



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>APPLICATIONS</u>	:	The reference number should be featured in the subject line in the application e-mail sent to the Department. DALRRD requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: http://www.dpsa.gov.za/dpsa2g/vacancies.asp
<u>CLOSING DATE</u>	:	30 July 2021 at 16:00
<u>NOTE</u>	:	The below positions are re-advertised, applicants who previously applied are encouraged to reapply if still interested. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Failure to do this will result in the application being disqualified. Shortlisted candidates must provide proof of successful completion of the course. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with, that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, service certificates to support senior management experience, driver's licence and proof of registration with professional bodies where applicable, identification document and permanent residency/work permit. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resource. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Attachments to emailed applications must be limited to 10 megabytes and be as a PDF document. The DALRRD cannot be held responsible for server delays. Failure to submit the required documents will result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position.

MANAGEMENT ECHELON

<u>POST 25/01</u>	:	<u>DIRECTOR-GENERAL REF NO: 3/2/1/2021/006</u>
<u>SALARY</u>	:	R1 978 533 per annum (Level 16), (All-inclusive package to be structured in accordance with the rules for Senior Management Services (SMS) plus 10% non-pensionable Head of Department allowance) (This is a performance-based contract position of 5 years).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree or Advanced Diploma (NQF Level 7) and a Post Graduate qualification (NQF Level 8) in relevant areas of Agriculture, Land Administration, Rural Development as recognised by SAQA. Post Graduate qualification in Business Administration, Project Management or Public Administration will be an added advantage. Eight (8) to ten (10) years relevant experience at executive managerial level in a large organisation of which at least three (3) years' experience within any organ of state and the ability to provide strategic leadership and direction to the current team. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: Knowledge of Public Service Legislation. Knowledge and understanding of relevant legal frameworks. Thorough understanding of the political mandate of the Department. Understanding of key government priorities. Knowledge and experience in Land Reform, Policy and Rural Development. Thorough knowledge and understanding of the Public Finance Management Act (PFMA). Ability to provide strategic leadership aimed at supporting the vision and mission of the Department. Ability to implement outcome-based performance management system. Extensive managerial experience in the management of financial and human resources. Proven ability to innovate. Ability to initiate and support organisational transformation and change. Ability to explore and implement new ways of delivering service. Ability to work together with civil society, business, academia and the international community. Highly developed liaison skills. Job Related Skills: Strategic capability and leadership skills. People management and empowerment skills. Financial management skills. Communication and negotiation skills. Monitoring and evaluation skills. Coordination and facilitation skills. Programme and Project management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem-solving and analysis. Client orientation and customer focus. A valid driver's licence. Passion to drive the Department's critical mandate in ensuring and creating equal opportunities for rural communities by creating the necessary platforms for economic and social transformation and sustainability.
<u>DUTIES</u>	:	Improve governance and service excellence. Ensure compliance with government legal prescripts. Create an environment for innovation in service delivery. Build strong internal controls. Oversee the effectiveness of internal controls, governance and risk management of all business processes. Ensure full compliance with policies. Support effective change management and capacity development. Oversee comprehensive result based on planning, monitoring and evaluation that drives performance of the Department and ensures delivery on expected outcomes. Oversee the effective, fair management of human resources; information and communication technology services; legal and legislation development services; the provision of strategic communication services; corporate support integration and reporting services; and the management of effective, efficient, economical and transparent use of financial resources within the Department. Oversee the rendering of safety and security services; and coordinate provincial and district operations of departmental services and programmes. Ensure Spatial Transformation, effective and efficient land administration. Oversee spatial integration-coordination, integrated and cohesive national development enabling economic growth and spatial transformation at scale. Oversee development of an Integrated Land Administration System; the target of achieving equitable access to land; the review of applicable legislation, namely Deeds and Cadastral; the creation of a uniform, recognisable and comprehensive system of Spatial Planning and Land Use Management that promotes social inclusion, economic inclusion, equal opportunity and equal access to government services. Oversee the management of processes relating to the National Spatial Development Framework (NSDF); and the finalisation of the Integrated Land Administration System (ILAS) Framework approval. Redress and provide

equitable access to land and producer support. Oversee the implementation of the National Policy on Comprehensive Producer Development Support (NPCPDS) by implementers to achieve food security, sustainable productivity and production in order to achieve the sustainable development goal. Oversee the development and coordination of policies and programmes in support of the implementation of land reform. Oversee the strive towards equitable access to land, land distributed to previously disadvantaged individuals allows them to effectively participate in land utilisation for agriculture, housing or commercial use. Coordinate and manage restitution support services and financial support programmes; Oversee the identification and mapping-out of restituted farms and the provision of smallholder producers with comprehensive support packages to enable participation in the mainstream economy. Increase production in the Agriculture Sector. Oversee strategic guidance and frameworks for the development of legislation, policies and strategies in relation to animal production (this includes game farming/wildlife ranching) and plant production. Oversee coordination of participation in national, regional and international structures for purposes of promoting and managing agricultural production. Provide strategic and policy leadership with regards to sustainable natural resources. Increase market access and maintenance of existing markets. Oversee market access initiatives – ability of agribusinesses to penetrate and participate in mainstream value chains and agricultural exports. Oversee the provision of comprehensive support for small businesses and the implementation of trade agreements by trading partners, adherence to product standards (Global-Gap), Product competitiveness in global market and the buying power of trading partners. Initiate and oversee trade policy reform. Oversee trade facilitation and implementation – infrastructure, regulatory framework, trade agreement; the provision of capacity and skills for trade-related infrastructure; the implementation the international Relations Strategy. Oversee prioritisation of high return industries and avail support programmes. Oversee the leveraging private sector investments with public investment. Ensure integrated and inclusive rural economy. Oversee planning and coordination in the provision of basic services and rural town development (inclusive of job creation in rural areas); the mobilisation and organisation of rural communities (inclusive of job creation in rural areas), and the support to rural enterprises and operationalising Agri-parks comprising of three distinct but interrelated basic components namely the Farmer Production Support Units, Agri-Hubs and Rural Urban Market Centres; the initiation of enabling rural development legislation and the Rural Development Policy and Rural Development Strategy. Ensure extensive stakeholder involvement across all spheres of government. Enhance biosecurity and effective disaster risk reduction. Oversee strategic guidance and frameworks for the development of legislation, policies and strategies in animal health, plant health, food safety, disaster risk management and protection of the environment. Oversee the provision of strategic guidance and frameworks for the development of legislation, policies and strategies in relation to quality assurance and inspection services. Oversee coordination of participation in national, regional and international structures for purposes of promoting and managing agricultural production, food safety, biosecurity and disaster risk management. Oversee community networks created to support government initiatives to promote biosecurity.

**ENQUIRIES
APPLICATIONS**

: Ms K Kgang Tel No: (012) 319 7333
: Please ensure that you email your application to: post006@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

POST 25/02

: **DEPUTY DIRECTOR-GENERAL: SPATIAL PLANNING AND LAND USE
MANAGEMENT (SPLUM) REF NO: 3/2/1/2021/008**
Branch: Spatial Planning and Land Use Management

SALARY

: R1 521 591 per annum (Level 15), (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE

: Pretoria

REQUIREMENTS

: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree (NQF level 7) in Town and Regional Planning / Urban and Regional Planning and Honors Degree or Post Graduate Diploma (NQF level 8) in Town and Regional Planning / Urban and Regional Planning. Registered at the South African Council for Town and Regional Planners. 8 to 10 years' experience at senior management level. Job Related Knowledge: Applicants must have thorough knowledge and understanding of the following: Public Service environment, Public Finance Management Act and related Treasury Regulations. Understanding of the South African economy with respect to industrial development, growth, equity and empowerment. Sound understanding of the interconnectedness of Government policies and strategies. Job Related Skills: Strong strategic planning and leadership skills. Analytical, innovative, problem solving, interpersonal and human resource management skills. Skilled negotiator and self-confident decision maker. Good report writing and excellent financial management skills. High level of computer literacy and ability to communicate effectively at all levels. A valid driver's licence and a willingness to travel both locally and internationally.

DUTIES

: Manage the development policy and standards, provide support and monitor implementation of Spatial Planning and Land Use Management (SPLUM) Spatial Data Infrastructure legislation and capacitate organs of state. Monitor compliance with the provisions of Land Use Management Legislation. Oversee the development of planning policy and standards. Provide support to monitor implementation of SPLUM Spatial Data Infrastructure legislation and capacitate organs of state. Manage the provision of Spatial Development Frameworks, Spatial Information and Environmental Planning Services. Provide support in the development of spatial planning tools in support of effective Spatial Development. Manage the provision of spatial information services. Manage the provision of environmental planning services. Manage the provision of integrated spatial planning. Facilitate alignment and coordination of spatial plans across the spheres of government. Manage the provision of development and planning support for Land Use Management, Spatial Planning and Spatial Information Services at Provincial level. Provide oversight to the South African Council for Planners. Ensure the promotion of the collaboration between planners, communities, civil society and other interested parties. Attend to Ministerial and Parliamentary enquiries. Oversee the provision of programme management support. Ensure the provision of financial administration support. Ensure the provision of human resource administration support. Ensure the provision of supply chain administration support. Ensure the provision of office services support. Ensure the facilitation, coordination and administering of projects. Ensure and address compliance and audit issues. Manage strategic, business and operational plans of the Branch. Report to Parliament Committees and to the Minister when required and instructed by the Director-General.

ENQUIRIES

: Ms K Kgang Tel No: (012) 319 7333

APPLICATIONS

: Please ensure that you email your application to: post008@dalrrd.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to email addresses that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified.

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 M Mahape/ Ms N Sathege
- CLOSING DATE** : 30 July 2021
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV, ID and qualifications. All required documents attached need not be certified when applying for a post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. 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 25/03** : **DIRECTOR REF NO: 29810/01**
Branch: Finance and Administration
Chief Directorate: Financial Management
Directorate: Financial Services
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (Level 13), (All Inclusive remuneration package)
Pretoria
A three-year relevant Bachelor's degree or equivalent qualification (NQF Level 7) with Accounting as a major subject; A minimum of five years relevant experience in middle/senior managerial level; Preference will be given to candidates who have working knowledge of the PFMA, Treasury Regulations, Division of Revenue Act (DoRA) Basic Accounting System (BAS) and Modified Cash Standards (MCS); Good interpersonal and communication (written and verbal) skills, presentation skills, analytical skills, planning skills, computer literacy, management and leadership skills.
- DUTIES** : The successful candidate will be responsible for managing the books of account of the Department, revenue collection, budget management, expenditure management, cash flow management and reporting, salaries management, monthly and quarterly reporting on activities of the Directorate including on conditional grants, financial management and reporting of donor funds; Ensuring that public entities comply with relevant legislation; Managing financial systems (BAS & PERSAL); Ensuring compliance with the PFMA, Treasury Regulations, DoRA and any other relevant legislation in respect of financial matters and compiling Interim and Annual Financial Statements of the Department.
- ENQUIRIES NOTE** : Ms M Mahape Tel No: (012) 357 3291/Ms N Sathege Tel No: (012) 357 3290
A Certificate for SMS pre-entry programme is required for all SMS appointments, 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.

