE 1 (NEONATOLOGY)**

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Tygerberg Hospital, Parow Valley (This is a joint staff appointment with the SU-FMHS)

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Sub-specialist Neonatologist. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist in Neonatology. Experience: A minimum of 3 years appropriate experience as a Medical Sub-Specialist after registration with the HPCSA as Medical Sub-Specialist in Neonatology. Inherent requirement of the job: After-hours duty. Competencies (knowledge/skills): Good communication skills. Ability to work in a team. A PhD in Neonatology is advisable.

DUTIES : Manage the Neonatal ICU Clinical Unit. Provide specialist care of neonates in Tygerberg Children's Hospital. Take part in under- and post-graduate training. Supervise research activities.

ENQUIRIES : Prof M Kruger Tel No: (021) 938-9506

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

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

CLOSING DATE : 30 October 2020

POST 24/304 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: PSYCHIATRY)**

Groote Schuur Hospital

SALARY : R562 800 per annum (PN-B3)

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science in terms of R212. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and

framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook).

DUTIES : 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. 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. Participate in and encourage nursing research.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071

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

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

CLOSING DATE : 30 October 2020

POST 24/305 : **CHIEF CLINICAL TECHNOLOGIST GRADE 1 (CRITICAL CARE)**

Groote Schuur Hospital

SALARY : R466 119 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows independent registration with the Health Professions Council of South Africa as Clinical Technologist: Critical Care. Registration with a professional council: Independent registration with the Health Professions Council of South Africa as Clinical Technologist: Critical Care. Experience: Minimum of 3 years' experience after registration with the HPCSA as an independent Clinical Technologist: Critical Care. Competencies (knowledge/skills): Good interpersonal and communication skills with above average technical skills and problem solving ability under pressure. Organisational and administrative planning. Well-developed computer skills (MS Word and Excel). Proven strong leadership and managerial experience as well as able to work independently and in team context.

DUTIES : Effectively manage a sub category (Mainly Theatre with possible future rotational duties through Adult ICU's, Trauma & Emergency or Neonatology) in the Clinical Technology – Critical Care Services at Groote Schuur Hospital and have past experience of working in all three categories. May be required to work on a rotational basis in the three areas. Provide Clinical support and Quality Control of Patient monitoring systems, Blood Gas Analysis, ICU ventilators and infusion therapy devices. Operational maintenance of Anaesthetic machines and surgical equipment in Theatres. Manage financial resources (HR/Equipment/Operational) allocated to Critical Care. Manage consumable stock ordering and assist in Equipment Procurement as required. Assume responsibility for co-ordinating, supervising and participating in the Clinical technology trainee teaching programme and other medical staff. Will be required to work after hours, over weekends and on public holidays.

ENQUIRIES : Mr G Strathie Tel No: (021) 404-3291 or 074 841 9682

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

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

CLOSING DATE : 30 October 2020

POST 24/306 : **CLINICAL PROGRAMME COORDINATOR (COMPREHENSIVE PHC SERVICES)**
Garden Route District

SALARY : R444 276 per annum (PN-A5) (Plus a non-pensionable rural allowance of 18 % of basic annual salary)

CENTRE : PHC Outreach and Support George Sub-district (Stationed at Uniondale Hospital)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) drivers' licence and willingness to travel. Competencies (knowledge/skills): Experience in People Management Supervision and PHC Services Programmes. Ability to analyse and interpret Health Systems Information, compile reports. Good organisational, interpersonal, creative problem solving and research. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy in MS Office to be able to do statistics and reports. Knowledge of the geographical area and the health facilities.

DUTIES : Ensure implementation, coordination, monitoring and evaluation of the District Child Health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions, Maternal Women, Youth and Men's Health and the 1st 1000 day's strategies within the Uniondale Area in the George Sub District. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support the Uniondale Area in the George Sub-Districts to achieve and maintain Ideal clinic status of the PHC facilities. Provide Supervision, Mentorship and Training to ensure Capacity Development of staff at facility level, Identify quality improvement initiatives on an ongoing basis. Assist PHC facilities within the Uniondale Area when need arises.

ENQUIRIES : Ms MJF Marthinus Tel No: (044) 814-1100

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

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

CLOSING DATE : 30 October 2020

POST 24/307 : **RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R395 703 per annum
Grade 2: R466 119 per annum
Grade 3: R549 066 per annum

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum educational qualification: Minimum educational qualification: National Diploma and/or B-Tech Degree that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiographer. Registration with the HPCSA as a Radiographer (Ultrasound). **Grade 1:** None after registration with the HPCSA in Radiographer (Ultrasound). **Grade 2:** 10 year's appropriate experience after registration with HPCSA in Radiography (Ultrasound). **Grade 3:** 20 years' appropriate experience after registration with HPCSA in

Radiography Ultrasound). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours if necessary. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Ability to work independently and in a team with good interpersonal skills. Organisational and computer skills of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom 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)".

DUTIES : Provide a comprehensive diagnostic ultrasound service with the main focus on Obstetrics imaging. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, train and assess junior colleagues and students.

ENQUIRIES : Ms D Van Heerden Tel No: (021) 659 4921
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

CLOSING DATE : 30 October 2020

POST 24/308 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3**
 Cape Winelands Health District

SALARY : Grade 1: R395 703 per annum
 Grade 2: R466 119 per annum
 Grade 3: R549 066 per annum

CENTRE : Drakenstein Sub District
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA as an Ultrasound Radiographer. Experience: **Grade 1:** None for SA qualifies employees. 1 year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. **Grade 2:** Minimum of 10 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA in Radiography (Ultrasound) in respect of SA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirement of the job: A valid driver's licence and willingness to travel within the Sub District. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis and be able to serve patients in at least two of the three official languages of the Western Cape. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, paediatric-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.

DUTIES : Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Drakenstein Sub District. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment

management. Maintain case records and statistics. Supervise, train and assess junior colleagues, O&G /Radiology registrars and radiographers. Actively take part in CPD- program, as learner as well as In-service training.

ENQUIRIES : Dr R Gaffoor Tel No: (021) 877-6400
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
CLOSING DATE : 30 October 2020

POST 24/309 : **ASSISTANT DIRECTOR: PLANNING AND COMMISSIONING UNIT (5/8TH)**
Red Cross War Memorial Childrens Hospital

SALARY : R235 374 per annum
CENTRE : Red Cross War Memorial Childrens Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in the various facets of infrastructure development and project management. Inherent requirement of the job: Appropriate experience/knowledge of an Engineering Maintenance Workshop environment. Competencies (knowledge/skills): Knowledge and understanding of hospital systems, procedures and protocols. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint). Ability to function effectively as part of a team and independently. Knowledge of lines of communication within Western Cape Government.

DUTIES : Required to be on duty 5/8th (5 out of 8 working hours). Co-ordinate and facilitate the planning of infrastructure projects. Co-ordinate, facilitate and monitor the progress of all projects to completion. Maintain the reference library of all hospital plans and associated documents. Management of the allocation of space on the Hospital premises.

ENQUIRIES : Mr K Chauhan Tel No: (021) 658-5416
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind will be required when applying for this post.
CLOSING DATE : 30 October 2020

POST 24/310 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 1: R208 383 per annum
Grade 2: R241 839 per annum
Grade 3: R262 068 per annum

CENTRE : Directorate: Pharmacy Services, Cape Medical Depot
REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a professional council: Current registration with the SAPC as a Post Basic Pharmacist Assistant. Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Knowledge and/or experience in handling pharmaceutical supplies particularly in a warehouse environment, including Cold Chain Practices. Knowledge of Drug Supply Management Principles. Good knowledge of wholesale warehouse practices and procedures Proficiency in at least two of three official languages of Western Cape. Good numeric skills. Meticulous and attention to detail.