OTHET POSTS

<u>POST 25/04</u>	:	<u>DEPUTY DIRECTOR (LANGUAGE SPECIALIST) REF NO: DBE/41/2021</u> Branch: Finance and Administration Chief Directorate: Legal and Legislative Services Directorate: Legislative Services
<u>SALARY</u>	:	R869 007 per annum, (All-Inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; Four (4) years' relevant experience at supervisory/middle managerial level in a Legal or related environment; Extensive knowledge in language editing (grammar; language structures and styles) and the provision of language advice; Knowledge of legal language and how to work with legislation; Knowledge of education law will serve as an advantage; Knowledge of the Public Service and applicable legislation, including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations; Knowledge and experience in editing, researching and translation of legal documents and legislation; Good knowledge and skill in computer literacy (MS word, Excel and PowerPoint); Experience in administrative related work; Ability to generate reports; Good presentation skills, problem solving, self-management, time use, attention to detail; Excellent communication skills (verbal and written); Good interpersonal relation skills; Ability to work independently under pressure and adhere to deadlines; Willingness to work irregular hours.
<u>DUTIES</u>	:	The successful incumbent will be responsible for: Language editing of all legislation that is administered by the Department; Management and consolidation of all legislative comments received from stakeholders and the public; Editing and translating of legal documents; Conducting of legal research; Organizing task team meetings pertaining to the amendment of legislation, preparation of documentation for the task team meetings, the taking and finalizing of minutes and carrying out related tasks relating to the task team meetings; Coordinating and organizing HEDCOM legal subcommittee meetings and carrying out related tasks relating to the HEDCOM legal subcommittee meetings; Provisioning of language advice to the directorate; Maintenance of the PAIA register and dealing with PAIA requests; Dealing with routine education-related queries from the public.
<u>ENQUIRIES</u>	:	Ms M Mahape Tel No: (012) 357 3291/Ms N Sathège Tel No: (012) 357 3290
<u>NOTE</u>	:	All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates will be required to undergo a writing test. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.
<u>POST 25/05</u>	:	<u>DEPUTY DIRECTOR (DEBT AND REVENUE MANAGEMENT) REF NO: DBE/42/2021</u> Branch: Finance and Administration Chief Directorate: Financial Services, Security Asset Management and Logistical Services Directorate: Financial Services
<u>SALARY</u>	:	R869 007 per annum, (All-Inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Degree or National Diploma or equivalent qualification (NQF level 6) as recognised by SAQA in Financial Accounting/Financial Management/Management Accounting; Four (4) years' relevant experience at supervisory/middle managerial level in the area of debt and revenue management, in-depth knowledge of the Debt/Loss Control officer's responsibilities; Candidates must have knowledge and understanding of the public sector financial administration relating to the listed duties and the

		provisions of the PFMA and Treasury Regulation; Ability to develop and apply policies; Computer literacy, Planning and organisational skills, communication skills (verbal and written); Numeracy and accuracy skills; People management and leadership skills; good understanding of BAS, Persal and other computer systems.
<u>DUTIES</u>	:	The successful incumbent will be responsible for: Managing of accounts receivable and revenue collection; Handling documents and information with strict confidentiality; Preparing financial statements relevant to the section; Ensuring that financial transactions are brought to book; Managing the cashier's office activities and banking; Managing the TRC payments; Collecting and keep safe Departmental revenue; Ensuring safekeeping of financial documentation according to prescripts; Ensuring that reconciliations are done monthly; Ensuring telephone accounts are paid; Establishing and maintaining a strong relationship with key stakeholders internally and externally; Ensuring that all outstanding interdepartmental receivables are followed up, cleared and reconciled; Responding and resolve audit queries related to the section; Providing supervision to junior staff.
<u>ENQUIRIES</u>	:	Ms M Mahape Tel No: (012) 357 3291/Ms N Sathège Tel No: (012) 357 3290
<u>NOTE</u>	:	All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates will be required to undergo a writing test. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.
<u>POST 25/06</u>	:	<u>DEPUTY DIRECTOR REF NO: DBE/43/2021</u> Branch: Social Mobilisation and Support Services Chief Directorate: Care and Support in Schools Directorate: National School Nutrition Programme (NSNP)
<u>SALARY</u>	:	R869 007 per annum, (All-Inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; Four (4) years' relevant experience at supervisory/middle managerial level in a Nutrition related field (must submit academic record or statement of results with application). Knowledge of relevant education policies and current trends in the field of education and nutrition; Knowledge of the Curriculum Assessment Policy Statements (CAPS); Knowledge of policy formulation; Knowledge of project and financial management; General knowledge of research methods and tools; Good knowledge of public sector legislative and regulatory environment; Proven experience in report writing; Proof of a valid driver's license is a prerequisite (travel extensively). Skills Required: Coordination, facilitation, analytical, critical and creative thinking; Strong report writing skills and communication (verbal and written); Attention to detail and high level of accuracy, effective public relations and public speaking skills; Self-disciplined; Ability to work well under pressure with minimum supervision; Leadership, management and conflict resolution skills; Strong organisational, planning and problem solving skills; Supervisory and Inter-personal skills; Proven ability to engage in proactive and informative discussions at all levels; A high degree of sound judgement in dealing with Government Officials, counterparts and other role-players. Computer literate in MS Word, Excel, Access and PowerPoint.
<u>DUTIES</u>	:	The successful incumbent will be responsible for: Managing and coordinating the implementation of the National School Nutrition Programme in targeted Province/s; Assessing and reviewing departmental policies as and when required; Managing and engaging Provinces in the business planning process in compliance with the Conditional Grant Framework; Ensuring timely and quality reports as well as compliant business plans; Supporting, monitoring and guiding Provinces as delegated, in all activities as contained in the provincial business plans to ensure that it is effective and responsive to the needs of learners; Planning, executing and coordinating the National School Nutrition Best Schools and District Awards; Facilitating and Supporting capacity building workshops for provincial and district officials within the Directorate; Conceptualising and initiating project proposals related to school nutrition; Managing and supporting all related programmes of the Care and Support for Teaching and Learning Framework (CSTL), including amongst others the National Schools Deworming Programme, WASH (health and hygiene COVID-19 response); Compiling and analysing quarterly performance reports;

		Soliciting, collaborating and engaging partners and other role players on other related nutrition issues. Supervising junior staff. Performing other tasks as delegated.
<u>ENQUIRIES NOTE</u>	:	Ms M Mahape Tel No: (012) 357 3291/Ms N Sathège Tel No: (012) 357 3290
	:	All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates will be required to undergo a writing test. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.
<u>POST 25/07</u>	:	<u>DEPUTY DIRECTOR REF NO: DBE/44/2021</u> Branch: Social Mobilisation and Support Services Chief Directorate: Care and Support in Schools Directorate: National School Nutrition Programme (NSNP)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R869 007 per annum, (All-Inclusive remuneration package)
	:	Pretoria
	:	Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; Four (4) years relevant experience at supervisory/middle managerial level; Knowledge of relevant education policies and current trends in the field of education and nutrition; Knowledge of policy formulation; Knowledge of project and financial management; General knowledge of research methods and tools; Good knowledge of public sector legislative and regulatory environment; Proven experience in report writing; Proof of a valid driver's license is a prerequisite (travel extensively). Skills Required: Coordination, facilitation, analytical and creative skills; Strong report writing and communication (verbal and written); Attention to detail and high level of accuracy, effective public relations and public speaking; Critical thinking and self-discipline; Ability to work well under pressure with minimum supervision; Leadership, management, conflict resolution; Strong organising, planning and problem solving; Supervisory and Inter-personal; Computer literate in MS Word, Excel, Access and PowerPoint.
<u>DUTIES</u>	:	The successful incumbent will be responsible for: Managing and coordinating the implementation of the National School Nutrition Programme in target Province/s; Assessing and reviewing departmental policies as and when required; Managing and engaging Provinces in the business planning process in compliance with the Conditional Grant Framework; Ensuring timely and quality reports as well as compliant business plans; Provincial monitoring, support and guidance to Province/s, especially in all activities as contained in the provincial business plans to ensure that it is effective and responsive to the needs of learners; Coordinating projects and activities related to the National Food and Nutrition Security Committee with sector departments; Facilitating and engaging in capacity building workshops for provincial and district officials within the Directorate; Facilitate provisioning/audit of facilities, equipment and utensils from Grant; Conceptualising and initiating project proposals related to school nutrition; Managing and supporting all related programmes of the Care and Support for Teaching and Learning Framework (CSTL), including amongst others the National Schools Deworming Programme, WASH (health and hygiene COVID-19 response), among others; Compiling and analysing quarterly performance reports; Soliciting, collaborating and engaging partners and other role players on other related nutrition issues; Supervising junior staff; and performing other tasks as delegated.
<u>ENQUIRIES NOTE</u>	:	Ms M Mahape Tel No: (012) 357 3291/Ms N Sathège Tel No: (012) 357 3290
	:	All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates will be required to undergo a writing test. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.
<u>POST 25/08</u>	:	<u>ASSISTANT DIRECTOR REF NO: DBE/45/2021</u> Branch: Social Mobilisation and Support Services Chief Directorate: Care and Support in Schools Directorate: National School Nutrition Programme (NSNP)
<u>SALARY CENTRE</u>	:	R470 040 per annum
	:	Pretoria

REQUIREMENTS

: The applicant should have a three-year relevant post matric qualification (NQF Level 6) or equivalent as recognized by SAQA; and at least three years' experience in the relevant field with a proven record in project management; Understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa; Knowledge of project and financial management; Co-ordination, facilitation, analytical and creative skills; Strong communication (verbal and written); Computer literacy skills (MS Word, Excel, Access and PowerPoint) and interpersonal skills; Experience in community nutrition will be an advantage; Proof of a valid driver's license is a prerequisite. Skills Required: Project management; Conceptual and analytical skills; Financial management; Coordination and training/facilitation skills; Assessment and provision of guidance on the nutritional needs of school-going children; Report writing, Strong communication and interpersonal skills; Leadership, conflict resolution, negotiation and problem-solving skills; MS Word, Excel and Powerpoint; Ability to establish and work with a spectrum of stakeholders.

DUTIES

: The successful incumbent will be responsible for: Ensuring the successful feeding of learners in Provinces in compliance with NSNP Grant Framework; Monitoring and reporting on programme implementation; Conceptualising, developing and writing of project proposals towards programme innovation and improvement; Coordinating and supporting Nutrition Education, National Schools Deworming Programme, WASH Programme and research on child nutrition; Facilitating the development of national and provincial business plans; Facilitating capacity building workshops; Compiling monthly and quarterly progress reports; Undertaking projects that promote learners' food consumption in accordance with South African Based Dietary Guidelines making recommendations to all provinces; Collaborating and coordinating activities with other role players on nutrition issues and actively engage in nutrition education; Developing nutrition related resource material in line with the curriculum assessment and policy statement (CAPS); Engaging with a network of government and social partners to promote nutrition knowledge; Performing delegated tasks and willingness to travel extensively.

**ENQUIRIES
NOTE**

: Ms M Mahape Tel No: (012) 357 3291/Ms N Sathège Tel No: (012) 357 3290
: All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates will be required to undergo a writing test. The successful candidate will have to sign an annual performance agreement, annually be subjected to a security clearance.

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 30 July 2021 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), 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 copies of original educational qualification certificates, ID document and Driver's license (where applicable). Must be a South African citizen. 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 application 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. Potential candidates, declared in excess must indicate their excess status on Z83. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The Department reserves the right not to make appointment(s) to the advertised post(s). Local geo locations will receive preference.

OTHER POSTS

- POST 25/09** : **ARCHIVIST: REGISTRY CLERK SUPERVISOR REF NO: CMIS/08/21/01**
(Re-advertised)
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : CMIS Division, Documentation Centre (DOD Archive), Irene, Centurion.
- REQUIREMENTS** : Diploma or Degree in Records and Archive Management/Information Management/Information Science. At least three (3) years functional experience in record office/ registry/ archive/ information management/ information science environment. Fair knowledge of record office procedures, records and archive management procedures, especially storage and maintenance of records. Accredited courses wrt records/ archive/ information management/ knowledge management; management and developmental training will be a recommendation. Special requirements (Skills needed): Problem solving skills, ability to physically manage the processing and storage of records; communicate effectively verbally and in writing; proficiency in English and Afrikaans; planning and organising skills; computer skills (proficient in MS Word and Excel); understanding of archival and information related legislation (specifically the National Archives of South Africa Act, Act 43 of 1996 and the Promotion of Access to Information Act, Act 02 of 2002).
- DUTIES** : Receive records transferred to the DOD Archive; process transferred records according to archival standards and procedures. Retrieve archival records from storage areas for use by requesters. Return retrieved archival records to correct storage areas. Maintain prescribed control registers Compile monthly reports.
- ENQUIRIES** : Maj S.M.P. Maloka Tel No: (012) 649 1540 or WO1 S.A. McMaster Tel No: (012) 649 1458.
- APPLICATIONS** : Department of Defence, CMIS Division Private Bag X161, Pretoria 0001 or hand deliver at Department of Defence, CMIS Division Eco-Glades 1, Block C 70 Ribbon Grass Street Eco-Park, Centurion 0144.

<u>POST 25/10</u>	:	<u>SENIOR SECRETARY GRADE II REF NO: SG 02/21/01</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	SAMHS HQ, Directorate Pastoral, Erasmuskloof, Pretoria.
<u>REQUIREMENTS</u>	:	Grade 12. Two (2) years' experience as a Secretary. Special requirements (Skills needed): Computer literacy (Microsoft Word, Excel, and PowerPoint). Typing skills. Communicate effectively (written & verbal) in English. Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.
<u>DUTIES</u>	:	Provide a secretarial support service. Record appointments and events and manage the Director's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agendas and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the Director. Process the travel and subsistence claims for the Director. Identify venues, invite role players, and organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required, as well as for visitors.
<u>ENQUIRIES</u>	:	Ms T.T. Monaiwa Tel No: (012) 671 5099
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.
<u>POST 25/11</u>	:	<u>SENIOR SECRETARY GRADE II REF NO: SG 02/21/02</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	SAMHS HQ, Directorate Medicine, Erasmuskloof, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12. Experience in secretarial or related occupation may be a recommendation. Special requirements (Skills needed): Must be computer literate and have knowledge of the operational and utilisation of the specific computer software and database packages (Microsoft Word, Excel, and PowerPoint). Must have training on the patient administration database and health informatics system. Must obtain confidential security clearance within 12 months after appointment. Must have organising events management and good interpersonal skills as well as problem solving and analytic skills. Must be able to work independently. Telephone etiquette and people management abilities must be in place. High standards of professional conduct, tact, courtesy, neatness (including office tidiness) and loyalty at all times. Service keeping with the Public Service Act (PSA) and PSA employee Code of Conduct.
<u>DUTIES</u>	:	Responsible to the Directorate Medicine (D Med) for typing, execution of general receptionist and office assistant duties (faxes and photocopies). Write routine notes, memos, letters and reports. Compile agendas for D Med Forum meetings and take accurate notes during meeting. Responsible for computing, extracting and manipulating of data for and dissemination of management information. D Med dairy management, telephone messages, organizing internal functions. Receive visitors and organize refreshments when necessary and as supplied by D Med. Arrangement of authorization and parking for visitors. Be a team member in the execution of D Med responsibilities. Process the travel and subsistence claims for the Director.
<u>ENQUIRIES</u>	:	Ms T.T. Monaiwa Tel No: (012) 671 5099
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.
<u>POST 25/12</u>	:	<u>SENIOR SECRETARY GRADE II REF NO: SG 02/21/03</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Military Health Training Formation HQ, Thaba Tshwane, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12. Special requirements (Skills needed): Computer literacy (Microsoft Word, Excel, and PowerPoint). Typing skills. Communicate effectively (written

& verbal) in English. Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

DUTIES

: Provide a secretarial support service. Record appointments and events and manage the Officer Commanding's diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, Memorandums, letters and reports. Compile agendas and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for the OC. Process the travel and subsistence claims for the OC. Identify venues, invite role players, and organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the OC as required. Keep a filing system Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required, as well as for visitors.

ENQUIRIES **APPLICATIONS**

: Maj A. Jikela Tel No: (012) 674 6133 Capt B.P. Bokolo Tel No: (012) 674 6063
: Department of Defence, South African Military Health Service, Military Health Training Formation HQ, Private Bag X1043, Thaba Tshwane, 0143 or maybe hand delivered to Military Health Training Formation HQ, 9 Voortrekker Road, Thaba Tshwane, Pretoria

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	02 August 2021 at 16:00
<u>NOTE</u>	:	<p>NB: All attachments for on line application must including Z83 be in PDF and in one (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the <u>new form</u> Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The fully completed, initialled and signed new form Z83 should be accompanied by a recently updated comprehensive CV as well as copies of all qualification(s) academic transcripts including senior certificate, ID-document and a Driver's license where applicable. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).</p>

MANAGEMENT ECHELON

<u>POST 25/13</u>	:	<u>DEPUTY DIRECTOR-GENERAL: LABOUR POLICY AND INDUSTRIAL RELATIONS REF NO: HR4/21/07/01HO</u>
<u>SALARY CENTRE</u>	:	R1 521 591 per annum, (inclusive) Head Office, Pretoria

<u>REQUIREMENTS</u>	:	Three (3) year undergraduate Degree in Economics / Labour Economics/ Research/ Labour Relations/Labour Law/ International Relations (NQF 7) and a post graduate qualification Honours Degree/ Master or Doctoral Degree in Labour Relations/ Labour Law/Economics/Labour Economics/ International Relations. Eight (8) to ten (10) years' experience at a Senior Management Level (Five (5) years must be as a member of the SMS in the Public Sector). A valid driver's licence. Knowledge: The South African labour market, Public Financial Management Act, Public Service Regulations and relevant prescripts, Public Service Act, Public Service transformation and management issues, White Paper on transformation of Public Services, Ability to convert policy into action, Departmental Policies and procedures, Corporate governance, Minimum Information Security Standards, Batho Pele Principles, International Politics and relations, South African Foreign Policy, International Labour Organisations, Access Recognition and Licencing Committee, South African Development Community, African Union. Skills: Financial management, Leadership, Strategic Management, Decision Making, Verbal and written communication, Interpersonal relations, Computer literacy, Project management, Research Capabilities, Conflict Management, Problem solving, Strong Leadership, Diplomatic and tactful.
<u>DUTIES</u>	:	Develop strategy to promote Equity in the Labour Market. Regulate the protection of vulnerable workers for various industries in the country. Advise the Director General and the Executive Authority on an ongoing basis regarding Labour Market Information and Statistics. Promote sound of Labour Relations in various industries within the country. Contribute to employment creation and strengthen multilateral including bilateral relations. Develop strategies and mechanisms to monitor the Impact on Legislations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MM Matyila Tel No: (012) 309 4026
	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Head Office Email: Jobs-HQ9@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations

OTHER POSTS

<u>POST 25/14</u>	:	<u>SENIOR MANAGER: MEDICAL SERVICES REF NO: HR4/4/7/27</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 512 009 – R1 628 850 per annum (OSD)
	:	Provincial Office: Mpumalanga
	:	MBChB/ MBChB/ MD/ MBBS Degree or equivalent qualifications. DOH/ DOHM/ DOccMed or equivalent. A valid driving licence. A minimum of 10 years appropriate experience as Medical Officer after registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registered with the Health Professions Council of South Africa. Knowledge: Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoEL and Fund regulations, policies and procedures, Fund Values, PFMA, National Treasury Regulations, Promotion of Access to Information Act, PAJA. Skills: Strategic Capacity and Leadership, People Management and Empowerment, Client Orientation and Customer Focus, Required Technical proficiency, Business writing, Analytical thinking, Decision making, Communication (verbal and written), Customer Focus and Responsiveness, Managing inter-personal conflict and Problem solving, Planning and Organising.
<u>DUTIES</u>	:	Manage the compensation process with necessary medical expertise. Provide guidance to decentralised medical services in provinces. Develop policies and procedures on medical services. Management of resources in the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Mazibuko Tel No: (013) 655 8701
	:	Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
<u>FOR ATTENTION</u>	:	The Chief Director Provincial Operations
<u>POST 25/15</u>	:	<u>DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/8/85</u>
	:	Re-advertisement
<u>SALARY CENTRE</u>	:	R733 257 per annum, (All inclusive)
	:	Provincial Office: Northern Cape

<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification in Public Administration/ Business Administration/ Development Studies. Certificate in Project Management/ Financial Management/ Contract Management will be an added advantage. Two (2) years management experience. Three (3) years' experience in Project Administration. Knowledge: Departmental and the Fund's Policies and Procedures. Public Finance Management Act (PFMA). Unemployment Insurance Contributions Act (UICA), All Labour Legislations, Project Management, Batho Pele Principles. Skills: Planning and Organising, People Management, Conflict Management, Analytical, Problem Solving, Communication and ability to think strategically, Computer Literacy.
<u>DUTIES</u>	:	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 constraints including corrective actions. Participate in Advocacy campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund. Monitor institutions, learners and beneficiaries. Identify beneficiaries and institutions to be funded for Labour Activation Purposes.
<u>ENQUIRIES</u>	:	Mr A Senakhomo Tel No: (053) 838 1518
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NC@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Operations, Provincial Office Kimberley
<u>POST 25/16</u>	:	<u>ASSISTANT DIRECTOR: UI OPERATIONS: BENEFICIARY SERVICES REF NO: HR HR 4/4/5/28</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Labour Centre: Durban
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Administration/ Public Management/ equivalent qualifications. Two (2) year supervisory experience and Two (2) year functional experience in UI Operations. Plus, valid drivers licence. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles Basic Condition of Employment Act (BCEA), Labour Relation Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations Systems. Skills: Communication (both verbal & written), Management, Listening, People Management, Numeracy, Computer literacy, Time Management, Customer Relations, Analytical, Interpersonal, Report writing, Planning and Organizing.
<u>DUTIES</u>	:	Manage employers' declarations & maintain the database. Monitor the provisioning of assessment, validation and adjudication of claims. Manage registry services for beneficiary services. Monitor and ensure that all appeals are processed effectively and efficiently in the province. Manage and ensure the provision of support and training services to the business unit. Manage resources (Human, Financial, Equipment/ Assets) in the section.
<u>ENQUIRIES</u>	:	Mr SN Biyase Tel No: (031) 305 0666
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre: PO Box 10074, Marine Parade, 4001 E-mail: Jobs-KZN@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Sub-Section: Human Resources Management, KwaZulu Natal
<u>POST 25/17</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: HR4/4/7/26</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Three-year qualification in Office Management/ Administration/ Public Administration. A valid driving licence. Two (2) years' supervisory experience. Two years functional experience in office support environment. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem solving, Interviewing, listening and observation, Innovative, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	Perform all administration pertaining to Inspection and Enforcement Services. Conduct Labour Centre verification and audits to check if necessary tools of trade are in place with the view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to PCI. Coordinate and monitor projects of the unit. Compile reports for the complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries.

ENQUIRIES
APPLICATIONS

: Ms NL Njwambe Tel No: (013) 655 8775
: Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner
Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-
MP@labour.gov.za

FOR ATTENTION

: The Provincial Chief Inspector

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

<u>APPLICATIONS</u>	:	<p>Pretoria: May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for the attention: Human Resources Management.</p> <p>Eastern Cape, KZN, Northern Cape and Western Cape: must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, For Attention: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town</p>
<u>CLOSING DATE</u>	:	02 August 2021
<u>NOTE</u>	:	<p>Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. Please note that should you not use the newly amended Z83 and completed, initialled and signed in full, the department reserves the rights to disqualify your application. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.</p>

MANAGEMENT ECHELON

<u>POST 25/18</u>	:	<u>DIRECTOR: REVENUE MANAGEMENT REF NO: FIM02/2021</u>
<u>SALARY</u>	:	R1 057 326 per annum, (An all-inclusive annual remuneration package)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A Bachelor's degree in Commerce majoring in Accounting 3 (proof must be attached) (NQF Level7) as recognized by SAQA. Applicants must have 5 years' experience at middle management in a finance environment. Applicants must also have at least 3 years' experience in a Revenue or Debt collection environment. Applicants must have knowledge of the PFMA and regulations,

and other relevant legislations i.e. the Division of Revenue Act (DORA). Knowledge of the planning and budgeting framework for government (MTEF). Knowledge of government's financial policies, processes, including budgeting and reporting. Knowledge and experience of accounting standards and practices including International Financial Reporting Standard (IFRS) or Generally Recognized Accounting Practices (GRAP). Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele) and Marine Living Resources Act and all applicable legislations. A valid driver's license.

DUTIES : Ensure effective collection of monies due to the MLRF. Develop and implement an effective debtor's management system. Ensure effective management of debtor's book. Establish and manage effective processes to collect outstanding debt. Optimize revenue opportunities. Conduct regular reviews of existing fees and tariffs relating to revenue accruing to the MLRF. Review current revenue streams and make suggestions in terms of improvement opportunities. Ensure reporting on revenue collection. Analyze, review and report on the MLRF revenue performance. Report on income collected and budgeted, budget and forecasting. Compile monthly revenue reports within the accepted budgetary framework. Ensure that the MLRF complies with PFMA and Treasury Regulations. Manage the implementation of good corporate government principles. Develop and manage the implementation of internal control procedures to ensure the effective functioning of the Directorate and management of risk. Respond to internal audit and Auditor General Queries with regards to revenue management. Develop the operational plan for the Directorate.