- DUTIES** : Assist with the receiving and storage of pharmaceutical products from suppliers. Assist with the control of pharmaceutical stock. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Post Basic Pharmacist Assistant. Assist with the efficient and secure packaging of pharmaceutical products for delivery. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good warehouse practice. Support and assist the Pharmacy Supervisor with collating statistics.
- ENQUIRIES** : Ms C Buthelezi Tel No: (021) 483-8804 or Ms S Dulaze Tel No: (021) 483-2422
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Only applicants within the Provincial Government: Western Cape will be considered for this post. Candidates registered in categories other than "Warehousing/Wholesale" may also apply, on condition that registration in the category "Warehousing/Wholesale" is obtained within 12 months. Appointments will be done on probation until the registration certified in the required category is obtained. Failure to comply will lead to the termination of services in the cases of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post.
- CLOSING DATE** : 30 October 2020
- POST 24/311** : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum
- CENTRE** : Khayelitsha District Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Experience in supervising sub-ordinates. Inherent requirements of the job: Valid Code B/EB driver's licence. Ability to perform standby and overtime duties. Ability to climb under/over obstacles, climb ladders, move heavy items and work at heights. Competencies (knowledge/skills): Appropriate experience in the carpentry field, general carpentry repairs, partitioning and basic painting. Ability to work independently and under pressure, with good organisational skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skilfully and safely.
- DUTIES** : Maintenance and repair of all wooden office furniture assets, doors hinges, door closers, bumper rails under the supervision of the Chief Artisan. Maintain and repair carpentry installations and equipment at the institution. Manufacture wooden structured items and laying of floor covering and dry walling. Painting / varnishing of walls and wooden structures where required. Perform necessary administrative functions, train and manage performance of staff. Assist with the execution of engineering projects and control over tools and materials. Assist the Chief Artisan with reasonable adhoc duties. Manage outsourced contracts and compiling minor contract specifications. Supervision of handyman, Tradesman Aids and intern staff.
- ENQUIRIES** : Mr L Petersen Tel No: (021) 360-4705

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

NOTE : Shortlisted candidates may be subjected to a competency test. No payment of any kind will be required when applying for this post

CLOSING DATE : 30 October 2020

POST 24/312 : **ADMINISTRATION CLERK: ADMISSIONS**
Garden Route District

SALARY : R173 703 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in electronic patient administration. Inherent requirement of the job: Must be prepared to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Competencies (knowledge/skills): Sound communication skills, with internal and external clients (verbal and written), in two of the three official languages of the Western Cape. Numerical skills and the ability to maintain confidentiality. Knowledge and experience in electronic patient administration. Computer literacy in Microsoft (Word, Excel and Outlook). Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Assessment of patients according to the means test when admitting patients, update patient information and ensure availability of patient folders. Responsible for sound cash management for revenue control which includes the receipt of money, issue of accounts, receipt and safekeeping of money. Open and maintain patient folders and loan of patient folders to relevant departments on the Clinicom system. Responsible for handling of patient enquiries. Filing of patient folders and documents on a daily basis. Record keeping, trace old folders, compile new folders and destruction of folders.

ENQUIRIES : Mr PDF Bouw Tel No: (044) 302-8408
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 October 2020

POST 24/313 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
Central Karoo District

SALARY : R173 703 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, PowerPoint). Basic understanding of Human Resource Management. Knowledge of PERSAL.

DUTIES : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, RWOPS, Appointments, Service Terminations and audit personnel/leave records. Assist with recruitment and selection process. Assist staff, supervisor, management and

members of the Public with regard to Human Resource and Personnel matters and effective support service to Supervisor, i.e. relief duties, attending meetings.

ENQUIRIES : Mr EJ Jewel Tel No: (023) 414-8291
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 October 2020

POST 24/314 : **HOUSEHOLD AID**
Central Karoo District

SALARY : R102 534 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in the field of domestic and hospital cleaning services. Inherent requirements of the job: Physically able to lift and or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and hospital cleaning services. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Ability to operate machinery and equipment. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.

DUTIES : General cleaning, housekeeping and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal. Ensure effective Waste Management, Linen control Laundry and Food services. Effective and efficient utilization and storage of cleaning material and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhering to general hygienic and safe environment in terms of standards and procedures.

ENQUIRIES : Ms N Tsengiwe Tel No: (023) 414-8200
APPLICATIONS : Please submit your application for the attention of Ms S. Pienaar to the District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 October 2020

POST 24/315 : **PEST CONTROL ASSISTANT (ENVIRONMENTAL HYGIENE SERVICES)**
Groote Schuur Hospital

SALARY : R102 534 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in Pest Control. Inherent requirements of the job: Willingness to work shift (e.g. starting time 15h00 until 23h30). Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. The ability to do physical work and handle machines/apparatus.

DUTIES : Render a support service to all departments, wards, clinics and theatres with regard to pest control to ultimately ensure a pest free environment. Effective Pest Control service within allotted time frames with/out direct supervision. Effective safe guarding of chemical materials. Ensure effective maintenance of equipment and PPE. Provide effective support to the Pest control Supervisor with regards to Pest control and minor administrative tasks.

ENQUIRIES : Mr PJ Swarts Tel No: (021) 404-6484

APPLICATIONS : Please submit your application for the attention of Mr MS Benjamin to the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test.