ENQUIRIES : Mr. W Rooifontein; Cell No: 0828222882

OTHER POSTS

POST 25/19 : **DEPUTY DIRECTOR: WOODLANDS AND INDIGENOUS FOREST MANAGEMENT REF NO: FOM04/2021**

SALARY CENTRE REQUIREMENTS : R869 007 per annum, (all-inclusive remuneration package)
: Eastern Cape
: Applicants must be in possession of a National Diploma or Bachelor's Degree in Forestry / Environmental Science/ Management or equivalent qualification within related field with and 3-5 years relevant experience in related field. Extensive knowledge in commercial forestry. The ability to interpret and apply related legislation and policies, including National Forestry Act, National Veld and Forest Fire Act, NEMA, NEMBA, Public Service Act, PFMA and Labour Relations Act. Knowledge of project management. Skills: Planning and Organising skills, Policy development and analysis, Leadership skills, Facilitation and Negotiation skills, excellent communication (verbal, presentation and report writing), problem solving skills. The incumbent must be able to work independently and efficiently under pressure. The candidate must have a valid driver's license and willing to travel.

DUTIES : The successful incumbent will manage and develop policies, norms, standards, tools, and procedures for sustainable management of indigenous forests and woodlands. Develop and provide forest management guidelines, norms, best practice and assistance to the WIFM regions (Eastern Cape). Develop and review minimum criteria, indicators, and standards for sustainable management of indigenous forests and woodlands. Manage conservation planning and compliance with national and international biodiversity Management frameworks. Identify priority forests for protection and rehabilitation. Determine relative conservation and socio-economic values of forest patches as well as threats. Ensure Ecological Forest monitoring. Conduct national Principle, Criteria, Indicators and Standards (PCI&S) audits. Ensure Integrated Environment plan for indigenous forest and resources of the Sub directorate (Physical, Human & Financial) Ensure that site inspection is conducted. Analyze the impact of the environmental assessments.

ENQUIRIES : Dr.T Ramatshimbila Tel No: (012) 309 5716

POST 25/20 : **DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT REF NO: FIM01/2021**

SALARY CENTRE : R733 257 per annum, (An all-inclusive annual remuneration package)
: Cape Town

REQUIREMENTS

: Applicants must be in possession of a Bachelor's degree / National Diploma in Computer Sciences / Information Technology / Information Systems on programming and systems development and Min 3 years' experience with Java 1.5 and later versions (generics, annotations, etc.). Applicants **must** include a skills matrix indicating technology and years of experience as well as a list of projects with description and technology worked on. Knowledge of Public Service prescripts / policies; Advanced understanding and everyday use of OO principals such as inheritance, interfaces, abstract classes, etc. Excellent system design and software programming skills as well as good technical documentation skills. The ability to interpret IT and IS policies as stipulated by Government; Operating systems and IT hardware certification (beneficial but not essential); Knowledge of IT and IS strategy and best practices through research to give proper advice to management when required; Java 1.5 and later versions (generics, annotations, etc.); J2EE application server experience; EJB3 experience and/or Spring framework experience; Experience in developing in ASP.net, JPA or OO-relation mapping tool, e.g. Hibernate; Web framework experience (Struts, JSF, GWT, etc.) and/or Swing GUI development; Test driven development experience and the use of testing framework such as JUnit, Selenium, etc.; Building systems (not using IDE to build code) by using Maven 2 or Ant; Continuous integration system development and testing; Oracle Financial E-Business suite experience; Code repository such as Subversion or CVS, Strategic capability and leadership; Conflict management and resolution; People management and empowerment; Client orientation and customer focus; Planning and execution; Interpersonal skills; Problem solving; Analytical; Budgeting and financial management; Programming / Developing; Computer systems analyzing; Research / analysis; Problem solving skills; Compiling management report.

DUTIES

: Optimize existing systems with business requirements and enhancements : Maintain existing applications and systems within the department using appropriate development methodologies and tools in accordance with the departmental ICT standards, systems deployment strategy and business plans; Analyze and refine existing systems as prescribed by the business; Customize and optimize the existing systems for optimal performance including Oracle application forms, Oracle reports and of Application Program Interface (API); Maintenance of code repository of the developed systems; Coordinate and analyze raw data and convert it into systems language; Develop reports using oracle reports. Manage and provide technical business direction that affects capacity planning and new applications: Develop and implement new applications and systems within the department using appropriate development methodologies and tools in accordance with the departmental ICT standards and systems deployment strategy and business plans; Provide advice on internal development against off-the shelf products based on the needs of the business. Ensure stakeholder engagements with users and assist in the maintenance of intellectual property: Communicate with stakeholders to ensure quality of delivered solutions; Ensure effective facilitation and advice on IT and IS strategies and practices; Maintenance of code repository of all developed systems. Ensure information services problems are resolved: Liaise with Business Systems Analyst to analyse and interpret business requirements with specifications; Develop and interpret technical design specifications; Analyse and develop possible solutions; Review, assess and/or Introduce new technologies and tools that could enhance business solutions; Discern course of action.

ENQUIRIES

: Ms M. Boois Tel No: (074) 119 4956 e-mail: MaidaB@daff.gov.za

POST 25/21

: **DEPUTY DIRECTOR: DONOR FUND FINANCIAL OVERSIGHT AND ADMINISTRATION (ADAPTIVE CAPACITY FACILITY) REF NO: CCAQ09/2021**
(3 Year Contract)

SALARY CENTRE REQUIREMENTS

: R733 257 per annum, (all-inclusive remuneration package)
: Pretoria
: A Bachelor's Degree in Financial Management/Public Finance or equivalent relevant qualification coupled with 3-5 years of experience in Financial Management or relevant field. Knowledgeable on the Public Service Regulatory Framework. Working experience and knowledge of public procurement. Working experience and knowledge of the Public Finance Management Act and Treasury Regulations. Competent with working

experience on various administrative tools and services. Strong skills and working experience in financial management. Working knowledge of public procurement processes especially at national level. Working experience on financial reporting especially relating to donor funding, budgeting and forecasting as well as tracking expenditure for public and donor-funded projects. Skills: Analytical thinking; Conceptual; Problem solving; Process design; Computer literacy; Communication; Listening skills; Writing skills; Decision-making skills; Report writing skills and Organizational skills. Personal Attribute: Strong organization, coordination and planning ability; Excellent verbal and written communication; self-driven and approachable; Solutions-driven and proactive; Ability to work both independently and in a team; ability to work under pressure.

DUTIES

- : Provide services in accessing donor funding from through the National Treasury for the Adaptive Capacity Facility. Accessing of donor funds for project related matters (funds from National Treasury via Branch: FMS). Provide support on the preparation of documentation required for accessing funding. Provide services for implementing a financial monitoring and reporting system. Administer the financial management system. Budgeting and forecasting at various timeframes for use by both the donor partner government and the National Treasury. Financial reporting and forecasting. Provide financial control support. Oversee the procurement of services required by the Adaptive Capacity Facility. Prepare tender documents in line with the legislation i.e. PFMA, etc. Provide support on the compilation and amendment of concept notes into tender documents. Provide support in the budgeting for various items required for procurement and compile the annual budget. Maintain the expenditure database. Provide support on the compilation of reports. Confirm availability of funds for procurement process. Provide support on the consolidation of inputs for the procurement plan. Liaise with Department Finance Unit and service providers. Provide donor fund oversight to SoE grantees of CSP III. Provide financial oversight to the SAWS, SANBI and WRC project by verifying financial reports submitted to the GoF by the grantees – this should be conducted twice a year as per the GoF reporting requirement.

ENQUIRIES

- : Mr JL Ramayia, Tel No: (012) 399 8717

POST 25/22

- : **CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE MITIGATION RESEARCH AND ANALYSIS REF NO: CCAQ10/2021**

SALARY CENTRE REQUIREMENTS

- : R495 219 per annum
- : Pretoria
- : An appropriate recognised 4-year Bachelor's degree in Natural Environmental/ Natural Sciences / Engineering or equivalent related qualification coupled with 6 years post qualification experience. Knowledge and experience on South Africa's greenhouse gas emission profile and climate change mitigation. Knowledge of Climate Change legislation, policies and Strategies. Knowledge and understanding of Climate Change Mitigation scenarios development and Modelling. Ability to conduct research, gather and analyze information. Ability to conduct social economic analysis. Skills: Data collection and analysis; Climate change modelling; Climate Change Scenario Development; Basic modelling skills; Coordination skills; Organisational and planning; Communication skills (written and spoken); Programme and Project Management; Listening skills; Writing skills; Decision-making skills; Report writing skills; Organisational skills and Computer Literacy. Personal Attribute: Innovative and proactive; Ability to work long hours voluntarily. Ability to gather and analyze information. Proven leadership skills; Ability to develop and apply policies; Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organize and plan under pressure. Ability to collect and interpret information and reports. Interpersonal relations; Initiative; Responsibility and loyalty.

DUTIES

- : Facilitate the collection of greenhouse related data and Climate change mitigation Information for the country. Ensure the Facilitation and conduction climate change mitigation research, analysis and studies to inform mitigation interventions and response measures of low carbon development. Develop methodologies and approaches that facilitate the implementation of climate change mitigation response measures and interventions. Facilitate the development of analysis tools such as models to be used for the analysis of greenhouse gas data, socio-economic impact etc.

<u>ENQUIRIES</u>	:	Ms. O Chauke Tel No: (012) 399 9161
<u>POST 25/23</u>	:	<u>ASSISTANT DIRECTOR: COMMERCIAL FORESTRY REF NO: FOM05/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	R470 040 per annum, (Total salary package of R646 193 per annum/conditions apply)
<u>CENTRE</u>	:	Eastern Cape (Kei Area, Matiwane)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma or Bachelor's Degree in Forestry/Environmental Science or equivalent qualification within related field with 3 – 5 years' experience in Commercial Forestry. Knowledge of the National Forest Act, 1998 (Act 84 of 1998) and the National Veld and forest Fire Act, 1998 (Act 101 of 1998). Knowledge and understanding of ecological processes specifically related to Forestry. Knowledge of environmental legislations and its practical application. Good communication (verbal and written), Supervisory experience, problem solving, planning, organising and firefighting skills. Must have a valid driver's licence and illing to travel.
<u>DUTIES</u>	:	The successful incumbent will be responsible for the development of management plans for plantations. Develop annual plans of operations for all estates in the District and ensure work performed matches the annual plan of operations. Review progress reports from estates and provide necessary information that will facilitate decision making by the Deputy Director. Coordinate and facilitate the establishment of liaison forums. Liaise with stakeholders on issues affecting forestry in the District. Assist in the establishment Fire Protection Associations. Assist in implementation of the Annual Performance Plan. Provide administration support services for the Estates in the District.
<u>ENQUIRIES</u>	:	Mr T.N Ngamile Tel No: (040) 940 4707 cell No: 082 802 6574
<u>POST 25/24</u>	:	<u>ASSISTANT DIRECTOR: FORESTRY REGULATION AND SUPPORT REF NO: FOM07/2021</u>
<u>SALARY</u>	:	R470 040 per annum, (Total salary package of R646 193 per annum/conditions apply)
<u>CENTRE</u>	:	Port Elizabeth
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma or Bachelor Degree in Forestry or equivalent qualification within the related field with 3-5 years' experience in Environmental Management/Science. Knowledge and understanding of policy management and regulatory processes, legal interpretation in terms of both National Forest Act (Act No. 84 of 1998) and National Veld and Forest Fire Act (Act No.101 of 1998), as well as land reform policies project and programme management. The preferred candidate must have good communication / interpersonal skills, excellent writing skills, presentation skills, negotiation and conflict resolution skills, analytical approach skill, leadership and management skills. Knowledge of Government Policies such as PFMA, etc. Monitoring and research skills. Geographic and Information System skills and knowledge. Must have valid driver's license and be willing to travel.
<u>DUTIES</u>	:	The incumbent will be responsible to implement the National Forest Act (NFA), by administration of licenses for all forms of forest resources and protected trees. Awareness raising and capacity building, monitor compliance and ensure enforcement of the NFA. Provide technical inputs to Environmental Impact Assessments for development affecting natural forests and protected trees. The incumbent will also be responsible for implementing the National Veld and Forest Fires Act (NVFFA) by facilitating the establishment or amalgamation of Fire Protection Associations (FPA) and providing support towards their well-being, awareness raising, compliance and enforcement of NVFFA. The incumbent will also render administration support services such as organising and co-ordinating stakeholder participation; implement business plans for awareness campaigns as well as rendering general administration and management including staff supervision.
<u>ENQUIRIES</u>	:	Ms Mbananga Tel No: 066 375 0106

<u>POST 25/25</u>	:	<u>ASSISTANT DIRECTOR: WETLAND PROGRAMMES REF NO: EP9001/2021</u>
<u>SALARY</u>	:	R470 040 per annum, (An all-inclusive annual remuneration package R646 193)
<u>CENTRE</u>	:	Western Cape (George / Cape Town)
<u>REQUIREMENTS</u>	:	An appropriate 3-year Bachelor's Degree / National Diploma in Environmental Sciences or an appropriate, relevant equivalent qualification. 3-5 years' experience related field. Knowledge of wetland conservation, management and rehabilitation. Knowledge of wetland-related legislation (NEMA, NWA, CARA, NEMBA). Knowledge of GIS and remote sensing application relative to wetland work. EMP implementation as applicable to Working for Wetlands river restoration, dry-land erosion control. Ability to apply photographic techniques during and after the implementation of projects. Supervision of Project Managers and Implementer systems and delivery.
<u>DUTIES</u>	:	The incumbent will be expected to develop W Cape and N Cape provincial wetland operational plans and manage wetland rehabilitation planning process. Coordinate the review of draft rehabilitation plans by relevant stakeholders. Support broader catchment conservation initiatives and NRM programmes that are relevant to wetlands. Provide support on the implementation of projects. Provide operational support to all projects, Manage Implementers / project managers to ensure implementation goals are met. Provide support on the monitoring and evaluation of Wetlands projects. Verify and approve monthly Project Progress Reports, Health and Safety Reports and EPWP Participants' Reports. Maintain partnerships with stakeholders.
<u>ENQUIRIES</u>	:	Mr. U R Bahadur Tel No: (012) 399 8974/80, ubahadur@environment.gov.za
<u>POST 25/26</u>	:	<u>ASSISTANT DIRECTOR: WOODLANDS AND INDIGENIOUS FOREST MANAGEMENT REF NO: FOM06/2021</u>
<u>SALARY</u>	:	R376 596 per annum, (Total salary package of R532 814 per annum/conditions apply)
<u>CENTRE</u>	:	Eastern Cape
<u>REQUIREMENTS</u>	:	An appropriate recognised 3-year bachelors Degree/Diploma in Forestry or any other relevant qualification couples with 3-5 years with relevant experience in Management. Knowledge in regulation of natural resources. Knowledge of National Forests Act, 1998 and National Environmental Management Act, 107 of 1998. Knowledge of Environmental Legislation and policies impacting on the forestry sector. Knowledge of government administrative procedures (PFMA and treasury regulations). Skills: Leadership and management; Strategic thinking; Analytical thinking; Conceptual; Problem solving; Process design; Expert level of computer literacy and Communication, especially in writing skills. Ability to gather and analyse information. Ability to work individually and in a team. Ability to interpret regulation and develop appropriate policy. Ability to work under extreme pressure. Articulate; Multi-tasking; Creativity; Service orientated and Self-supervision.
<u>DUTIES</u>	:	Develop policies, norms, standards, tools, and procedures for sustainable management of indigenous forests and woodlands. Provide input in the development of scientific forest management guidelines, norms, best practice and assistance to the regions and key stakeholders. Provide input in the development of minimum criteria, indicators, and standards for sustainable management of indigenous forests. Monitor and assess the performance of the regions against criteria, indicators and standard. Support the development of national and regional strategies and programmes for sustainable management of woodlands and indigenous forests. Provide technical inputs to national legislation/policies. Support the implementation of policies, strategies and programmes. Advise stakeholders (internal and external) on policies, protocols, regulations and guidelines and draft policies. Conduct conservation planning and compliance with national and international biodiversity management frameworks. Participate in the identification of priority forests for protection and rehabilitation. Develop, maintain and monitor the implementation of management plans for State forests. Provide technical inputs in the review of protected tree list. Develop technical systems and decision-support tools to support the implementation of the National Forest Act. Support the implementation of rehabilitation programmes for degraded natural forests and woodlands. Conduct ecological forest monitoring and research. Conduct the Principle, Criteria, Indicators and Standards (PCI&S) audits.

		Compile and submit PCI&S audits reports. Contribute towards national monitoring framework and goal setting. Develop methodologies and programming; Carry out representative field sampling in selected sites. Set up a monitoring system, including registering the permanently established sample sites for periodic data collection. Update baseline information and assess change. Capture and analyze data and support the development of geo-database. Identify forest research needs and conduct/commission research. Implemented Integrated Environment plan for indigenous forest management. Conduct site visits. Verify report. Make recommendations.
<u>ENQUIRIES</u>	:	Ms. TV Ramatshimbila Tel No: (012) 309 5716
<u>POST 25/27</u>	:	<u>SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: FOM08/2021</u>
<u>SALARY</u>	:	R316 791 per annum, (Total package of R460 251 per annum/ conditions apply)
<u>CENTRE</u>	:	Western Cape (Belville)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma or Bachelor's Degree in Forestry or equivalent qualification within related field with 1-2 years' experience in forestry development or forestry extension. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996), PFMA and other related environmental legislation. Good presentation skills, excellent verbal and written communication, analytical and problem solving skills, programme and project management, good interpersonal relations, negotiation skills. Computer skills in MS Office Software, a valid driver's licence and must be willing to travel.
<u>DUTIES</u>	:	The incumbent will be responsible for implementing and providing technical advice and support in terms of greening programs or initiatives for institutional development. Conduct awareness campaigns on importance greening, forest enterprise development and non-timber forest products through the implementation of special events and programmes such as Arbor Month, Arbor City Awards and Edu Plant initiatives. Promote partnership between government, Non-Government Organisations (NGO's) and private individuals and communities to ensure long term commitment to land forestry programmes and incorporation of forestry programmes in IDP's. Render and facilitate support on the implementation of livelihood development programs or projects such as mushroom, bee keeping, and medicinal gardens etc. Render support on the implementation and establishment of forestry enterprise development initiatives, livelihoods of the people and new afforestation. Assist the communities with regard to the licensing of legal entities. Ensure forestry resources and services are effective, well managed and coordinated and aligned with the Strategic / Annual Business Planning processes and Forestry Policies. Provide general administration support services.
<u>ENQUIRIES</u>	:	Mr C Ndou Tel No: 066 019 1221
<u>POST 25/28</u>	:	<u>SENIOR FORESTER (X2 POSTS)</u>
<u>SALARY</u>	:	R316 791 per annum, (Total salary package of R460 251 per annum/conditions apply)
<u>CENTRE</u>	:	KZN Ref No: FOM09/2021 Eastern Cape (Matiwane) Ref No: FOM10/2021
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma or Bachelor Degree in Forestry or equivalent qualification within related field with 2 or 3 years' experience in forestry environment, institution building and other related interests. Experience in the management of commercial forestry plantation. Knowledge and understanding of policy management and regulatory processes, legal interpretation in terms of both National Forest Act (Act No. 84 of 1998) and National Veld and Forest Fire Act (Act No.101 of 1998). Good communication, negotiation and team building leadership skills. Ability to use own initiative. Understanding of Department of Agriculture, Forestry and Fisheries' Policies. Understanding of Sustainable Forest Management and Management Practices for plantations. Must be computer literate and have valid driver's license be willing to travel.
<u>DUTIES</u>	:	The incumbent will be responsible for overseeing and rendering commercial activities in the plantations, implement operational plans for the plantations, Quality assure the work rendered by the service providers. Render forestry protection activities. Ensure protection of plantations from fires, livestock and pests. Assist with the implementation, enforcement and promotion of the

		National Act (NFA) and National Veld Forest Fire Act (NVFFA). Liaison with the stakeholders, provide technical advice to stakeholders, Render environmental protection activities. Manage stream flow reduction activities under water act, Plan and implement pest/disease control initiatives. Provide administration support services.
<u>ENQUIRIES</u>	:	Mr T.N Ngamile Tel No: (040) 940 4707 Cell no: 082 802 6574 (Eastern Cape) Ms Diphare Tel No: (033) 3927700 (KZN)
<u>POST 25/29</u>	:	<u>DOCKER REF NO: FIM04/2021</u>
<u>SALARY</u>	:	R208 584 per annum (R340 074 Total Package)
<u>CENTRE</u>	:	Saldahna & Cape Town (please indicate preferred center)
<u>REQUIREMENTS</u>	:	Applicants must be in possession a Senior Certificate. Must have basic knowledge of working with heavy duty tools as well as slipway operations or similar activities. Must have a sense of responsibility and be able to work with minimal supervision and support the dock master. Willingness to work long hours when needed and the ability to work under pressure. Assist in other fishing harbours and also work weekends and public holidays as required.
<u>DUTIES</u>	:	Align vessels on slip cradle. Retract bilge blocks to stabilize vessel on cradle. Ensure continuous alignment and adjustment of bilge blocks while cradle in motion. Operate motor/ electrical winch to pull the vessel out of the water. Operate slip gantry engine to control cradle arms. Operate all power tools in workshop in preparation for slipping. Report all dysfunctional equipment. Chipping metal to remove rust. Paint the slipway infrastructure and replace worn wood on the slip beams. Check hydraulic pipes for leaks on power packs and hydraulic pullers. Sweep ground area with heavy duty brooms. Collect and dispose of slip garbage at municipal dumpsite. Clean slip equipment with high pressure gun. Adhere and assist to all emergency calls e.g. oil spills, sinking vessels including compliance.
<u>ENQUIRIES</u>	:	Mr. L Williams Cell no: 082 806 3806

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS 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. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.

<u>APPLICATIONS</u>	:	The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
<u>FOR ATTENTION</u>	:	Ms M Kotelo
<u>CLOSING DATE</u>	:	30 July 2021
<u>NOTE</u>	:	Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents . The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all academic qualification(s) including the matric certificate, Identity document and driver's licence (where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The certification must be within six (6) months. 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. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration.

OTHER POSTS

<u>POST 25/30</u>	:	<u>ASSISTANT DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: 3/1/5/1 –21/38</u> Branch: Corporate Service
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate 3 year National Diploma (NQF level 6) in Public Administration or related field as recognised by SAQA. Three years' relevant experience in the field of which one year should be at salary level seven or eight. Should possess the following skills: Communication: (verbal & writing) skills; knowledge & understanding of relevant policies, prescripts; Sound organisational skills and high level of reliability. Knowledge of documents management, tracking and filing systems, ability to apply technical/professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable. Must

DUTIES

: have good Interpersonal relations, planning, execution skills and good leadership skills. Knowledge of PFMA and Public Service Act and Regulations. The successful candidate will be responsible to provide administrative support to the Director in the office of the DG will ensure effective functioning of the office. The incumbent will manage flow of documents in the Office of the Director-General. This entails safekeeping of all documents and electronic information in the Office of the Director-General in line with the approved File Plan, relevant legislation and policies, Management of all documents within the office of the DG. Ensure the effective flow of submissions and reports within the Office of the Director-General, Analyse and quality assures submissions and make notes/inputs to the Director in the Office of the Director-General, Establish and implement effective decision and submission tracking systems managing information flow, filing & safekeeping of documents, collate information & compile reports, scrutinise submissions and respond to enquiries. Drafting, Editing and proof reading of official documents. Provides secretarial support to the DG's meetings: prepare agenda, minutes, scrutinise documents, determine follow-up action & prepare briefing notes. Scrutinise and study public service & departmental policies & prescripts and advice accordingly. Provide general support to the Office of the Director General. Further Coordinate the logistical arrangements for the office of the DG and provide general support in the office of the Director-General.

**ENQUIRIES
NOTE**

: Ms P Tshitadzi Tel No: (012) 473 0245
: Preference will be given to Coloured, Indian and White Male/Female. People with disabilities will be given preference regardless of Race

POST 25/31

: **REGIONAL COMMUNICATION COORDINATOR XHARIEP DISTRICT
MUNICIPALITY REF NO: 3/1/5/1 – 21/09**
Directorate: Free State Provincial Local & Liaison

**SALARY
CENTRE
REQUIREMENTS**

: R376 596 per annum (Level 09), (Commencing salary)
: Kopanong Thusong Service Centre (Trompsburg)
: Applicants must be in possession of an appropriate three (3) year Degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience of which one (1) year should be experience at salary level seven (7) or eight (8) with knowledge of communication disciplines, including media liaison, research and development communication. The candidate must have an understanding of development communication, and knowledge of the Free State Province with specific insights in the Xhariep district municipality and its local Municipalities. Furthermore, he/she must be computer literate and be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Good knowledge of administration and finances is required.