CLOSING DATE : 30 October 2020

POST 24/316 : **DRIVER (LIGHT DUTY VEHICLE)**
Central Karoo District

SALARY : R102 534 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum requirement: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate driving experience. Inherent requirements of the job: Valid Code B/EB driver's licence. After hours standby duties. Ability to lift heavy items. Must have sober habits. Willingness to travel. Competencies (knowledge/skills): The ability to communicate in two of the three official languages in the Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Regulations.

DUTIES : Transport official passengers, post, packages and equipment. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Adhere to departmental codes and procedures. Ensure accurate completion of log books and routine administration. Ensure that all vehicles are kept clean and tidy. Effective delivery and collection of all blood products/specimens. Deliver medication, goods and equipment within the PGWC.

ENQUIRIES : Mr H van Wyk Tel No: (023) 414-8200
APPLICATIONS : Please submit your application for the attention of Ms S Pienaar to the Manager: Garden Route District Office, Private Bag X6592, George, 6530.

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 October 2020

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 02 November 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 24/317 : **DEPUTY DIRECTOR: SPECIALISED SUPPORT (INTERVENTIONS)**
REF NO: LG 19/2020

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Local Government, Western Cape Government
REQUIREMENTS : A recognised 4-year legal qualification or LLB; A minimum of 3 years management level experience in a legal support or related environment. Recommendations: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examinations; Experience in local government law and administrative law. Competencies: Knowledge of the following: Local government legislation and the application thereof; Public sector finance; Legislation in the public sector; Applicable management

systems; Monitoring and reporting procedures; Municipal finances; Policy and SOP formulation; Project Management; Skills needed: Communication skills (written, verbal); Presentation; Computer; Management; Analytical; Conflict management and Interpersonal; Organising and planning; Ability to work independently and as part of team as well as to work under pressure; Strong work ethic.

DUTIES : Assessing the state of governance in dysfunctional municipalities or a particular area of governance; Managing formal interventions in municipalities in terms of section 139 of the Constitution, as well as informal interventions in municipalities; Render strategic support to the Director: Specialised Support; Provision of assistance with regard to functional and operational legal support and assistance in respect of formal provincial interventions justified or required in terms of Section 139 of the Constitution; Provision of specialised support provided on governance issues in response to municipalities' needs; Advocate and build capacity regarding anti-corruption, fraud and maladministration policies and guidelines in municipalities; Performance and information management and reporting; Manage the: Operation of the sub-directorate; Allocated financial and human resources; Render secretarial service to the Local Government Support Group and give effect to outcomes; Responsible for synthesizing regional monitoring reports and departmental information on municipalities into an integrated analysis for specific outputs for the Department.

ENQUIRIES : Mr G Birch at Tel No: (021) 483 3113
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 24/318 : **ASSISTANT DIRECTOR: TRAINING CO-ORDINATION REF NO: LG 26/2019 R1**
(12-Month Contract Position)

SALARY : R376 596 per annum (Level 09) plus 37% in lieu of service benefits
CENTRE : Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ Bachelor's Degree/ Advanced Diploma); A minimum of 3 years relevant experience in training and coordination within a local government or related environment. Recommendations: B-tech in Human Resource Development. Competencies: Knowledge of the following: Local Government mandate; Legislation and policy framework applicable to Skills Development; Monitoring and reporting procedures; Municipal training and capacity building environment; Functioning of SETA's; Written and verbal communication skills; Proven computer literacy; Conflict management skills; Management and leadership skills; Presentation skills.

DUTIES : Plan and coordinate training initiatives for the department; Coordinate multi-stakeholder participation in implementing national capacity building framework; Evaluate training interventions; Liaise with relevant stakeholders on training and development interventions for the department.

ENQUIRIES : Ms Z Mtyoko at (021) 483 3565
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 02 November 2020

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 24/319 : **INFRASTRUCTURE ANALYST: PG INFRASTRUCTURE REF NO: PT 15/2020**

SALARY : R376 596 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Commerce/ Economics/ Financial Management/ Law or Built Environment; A minimum of 3 years relevant experience in the assessment, implementation or monitoring of immovable assets inclusive of Infrastructure Projects; A valid code B driving licence. Recommendations: A Project Management Certificate and/or Contract Management training and/or Asset Management and/or Supply Chain Management and infrastructure procurement experience/exposure. Competencies: Knowledge of the following: Public Financial Management Act, Municipal Finance Management Act (MFMA); Division of Revenue Act (DoRA); Government Immovable Asset Management Act (GIAMA); Western Cape Land Administration Act, National Treasury Regulations, User Asset Management Guidelines and Local Government Capital Asset Management Guidelines; Analytical thinking skills; Excellent research, report writing, organising and planning skills; Proven computer literacy; Communication (written and verbal) skills.