DUTIES

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in the Xhariep District Municipality as follows: Implement key communication projects guided in line with government priorities and in accordance with the guidelines 25 for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the Thusong service centre programme. Responsible for the development and maintenance of effective high-level stakeholder relations in the region with biasness towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a regional distribution strategy for government information products. Additionally, on a regular basis, be required to develop local communication environment

assessments reports on key issues emanating from the District for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES
NOTE

- : Ms M Moshugi Tel No: (051) 448 4504
- : Preference will be given to Coloured male/female, Indian male/female and White male/female.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

**CLOSING DATE**
NOTE

: 30 July 2021 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. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. 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) 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. 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 virtual 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 requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

<u>POST 25/32</u>	:	<u>CHIEF SECURITY OFFICER (ADMINISTRATIVE OFFICER) REF NO: CSO/2021/06-1P</u> Physical Security
<u>SALARY</u>	:	R257 508 per annum (Level 07), (basic salary)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year National Diploma/Degree/qualification (at least 360 credits NQF 6) with a Security Certificate coupled with 3 years' experience within a Compliance and Security environment. Six months within/at a supervisory level will serve as an advantage. Registration with Private Security Industry Regulatory Authority (PSIRA) – that has not expired. A Valid driver's license is mandatory, at least 6 months old. (Attach a copy of the driver's licence to the application). Computer literacy in Microsoft packages. Knowledge of Client Relations Management, Knowledge of Access Control to Public Premises and Vehicles Act, Knowledge of Firearm Control Act, Knowledge of Private Security Industry Regulatory Authority (PSIRA), Knowledge of Criminal Procedure Act, Knowledge of Fire Brigade Act, Knowledge of Occupational Health and Safety Act, Knowledge of MISS, Knowledge of GEPF services and products, Analytical skills, Facilitation skills, Presentation skills, Motivational skills, Supervisory skills, Leadership skills, Problem solving skills, Communication skills verbal and written, Organisation and coordination skills, Driving skills, Customer oriented, Ability to build strong network relationship, Work independently, Persuasiveness, Reliability, Stress coping abilities, Self-efficacy, Integrity, Multi-focusing abilities.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes, but is not limited to the following: Supervise and monitor the access control system within GPAA: Ensure that escorting of officials/visitors within the GPAA head office building is managed properly. Inspect that all access control registers are completed in full. Ensure that all employees and visitors are issued with access cards for identification purposes. Ensure soft-con report is provided to line managers as requested. Develop and implement maintenance plan of access control system. Ensure that security removal and access registration forms are properly completed and filed. Ensure that employees are issued with valid parking stickers. Conduct audit on all security access control systems and submit reports. Ensure that access control boards are displayed at all access points. Ensure proper implementation of office security. Attend and resolve all access control complaints/queries with regards to surveillance system and escalate if necessary. Ensure that parking is reserved for all VIP's. Ensure that the finger-print biometric system is fully functional. Assist in the evaluation of security risk control measures once they are implemented, to review vulnerabilities and strategies periodically, and to take corrective action where required in light of changing threats or additional information. Supervise and control all physical security electronic system: Monitor CCTV cameras housed in the control room. Monitor that all electronic systems are fully operational for 24 hours. Ensure that all electronic system maintenance plan is in place. Ensure that GPAA has sufficient CCTV backup storage capacity. Ensure that security personnel are properly trained on the use of the system. Assist in conducting quarterly audit on the functioning of CCTV system. Report security breaches to the guarding and access control to the assistant manager. Monitor the performance of the private security officers and take corrective steps if and where necessary. Assist on the research on new security technology to update equipment regularity and the maintenance of security equipment. Implement the physical security activities: Ensure in-house and private security officers perform their duties according to physical security policies, standards and Acts. Assist in compiling and implementing shift plans. Develop and implement patrol checklist. Read the security occurrence book daily and report all security breaches. Ensure that the duty roster for private security officers is in place and monitor its implementation. Supervise the completion of patrol checklist. Attend to physical security related problems. Provide security services in GPAA ad hoc and special events: Monitor security at GEPF and GPAA special events. Assist in the facilitation of security cluster stakeholders plenary meetings for GEPF national community road shows. Assist in conducting security risk assessments. Assist in the development of operational plans for events. Ensure that parking arrangements and allocations for GEPF customers and GPAA staff are properly monitored. Supervision of

the staff: Allocate work according to skills and competencies of subordinates. Manage staff performance. Develop, train and coach. Maintain discipline. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES : Ismael Radebe on Tel No: (012) 399 2299. Application Enquiries: Isilumko: John Brouckaert on 076 194 7656.

APPLICATIONS : It is mandatory to email your application with the relevant supporting documentation to john@isilumko.co.za

NOTE : The purpose of the role is to provide guarding and access control management processes and activities within GPAA. A permanent position of Chief Security Officer is currently available at GPAA: Facilities Management (Physical Security) Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). Quoting the reference number in the subject heading of the email. It will be expected of shortlisted candidates to certify all supporting documents. 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.

POST 25/33 : **JUNIOR PAYROLL ADMINISTRATOR REF NO: JPA/FI/2021/07-1P**
(12 months contract)
Finance

SALARY : R208 584 per annum (Level 06) basic salary plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate three year tertiary qualification (Degree/ National Diploma or equivalent 3 year qualification at least 360 credits/NQF 6) in the Finance field with 18 months proven experience in Salary administration/Payroll/Finance or Grade 12 with two (2) years proven experience in Salary administration/Payroll/Finance, Experience within Salary Administration or Payroll will be preferential, Computer literacy that would include a good working knowledge of Microsoft Office products, Working knowledge of ACCPAC/BAS/PERSAL will serve as an advantage, Knowledge of the calculations of salaries and benefits (job knowledge), Knowledge of ACCPAC/BAS/Accounting systems, Knowledge of Debtors recovery process, Excel and MS Word, Knowledge of PFMA and National Treasury Regulations, Knowledge of Regularity Reporting requirements, Knowledge of PERSAL, Written and verbal communication skills at all levels, Planning and organization, Time management skills, Conflict management skills, Numerical skills, Ability to work under pressure, High level of reliability and adaptability, Ability to multi-task, Ability to work in a team and independently, Attention to detail / accuracy, Honesty and integrity, Ability to perform routine tasks.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide administrative support to Internal GPAA employees and external clients: Resolve general enquiries and escalate unresolved and high level enquiries, Process payments of supplementary runs, Distribute statements from PERSAL to third parties, Distribute ACCPAC statements to debtors, Communicate to Government departments/ Parastatals with regards to departmental claims deductions and compensation, Ensure all documents are checked according to DPSA and Departmental guidelines on PERSAL, all claims and advices. Provide administrative support to the unit: Distribute PERSAL payroll reports, Receive and filing of correct certified payroll reports, Follow-up of outstanding PERSAL payroll reports, Perform office administrative activities, Draft and type standard correspondence and documents, Initiate stationery and equipment orders for the section, Provide requested documents on audit queries. Liaise with business units with regard to Payroll related matters: Submit debt advice to HR, Submit changes on employee profile to be made on PERSAL, Submit PERSAL reports to general ledger, Receive transport documents of subsidized vehicles from security, Receive and verify appointment documents, Receive Annexure A documents and leave calculation for termination process, Receive leave without pay advice. Provide debt management and recovery in the unit: Issue and obtain acknowledgement of debt, Create debt on financial system, Follow up and

recover debt, Calculate and create interest batch, Allocate and capture receipts, invoices, adjustments and credit/debit notes on the system, Prepare documents for summons to legal section, Track and trace of debtors, Prepare age analysis report for year end on in-service, out of service and third party, Compile a list for debtors recommended for write-off and bad debt provisions, Filling of all documents, Reporting monthly on recovery progress.

ENQUIRIES

: Ismael Radebe on Tel No: (012) 399 2299. Application Enquiries: Courtney Usher on Tel No: (011) 789 8282

APPLICATIONS

: It is mandatory to email your application with the relevant supporting documentation to rhone@telebest.co.za

NOTE

: The purpose of the role is to render administrative support to the Payroll Administration unit within GPAA. One contract Junior Payroll Administrator position is currently available at the Government Pensions Administration Agency – Finance. The position will be filled on a 12 months contract basis. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). quoting the reference number in the subject heading of the email. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. It will be expected of shortlisted candidates to certify all supporting documents. 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.

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	02 August 2021
<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 new 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, copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be in a PDF format and 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.

MANAGEMENT ECHELON

<u>POST 25/34</u>	:	<u>CHIEF FINANCIAL OFFICER (CFO) REF NO: 21/179/CFO</u> (Deputy Director-General Level)
<u>SALARY</u>	:	R1 521 591 – R1 714 074 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA; Post graduate qualification (NQF level 8) Financial Management, Business Administration; A minimum of 8 years of experience at a senior managerial level; CA (Chartered Accountant)/CIMA qualification will be an added advantage as well as registration as a member of SAICA and or any other professional association related to the field. skills and competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.
<u>DUTIES</u>	:	Key Performance Areas: Oversee and manage the budget, costing, reporting and internal control processes; Oversee and manage revenue, expenditure and financial reporting; Oversee Third Party Funds; Oversee supply Chain and assets management services; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr J Maluleke Tel No: (012) 3151090
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. Or Email address: DOJ20-119-CFO@justice.gov.za
<u>NOTE</u>	:	Women and People with disabilities are encouraged to apply.

<u>POST 25/35</u>	:	<u>CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 21/181/CFO</u>
<u>SALARY</u>	:	R1 251 183 – R1 495 956 per annum, (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Supply Chain Management, Financial Management or Business Administration; A minimum of 6 years' experience in Supply Chain Management or Procurement of which 5 years' experience must be in Senior Management Level; Knowledge of Financial Management, Financial Accounting, Supply Chain Management and Project Management; Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Develop, implement and maintain of SCM policies and procedure manuals. Manage the provision of logistics and acquisition management services; manage the provision of assets management services; Manage large and strategic supplier sourcing and supplier's performance; provide effective people management.
<u>ENQUIRIES</u>	:	Mr. J. Maluleke Tel No: (012) 315 1090
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 Or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. Or Email address: DOJ20-55-CFO@justice.gov.za
<u>NOTE</u>	:	Women and People with disabilities are encouraged to apply.
<u>POST 25/36</u>	:	<u>CHIEF DIRECTOR: POLICY AND STRATEGY REF NO: 21/182/MAS</u>
<u>SALARY</u>	:	R1 251 183 – R1 495 956 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF7 as recognized by SAQA; Bachelors degree qualification in Policy Development / Project Management; 5 years experience at Senior Management level in project management environment/strategic planning; skills and competencies: Strategic capacity and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage determination and development of the Masters branch strategy; Manage consultative service to the executive management team and the Master office aimed at assisting and facilitating the strategic planning process; Manage strategy projects within the Masters branch aiming at improving the productivity and service levels to businesses and members of the public; Manage research current and proposed legislative processes which could impact on the Masters branch; Manage and co-ordinate multi-disciplinary project teams and liaise with stakeholders; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr. S Maeko Tel No: (012) 315 1996
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria. Or Email address: DOJ20-68-CS@justice.gov.za
<u>NOTE</u>	:	Women and People with disability are encouraged to apply.

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **National Office:** Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Free State Provincial Service Centre/ Free State High Court/ Bloemfontein Magistrate Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- Gauteng Division:** Johannesburg/ Provincial Service Centre: Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- North West/ Mahikeng:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.
- Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000. Applications can also be hand delivered to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200

CLOSING DATE

: 30 July 2021

NOTE

- : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department. Received applications using the incorrect application for employment (old Z83) will not be considered. www.dpsa.gov.za/vacancies/ www.judiciary.org.za. The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s and ID document. Such copies need not to be certified when applying for a post. Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will Not be considered or accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: Requirement for all Senior Management Service (SMS) Posts - Nyukela Programme: This is a Pre-Entry Certificate to Senior SMS endorsed by DPSA which is offered by the National School of Government (NSG) through an online course platform. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link:

<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the Pre-entry certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.

OTHER POSTS

POST 25/37 : **ASSISTANT DIRECTOR: SECURITY & RISK MANAGEMENT REF NO: 2021/156/OCJ**

SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Free State Provincial Service Centre

REQUIREMENTS : Grade twelve (12) plus a Bachelor's Degree/National Diploma in Security Management and or Risk Management on NQF Level 6. Minimum of three (3) years' experience in Security environment. Grade A State Security Agency Course. Sound knowledge of PAIA, MISS, OHSA, Protection of Information Act, Access to Public Premises and Vehicles. Computer literacy. A valid driver's license.

DUTIES : Provide security advisory services to management and maintain security value adding consultancy. Ensure implementation of the OCJ Security Policy. Development of security procedural guidelines. Manage matters related to integrity management and investigate security breaches. Ensure that physical security measures are in place by providing physical security infrastructure and key control. Manage contracted security service provider and ensure compliance with the service level agreement. Assist in the management of the total security function (personnel, document, physical assets, contingency planning and security planning) of the Free State High Court. Implementation of the OCJ security policy. Evaluation and optimisation of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Ensure compliance with Occupational Health and Safety Act. Interaction with security-related and relevant authorities.

ENQUIRIES : Ms M Luthuli Tel No: (051) 492 4523

POST 25/38 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2021/157/OCJ**

SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : North West Provincial Service Centre: Mahikeng

REQUIREMENTS : Grade 12 plus a three-year National Diploma/B Degree in Human Resources/Business Management/Public Administration or equivalent qualification on NQF Level 6. Minimum of three (3) years' working experience in Human Resources administration of which two (2) years' experience must be at supervisory level in HR and related fields. A valid driver's license. Knowledge and understanding of Human Resources Management processes. Must be able to understand and interpret policies. Knowledge of policies/implementation strategies. Extensive knowledge of the Persal system. Knowledge of the relevant HR management legislation directives. Skills and Competencies: Computer literacy (Ms Office with focus on Excel). Good communication skills (written and verbal) General office and project management. Exceptional report writing. Good people management/interpersonal relations. Ability to work under pressure and willingness to work extended hours when required. Attention to detail. Problem solving and maintain discipline.

DUTIES : Manage and coordinate HR administration activities within the Department to contribute to the rendering of a professional Human Resources Management services which is conditions of service (leave, housing, medical aid, injury on duty, terminations, long service recognition, overtime, relocation, pension, allowances etc). HR provisioning (recruitment and selection, appointment transfers, verifications of qualification, secretariat functions at interviews, etc.). Performance Management. Coordination of Labour Relations and Employee

		Wellness and Training. Address human resource administration enquiries. Ensure the correct implementation of departmental/public services policies on matters related to human resource management and adherence to the relevant prescripts/legislation. Manage all PERSAL transactions. Prepare and consolidate reports on personnel administration issues. Inform, guide and advise relevant stakeholders on human resource administration matters to enhance the correct implementation of personnel administration practices/policies.
<u>ENQUIRIES</u>	:	Mr OPS Sebatso Tel No: (018) 397 7064/7114
<u>POST 25/39</u>	:	<u>JUDGE'S SECRETARY (X2 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State High Court Ref No: 2021/159/OCJ Mpumalanga High Court Division Ref No: 2021/160/OCJ
<u>REQUIREMENTS</u>	:	Grade twelve (12). One (1) to three (3) years' Secretarial or as an Office Assistant. A valid driver's license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organisational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer Literacy (MS Word) and research capabilities.
<u>DUTIES</u>	:	Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda, decisions, opinions or judgement entries written by, or assigned by the judge. Manage and type correspondence, judgement and orders for the judge (including dictaphone typing). Arrange and diarize appointments, meetings, and official visits, and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with the order made by the judge. Update files and documents and provide copies of documents to the registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure the integrity of such proceedings. Store, keep and file court records safely. Accompany the judge to court. Management of the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Free State - Ms M Luthuli Tel No: (051) 492 4523 Mpumalanga - Mr. M Jele/ Mr. V Maeko Tel No: (013) 758 0000
<u>POST 25/40</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2021/161/OCJ</u>
<u>SALARY</u>	:	R257 508 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division: Johannesburg
<u>REQUIREMENTS</u>	:	Grade twelve (12) plus a National Diploma in Legal Interpreting or equivalent relevant qualification on NQF Level 6. Minimum of three (3) years practical experience in Court Interpreting or Grade twelve (12) and ten (10) years' practical experience in Court Interpreting. Proficiency in English and two or more indigenous- languages (Afrikaans, Isizulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver's licence will be an added advantage. Knowledge of any foreign Language and Sepulane will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Computer Literacy (MS Word) and research capabilities. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal relations. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer services. Planning and organising skills. Confidentiality. Analytical thinking. Listening skills. Ability to work

		independently, to be meticulous, to think logically and to practice good time management.
<u>DUTIES</u>	:	Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
<u>ENQUIRIES</u>	:	Ms T Mbalekwa Tel No: (011) 355 0404
<u>POST 25/41</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2021/162/OCJ</u>
<u>SALARY</u>	:	R257 508 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Northern Cape High Court, Kimberley
<u>REQUIREMENTS</u>	:	Grade twelve (12) plus a National Diploma in Legal Interpreting or equivalent relevant qualification on NQF Level 6. Minimum of three (3) years practical experience in Court Interpreting or Grade twelve (12) and ten (10) years' practical experience in Court Interpreting. Proficiency in English and two or more indigenous- languages (Afrikaans, Isizulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver's licence will be an added advantage. Knowledge of any foreign Language will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal relations. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer services. Planning and organising skills. Confidentiality. Analytical thinking. Listening skills. Ability to work independently, to be meticulous, to think logically and to practice good time management.
<u>DUTIES</u>	:	Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
<u>ENQUIRIES</u>	:	Ms S Ruthven Tel No: (053) 807 2733
<u>POST 25/42</u>	:	<u>PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER REF NO: 2021/163/OCJ</u>
<u>SALARY</u>	:	R257 508 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade twelve (12) plus a Secretarial Diploma or equivalent qualification. Minimum of three (3) years' experience in rendering a support service to Senior Managers. A recognized appropriate three-year Diploma in Public Administration or equivalent NQF Level 6 will serve as an added advantage. Knowledge and understanding of the relevant legislation/ policies/ prescripts and procedures governing the Public Service. Basic knowledge on financial administration. Skills and Knowledge: Good communication. Planning and organising skills. Good telephone etiquette. Good people skills. High level of reliability. Be able to pay attention to detail and work within deadlines. Proven Computer Literacy, including MS Word & MS Excel. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.
<u>DUTIES</u>	:	Provide a secretarial/ receptionist support service to the CFO. Render administrative support services. Provides support to CFO regarding meetings. Support the CFO with the administration of the CFO's budget. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms B Rakgotho/Ms S Tshidino Tel No: (010) 493 2500
<u>POST 25/43</u>	:	<u>STATE ACCOUNTANT REF NO: 2021/164/OCJ</u>
<u>SALARY</u>	:	R257 508 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	Free State High Court
	:	Grade twelve (12) plus a three-year National Diploma/Degree in Finance/Accounting Management /or equivalent qualification on NQF Level 6. Minimum of three (3) years relevant experience. Knowledge of BAS, JYP and PERSAL will be an added advantage. Knowledge of PFMA, PPPFA, Treasury Regulations and Financial Instructions. Skills and Competencies: Analytical and interpretation. Honest and open minded. Presentable/Acceptable. Analytical. Meeting of deadline. Assertiveness. Communication and interpersonal relations.
<u>DUTIES</u>	:	Payments to creditors and suppliers within the prescribed period as per Treasury Regulation. Monthly checking of budget and expenditure reports, compile fund shifts. Checking of procurement documents, processes and compile procurement reports/assistance with asset management processes and verification of assets. Checking of all payment documentation (S&T and overtime included) for compliance of prescripts. Assistance with compilation and submission of monthly reports and registers. Compile journals for correction of misallocations. Assistance with Audit queries and processes. Monitoring, training and motivation of staff.
<u>ENQUIRIES</u>	:	Ms M Luthuli Tel No: (051) 492 4523
<u>POST 25/44</u>	:	<u>REGISTRAR REF NO: 2021/158/OCJ</u>
<u>SALARY</u>	:	R257 073 per annum (MR3 –MR5) (Salary to be determined in accordance with experience as per OSD salary determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division: Johannesburg
	:	Matric plus an LLB Degree or a four (4) year Legal qualification on NQF Level 7. Minimum of two (2) years' legal experience obtained after qualification. Superior court or litigation experience will be an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Ability to work independently, to be meticulous, to think logically and to practice good time management.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes. Initiating Court Proceedings. Co-ordinate appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of subordinates. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation. Manage submission of statistics to the Chief Registrar. Attend to taxation including reviews. Process and grant judgements by default. Assist the public with court procedures. Process reviews and appeals (civil and criminal). Attend to and oversee general public queries or correspondence. Attend to judicial support functions. Issue court orders and attend to office management. Prepare and present cases for audit. Manage performance in terms of Annual Performance Plan.
<u>ENQUIRIES</u>	:	Ms T Mbalekwa Tel No: (011) 355 0404
<u>POST 25/45</u>	:	<u>ADMINISTRATION CLERK: LEGAL (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Bloemfontein Magistrate Court, Ref No: 2021/165/OCJ
	:	High Court, Western Cape Division – (Wynberg Magistrate), Ref No: 2021/166/OCJ
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) – two (2) years' experience will serve as an added advantage. Skills and Competencies:

		Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy.
<u>DUTIES</u>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate. Compilation of statistics. Case flow management. Assisting Regional Court Registrar and members of the public. Provide administrative support in general as requested by the Court Manager and Supervisor.
<u>ENQUIRIES</u>	:	Bloemfontein - Ms M Luthuli Tel No: (051) 492 4523 Western Cape - Ms M Baker/ Ms. L Adams Tel No: (021) 469 4000
<u>POST 25/46</u>	:	<u>ADMINISTRATION CLERK: ASSET CONTROLLER REF NO: 2021/167/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State High Court
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Relevant experience in Asset Management and Provisioning Administration/ Supply Chain Management. Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPFA, Supply Chain Management guidelines and other related prescript. Knowledge of the Public Sector procurement process, rules and regulations. A valid driver's license will be an added advantage. Skills and Competencies: Accuracy and attention to detail. Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Good interpersonal and public relations skills. Ability to work under pressure, independently and self-motivated.
<u>DUTIES</u>	:	Keep and update of all records on the asset register. Bar-code all newly acquired assets. Conduct quarterly assets and ensure that assets condition in the register matches the condition of its existence. Identify assets for disposal and facilitate the transfer thereof. Assist with reconciliation of the JYP assets register and BAS. Update records of leases on assets and maintain copies for audit purposes. Follow up on losses reported to Legal Liability and update assets register according to assets status. Facilitate the movements of assets. Update of inventory list and asset register. Compile daily, weekly and monthly statistics. Handle external and internal enquiries. Assist with general office duties.
<u>ENQUIRIES</u>	:	Ms M Luthuli Tel No: (051) 492 4523
<u>POST 25/47</u>	:	<u>ACCOUNTING CLERK REF NO: 2021/168/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Service Centre: Gauteng
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Skills and Competencies: Computer literacy. Good communication skills (written and verbal). Ability to work with stakeholders in a professional and empathetic manner. Good interpersonal relations. Accuracy and attention to detail. Teamwork. Job Knowledge. Basic Numeracy. Aptitude for figures.
<u>DUTIES</u>	:	Preparing and capturing of sundry and creditor payments. Ensure invoice are paid within 30 days. Administer collection of revenue by issuing, receipts for cash payments. Compile receipt batches and capture them on BAS. Control petty cash. Prepare and process S&T and cellphone claims. Prepare Manual requisition and capture on JYP. Generate BAS reports. Proper filing of physical payments and receipts batches for audit purposes. Maintenance of all registers. Distribute payslips.
<u>ENQUIRIES</u>	:	Ms T Mbalekwa Tel No: (011) 355 0404
<u>POST 25/48</u>	:	<u>REGISTRAR'S CLERK REF NO: 2021/169/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	North West High Court
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy

(MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail. Planning, organizing and controlling skills. Customer service skills orientated.