DUTIES : Assess the institutionalization of and compliance with the infrastructure Delivery Management System in sector departments; Monitor infrastructure delivery and spending performance on projects; Assess departments' infrastructure budgets against project readiness, implementation schedules and approved allocations; Assess departments Assets Management Plans for compliance with GIAMA; Review property lease and disposal submission and draft recommendations.

ENQUIRIES : Mr A Visagie at Tel No:(076) 432 0823

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 02 November 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 24/320 : **SOCIAL WORK SUPERVISOR: KRAAIFONTEIN (SERVICE DELIVERY TEAMS) REF NO: DSD 73/2020**

SALARY : R384 228 - R445 425 per annum (OSD as prescribed).
CENTRE : Social Development, Western Cape Government
REQUIREMENTS :

Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

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

ENQUIRIES : Ms M Harris at Tel No: (021) 812 0921
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 24/321 : **ASSISTANT DIRECTOR: BUDGETING AND PLANNING REF NO: DSD 72/2020**

SALARY : R376 596 per annum (Level 09)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS :

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of relevant legislation and policies; Proven communication skills; Proven computer literacy skills.

DUTIES : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting – Coordinate, review, analyse and quality assure the budget preparation process; Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.

ENQUIRIES : Mr DI Holley at Tel No: (021) 483 4276
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 24/322 : **CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES (VREDELUS) REF NO: DSD 71/2020**

SALARY : Grade 1: R199 188 per annum, (OSD as prescribed).
CENTRE : Social Development, Western Cape Government
REQUIREMENTS :

Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after

obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery.

- DUTIES** :
- Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.
- ENQUIRIES** :
- Mr M Benting at Tel No: (021) 931 0233
- APPLICATIONS** :
- Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** :
- 02 November 2020
- NOTE** :
- Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 24/323** :
- BUSINESS ANALYST REF NO: TPW 95/2020**
- SALARY** :
- R733 257 per annum (Level 11) (All-inclusive salary package)
- CENTRE** :
- Transport and Public Works, Western Cape Government
- REQUIREMENTS** :
- An appropriate 3-year B-degree or higher qualification in Information Systems; A minimum of 6 years in business case development; A valid code B driving licence Recommendations: Experience in the following: Requirements Analysis and Documentation; Systems analysis; BABOK certified or similar or eligible for future certification; Knowledge and/or experience in Lean, Six Sigma, KanBan System Design & Enterprise Architecture; Proven experience with SQL/Oracle/BI reporting is advantageous; Understanding of BIM for transportation infrastructure; Proven experience in translating business requirements into system requirements; Proficiency with Microsoft Office Suite; Exceptional written and verbal communication skills in at least two of the official languages of the Western Cape Province; Ability and willingness to travel and work remotely. Competencies: Proven knowledge of the following: Business Process modeling and re-engineering; Business Systems Analysis; Business Modelling Enterprise systems development; E-government and ICT best practices; Functional design and user requirement specifications;

Business case development; Product development; Basic finance and accounting; Market segmentation and the theory of marketing Outsourcing; Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act etc; Process flow development, data mapping, data migration, testing, training, change management & analytics. skills in the following: Exceptional written and verbal communication; Conflict and people management; Well-developed innovative problem solving, analytical, strategic thinking and planning.

DUTIES

: Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for approved E-government and ICT programmes/projects within the agreed frameworks. Map business processes and audit business systems. Prepare business cases for E-government, networking and systems development programmes/projects. Perform transversal business systems analysis. Perform post implementation business systems and impact evaluation. Develop a Provincial Master System and IT Plans. Contribute to the project specifications and ensure that the appropriate tasks are performed at the appropriate level of quality. Ensure that the strategies and policies are implemented and adhered to. Ensure that the appropriate strategies and policies are in place and if/when not provide the necessary expertise to the Policy and Strategy Unit. Actively contribute expertise to the project team in all areas of business analysis. Liaising with developers to resolve system issues; Perform any ad hoc duty that may be assigned by Supervisor/Management; Preparing technical and monthly progress reports, presenting at regular progress meetings and explaining technical concepts to management and non-technical teams across the Branch; Manage the process of escalating service blockages.

**ENQUIRIES
APPLICATIONS**

: Mr J Neethling at Tel No: (073) 952 9707
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 24/324

: **PROJECT MANAGER: ROAD SYSTEM INFRASTRUCTURE REF NO. TPW 94/2020**

**SALARY
CENTRE
REQUIREMENTS**

: R376 596 per annum (Level 09)
: Transport and Public Works, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher); A minimum of 3 years' experience in information technology project management; A valid code B driving licence. Recommendations: Applicable course/training in Project Management; PMBOK certified or similar e.g. PMP or eligible for future certification; Proficiency with Microsoft Office Suite; Ability to travel and work remotely. Competencies: Proven understanding of: Information and Communication Technology and other relevant legislation and policies and Application of monitoring and evaluation methods and tools; Knowledge of Budgeting and Financial Management; Project Management skills; Communication skills (written and verbal); Strategic thinking and data analytics abilities; Programming; Infrastructure planning and design; Network analysis; Contract management; Technical standards/ procedures; HR matters.

DUTIES

: Plan, organise and control: Activities of project leaders, system analysts, developers and network technologists in the development and/or implementation of computer-based systems and in the design and/or implementation of network infrastructure technologies and/or projects as well as customisation and/or implementation of outsourced information technology projects and/or in the design /customisation and/or implementation of outsourced infrastructure projects; Assigns personnel to projects, direct their work and co-ordinates work of project leaders; Financial control/certification of outsourced projects; Ensures technical and functional standards are observed and prepares staffing and

hardware/software budgets; Contract management for outsourced projects; Monitoring and managing performance against project plans; Research on information technology and latest trends in project management; Provide input on policy matters regarding information technology; Perform any ad hoc duty that may be assigned by Supervisor/Management; Report writing.

**ENQUIRIES
APPLICATIONS**

: Mr J Neethling at Tel No: (073) 952 9707
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 24/325

: **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): ROUTINE
MAINTENANCE & CONSTRUCTION & SPECIALISED MAINTENANCE
REF NO: TPW 240/2019 (X2 POSTS)**

SALARY

: Grade A: R363 894 - R392 283 per annum
Grade B: R414 189 - R446 202 per annum
Grade C: R473 574 - R557 856 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

**CENTRE
REQUIREMENTS**

: Transport and Public Works, Western Cape Government
: Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist; A minimum of 3-years post qualification Engineering technologist experience; A valid driving licence (Code B). Recommendations: Working experience in the following: Road maintenance and or road construction; Human Resources Management and Development, Industrial Relations and Acquisition Management. Competencies: Knowledge of the following: Road safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads – Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Computer-aided engineering applications; Project Management; Technical design and analysis; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Project); Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.

DUTIES

: Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and co-ordination and physical protection of the proclaimed provincial network within the DRE; Inspections of Provincial Roads; Procurement of maintenance material required; Monitor flood damage repair and maintenance activities on roads; Monitor the application of maintenance machinery and equipment of roads; Ensure that Provincial norms and standards are met; Ensure effective and economical execution; Ensure the promotion of safety in line with statutory and regulatory standards drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorize/ make recommendations for approval by the relevant authority; Provide input into the budgeting process; Compile and submit report as required; Provide and consolidate inputs to the technical/ engineering operational plan; Ensure the development, implementation and maintenance database; Manage, supervise and control technical and related personnel assets; Research/ literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/ councils on engineering related matters; Ensure compliance with the National Environmental Management: Biodiversity Act, 2004.

ENQUIRIES

: Mr J.C Prodehl at Tel No: (044) 272 6071

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 24/326</u>	:	<u>SURVEY TECHNICIAN PRODUCTION REF NO: TPW 103/2020</u>
<u>SALARY</u>	:	Grade A: R311 859 – R332 799 (OSD as prescribed) Grade B: R353 226 - R380 775 (OSD as prescribed) Grade C: R402 045 - R473 574 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	3-year National Diploma (or equivalent qualification) in Surveying with a minimum of 3 years post qualification technical experience or completion of candidacy period; Compulsory registration with SAGC as a Survey Technician or Surveyor; A valid (code B) drivers licence. Recommendations: Experience in Roads branch operations; Extensive experience in the field of interest. Competencies: Skills in the following: Spatial perception and technical; Mapping (Computer –aided and manual), Planning and organizing, Communication skills in at least two of the three official languages of the Western Cape, People management, Strategic capability and leadership, Technical report writing; Sound engineering and professional judgement; Must be thorough and self-motivated.
<u>DUTIES</u>	:	Responsible for the following: Information and plans in digital and hard copy formats for topographical survey mapping; Preparation of topographical survey drawing, using Microstation, CAD, uSmart and Civil Designer; Designer; Quality control of outsourced cadastral compilation and calculations to ensure compliance with prescribed TMH11 standards; Quality control of outsourced expropriation plans and sketches to endure compliance with prescribed standards; The provision of technical expertise and advice to the private and public sector relating to cadastral and expropriation data.
<u>ENQUIRIES APPLICATIONS</u>	:	Pierre Spence at Tel No: (083) 6415180
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 24/327</u>	:	<u>ADMINISTRATOR: SECRETARIAT AND LINE SUPPORT REF NO: TPW 93/2020</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE REQUIREMENTS</u>	:	Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year relevant experience. Recommendations: A valid (Code B or higher) driving license; Exposure to Government Procurement and financial processes; Proficiency with Microsoft office suite; Knowledge and experience in Roads Branch; Willingness to travel when required; Proven experience in written communication; Courses and further training. Competencies: Knowledge of the following: Relevant legislation/policies/ prescripts and procedures; Modern systems of governance and administration; Latest advances in public management theory and practices; Government protocol; Meeting protocol. Following skills: Innovative, assertive and self- motivated; Computer literacy; Planning, organising and people management; Communication (written and verbal) and presentation; Administrative. Ability to: Draft complex documentation; manage various office activities; Function under rapidly changing and pressurised circumstances.
<u>DUTIES</u>	:	Provide internal and external secretariat service for meetings of branch; Quality assure technical formatting of documents; Provide line administrative support to components in branch; Administer all processes relating to the maintenance and renewal of licences (systems); Facilitate and coordinate departmental roads branch reporting to all external stakeholders (e.g. National Departments, other Provincial Departments

		and other departmental components); Facilitate the flow of information and the editing of technical reports to stakeholders.
<u>ENQUIRIES</u>	:	Ms S Pietersen at Tel No: (072) 775 3388
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 24/328</u>	:	<u>ADMINISTRATIVE OFFICER (OFFICE OF CHIEF DIRECTOR: DESIGN)</u> <u>REF NO: TPW 98/2020</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1-year relevant experience. Recommendations: A valid driving licence; Experience in Human Resource related matters; Willingness to travel when required; Courses and further training. Competencies: Knowledge of the following: Admin procedures and systems; Information management; Written and verbal communication skills; Problem solving analysis and decision-making skills; Proven computer literacy; Planning & Organising skills.
<u>DUTIES</u>	:	Ensure and advise on the effective flow of information and documents to and from the Office of the manager; Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Obtain inputs, collate and compile reports; Scrutinise routine submissions/ reports and make abbreviated notes and/or recommendations for the manager; Respond to enquiries received from internal and external stakeholders; Draft documents as required; Collect, analyse and collate information requested by Manager; Clarify instructions and notes on behalf of the Manager; Ensure that travel arrangements are well coordinated; Prioritise issues in the office of the Manager; Manage the leave register and telephone accounts for the component; Handles the procurement of standard items, like stationary, refreshments etc for the activities of the manager and the unit; Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made and prepare briefing notes for the manager; Coordinate logistical arrangements for meetings when required. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over- and under spending.; Remains up to date with regard to the applicable prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Ms S Pietersen at Tel No: (072) 775 3388
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 24/329</u>	:	<u>ARTISAN (PRODUCTION LEVEL): SHEET METAL AND ROAD SIGNS</u> <u>FACTORY REF NO: TPW 76/2020 R1</u>
<u>SALARY</u>	:	Grade A: R190 653- R211 596 per annum Grade B: R224 574- R249 246 per annum Grade C: R262 176 - R324 708 per annum (Salary will be determined as per OSD prescripts).
<u>CENTRE</u>	:	Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate; A valid (Code B or higher) driving licence. Recommendations: Experience in repair and maintenance of road signs or experience in sheet metal operations similar to manufacturing of roads signs; A valid (Code C or higher) driving licence. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and

organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.

DUTIES

: Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES

: Mr R Oliver at Tel No: (021) 959 7700

APPLICATIONS

: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>