DUTIES

: Render efficient and effective support services to the Court. Issuing of Court process at General Office. Render case management duties. Render counter service duties /functions. Prepare, analyse and submit Court statistics. Maintain and keep all registers for Civil and Criminal matters. Filing and archiving of both Civil and Criminal process. Attending to case management and set down notices. Act as a liaison between Judges and Legal Practitioners. Requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes. Attend to complaints from prisoners and members of the public. Perform administrative duties in respect of mental health, petition, review and appeal matters. Act as a liaison between Registrar and Legal Practitioners. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

ENQUIRIES

: Mr OPS Sebatatso Tel No: (018) 397 7064/ 7114

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za.
- CLOSING DATE** : 30 July 2021, 15h30.
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

MANAGEMENT ECHELON

- POST 25/49** : **DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: D: PAI/07/2021**
This is a Re-Advertisement, Those who previously applied do not need to re-apply. Their applications will be considered.
- SALARY** : R1 057 326 per annum, (All-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor's Degree (new NQF level 7) in Law/Auditing/ Forensic Investigations/Public Administration/Social Sciences and/or related field. Extensive experience in the application of the regulatory framework for Human Resource, Supply Chain

Management and Financial Management in the Public Service. Five (5) years' experience in conducting investigations and research. Five (5) years at a middle/ senior managerial level. Knowledge of the following legislations and prescripts: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Finance Management Act, The Public Administration Management Act, National Treasury regulations and Supply Chain Management prescripts. Appropriate experience in project management and financial management skills. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. A Certificate for entry into the SMS. Exceptional written, communication skills and report writing skills. Analytical thinking, problem solving and conflict resolution skills. Strategic leadership skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

DUTIES

: Manage, lead and provide effective support in the area of public administration investigations. Conduct investigations into complaints emanating from the PSC (proactively), Executing Authorities, Public Servants and anonymous complaints/ whistle –blowers, e.g National Anti-Corruption Hotline. Draft investigations reports containing findings/ recommendations/directions/advice (best practice sound public administration). Manage the project on completed disciplinary proceedings on financial misconduct and ensure that an accurate database is maintained on financial misconduct cases reported by all national and provincial departments. Conduct and manage the evaluation and the promotion of the Constitutional Values and Principles as per section 195 of the Constitution of the Republic of South Africa, 1996. Monitor and report on the implementation of the PSC recommendations and directions (quarterly and bi-annually) and produce section 196 report inputs. Provide strategic support to the Office and Commission in the execution of the mandate of the PSC. Strategically plan and oversee the work of the Directorate. Provide advice to stakeholders on best practice in the public administration. Manage staff and the financial resource of the Directorate.

ENQUIRIES

: Ms TT Mashikinya Tel No: (012) 352 1139

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 30 July 2021 at 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 Z.83 accompanied by uncertified 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. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME 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). 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 three (3) 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 shortlisted candidate required to submit the certified documents on or before the day of the interview and provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can

be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 25/50</u>	:	<u>SENIOR SECTOR EXPERT: ECONOMY REF NO: 022/2021</u> NPC Secretariat, Chief Directorate: Economy
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (all-inclusive salary package). 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A relevant 3-year tertiary qualification (NQF 7) in Economics, Development Studies, Econometrics or equivalent and relevant with at least 6 years' appropriate experience in Economics of which 5 years at MMS (Deputy Director or equivalent level). A relevant post-graduate qualification (NQF 8) and/or specialist training courses will be an added advantage. Competencies / Skills: strong research skills and report writing skills. The candidate must also demonstrate advanced capabilities in respect to the development, implementation and monitoring of related policies and procedures; analytical skills, excellent financial, HR and strategic management skills; good interpersonal relations and communication skills. A sound knowledge of Microsoft Office applications are essential. 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 and the ability to maintain high levels of confidentiality. The candidate must be willing to travel.
<u>DUTIES</u>	:	The successful incumbent will be responsible to provide technical support to the National Planning Commission by leading planning in the economic sector and review economic research. Provide technical and secretarial support and convening different task teams. This entails giving support to the National Planning Commission and Economy work stream and supervising commissioned research for the National Planning Commission. Prepare and review economic research documents. Coordinate policy in relation to the implementation of the National Development Plan. Ensuring the Chief Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Chief Directorate and ensuring sound corporate governance mechanisms for the Directorate.
<u>ENQUIRIES</u>	:	Ms S Mbeleki 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.

APPLICATIONS : E-Mail To: advertisement19@dpsa.gov.za
CLOSING DATE : 02 August 2021
NOTE : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp . "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa. All shortlisted candidates for post/s will be subjected to a technical exercise that intend to test relevant technical elements of the job, 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 within 3 months of appointment, as well as and will be required to undergo a security clearance within one month of appointment.

OTHER POST

POST 25/51 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DPSA 19/2021**

SALARY : R733 257 per annum (Level 11), (An all-inclusive remuneration package) Annual progression up to a maximum salary of R863 748.00 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate on NQF level 4, an appropriate Bachelor Degree qualification in Finance and Accounting studies, Procurement and Business Management studies or related equivalent qualification at NQF level 7. Minimum of 3 years 1st level /middle management (ASD level experience in Supply Chain Management. Five (5) years in Supply Chain Management. Knowledge of Public Service Regulatory Framework Sound understanding of DPSA Strategy. Knowledge of Supply Chain Management policies, practices and procedures. Knowledge of Procurement information management systems. Sound knowledge of Code of Conduct for Supply Chain Management Practitioners. Managerial skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, People Management and Empowerment, Client Orientation and Customer Focus. Generic Skills: Client orientation and customer focus, Problem solving, Decision making, Diversity management, Communication and information management, Interpersonal, Facilitation, Presentation, Report writing, Computer literacy, Numeracy, Literacy, Language, Financial Management, Project Management, Driving, Communication (written and verbal), Statistical analysis, Legal administration, Strategic planning, Motivational, Persuasion and ability to influence, Negotiations. Technical skills: Research and analysis, Policy development, Policy implementation, LOGIS, BAS, IQUAL.

DUTIES : To manage the provision of supply chain management services. Develop, implement and maintain supply chain management policies and procedures in

line with legislation and regulations with an emphasis on improved service delivery. Manage demand for and acquisition of goods and services, logistics management (bid documents, establish SCM structures, serve as a technical advisor to the Sub-Bid & Adjudication Committees) and Manage supplier database. Manage contracts (draft SLAs and provide oversight responsibility for management of contracts) and supplier payment processes. Provide supply chain management advisory and support services in the department. Management, Financial and Compliance Reporting.

ENQUIRIES

:

Mr. Michael Jackson Tel No: (012) 336 1189

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

**APPLICATIONS**

- : May be forwarded to:
- Head Office Applications:** Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.
- Pretoria Regional Applications:** The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms. M Masubelele
- Johannesburg Regional Applications:** The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr. M Mudau
- Kimberly Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms. N Hlongwane
- Mthatha Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. For Attention: Ms. N Mzalisi
- Mmabatho Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr. T. Oagile
- Durban Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms. NS Nxumalo
- Port Elizabeth Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056. For Attention: Mr. SS Mdlaka

CLOSING DATE

- : 30 July 2021 at 16H00

NOTE

- : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Kindly take note that with effect from 01 January 2021 DPSA approved the new Z83 application form, you are all requested to use it and failure to use the new application form your application will be disqualified, obtainable from any Public Service department. The Z83 form must be signed when submitted, however for purpose of certification of documents HODs are referred to circular 35 of 2019 and circular 10 of 2020. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must be clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity documents, and driver's license (Where applicable) and any other relevant documents, such copies need not to be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to be furnished additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the

documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. 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 appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entryprogramme/>.

ERRATUM: Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 24 dated 02 July 2021 (1) Chief Artisan: Workshop (X4 Posts): X1 Carpentry, X1 Plumbing, X1 Electrical & X1 Mechanical Ref no: 2021/172, Salary: R386 487.00 per annum (OSD Package). (2) Legal Admin Officer: Legal and Contracts Administration (M5): Legal Services Ref No: 2021/177, was wrongfully advertised with a ranging salary of R373 389 - R912 504 per annum (All-inclusive salary package) (OSD), the correct salary is as follows: R373 389 per annum (OSD Package). (3) Engineering Technologist Production, Grade A Ref no: 2021/178, was wrongfully advertised with a ranging salary of R363 894 - R392 283.per annum (OSD Package), the correct salary is as follows: R363 894 per annum (OSD Package). (4) Artisan Foreman: Painter Workshop Ref no: 2021/183, Salary: R304 263.00 per annum (OSD Package). (5) Artisan: Workshop Carpenters (X2 Posts) Ref no: 2021/187, Salary: R190 653.00 per annum (OSD Package).

MANAGEMENT ECHELON

<u>POST 25/52</u>	:	<u>DIRECTOR: ACQUISITION MANAGEMENT (PROPERTY AND FACILITIES MANAGEMENT) (SCM) REF NO: 2021/201</u>
<u>SALARY</u>	:	R1 057 326 per annum, (All Inclusive salary Package) (Total package to be structured in accordance with the rules of the Senior Management service).
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An Undergraduate qualification (NQF level 7) in either Supply Chain Management, Public Administration, Economic Management Sciences or related Property and Facilities Management and five (5) years' experience at Middle/Senior management level in Supply Chain Management. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including; Public Finance Management Act, Framework for Supply Chain Management, Framework for Minimum Training and Deployment, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act, Public Service Regulations, Promotion of Access to Information Act, Government procurement systems and processes, Financial management and systems. SKILLS: Strategic management, Programme and project management, Senior management skills, Sound analytical and problem identification and solving skills, Computer literacy, Numeracy, Relationship management, Interpersonal and diplomacy skills, Decision making skills, Motivational skills, Presentation skills, Negotiation skills, Advanced communication skills (including report writing); Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner, High ethical standards, Able to conduct business with integrity and in a fair and reasonable manner, Ability to promote mutual trust and respect, Innovative,

		Creative, Solution orientated – ability to design ideas without direction, People orientated, Hard-working, Highly motivated, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results. Drivers' license; willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Design, implement and manage the procurement model - research and design procurement processes; design, develop and manage the Departmental procurement model; ensure compliance with the Framework for Supply Chain Management; Oversee the utilisation of the Central supplier Database in quotation processes; manage procurement processes related to:-Built Environment (Capital and Maintenance);Asset Management (Leasing, Acquisition and Disposal); and Provisioning Administration; manage the Bid Committee process; ensure adherence to prescripts of the Construction Industry Development Board in the case of a bid relating to the construction industry; provide advice regarding the appointment of consultants according to instructions and selection methods. Provide procurement-related support and development-develop, implement and maintain related policies and procedures; monitor and evaluate compliance of procurement processes with relevant policies and procedures; analyse and report on Black Economic Empowerment and development programmes; maintain and report statistics on the procurement model; implement and maintain a system for reporting and evaluation of procurement awards; provide advisory support to management on the implementation of the most appropriate procurement methods, when such expertise is required; provide operational support, related training and development; communicate with industry suppliers regarding the procurement model; liaise and interact with other state institutions regarding the procurement. Lead and Manage the Directorate - manage office administration services; manage human resource, equipment and finances; manage employment-related processes. Design and implement measures to eliminate fraud and corruption within SCM processes. Manage and respond to audit findings and develop Audit Action Plans.
<u>ENQUIRIES</u>	:	Mr. R Naidoo Tel No: (012) 406 1191
<u>POST 25/53</u>	:	<u>DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT:</u> <u>(DEPARTMENT OF DEFENCE AND SOCIAL SERVICES) REF NO:</u> <u>2021/202</u>
<u>SALARY</u>	:	R1 057 326 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services).
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in the Built Environment, Finance. A minimum of five (5) years' experience at MMS/SMS in Immovable Asset/Property Management. A minimum of five (5) years' proven experience in strategic management of immovable asset portfolios. Excellent knowledge of property investment, property financing, property law, property developments and refurbishments, maintenance, property management and property valuation. Knowledge: Immovable Asset Management, Property Management, Government Immovable Asset Management Act, 2007, Public Finance Management Act, 1999, Treasury regulations, Property related legislations, Project management. Skills: Problem solving, Planning and organizing, Strategic planning, Time management, Computer literacy, Facilitation skills, Report writing, Feasibility analysis, Analytical thinking, Good communication skills, Interpersonal skills. Personal Attributes: Goal and solution orientated, Assertiveness, People and client orientated, Team player, Innovative, Ability to adapt work schedule in response to operational requirements. Willingness to travel and driver's license.
<u>DUTIES</u>	:	The incumbent will be responsible for immovable asset management functions within the Department with the following key result areas in accordance with approved Strategic Plan, Annual Performance Plan and Business Plan: Oversee the development and review of property strategies. Develop and review of Custodian Asset (immovable) Management Plans. Develop Implementation Programmes to address user departments and custodian's accommodation requirements. Programme Management. Facilitate the assessment of the performance of Assets (immovable). Prioritise investment solutions in line with life cycle asset (immovable) management principles. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Exercise custodial activities on assets (immovable). Develop

		Asset (immovable) Management policies, strategies and guidelines. Manage the identification, evaluation, management and implementation control of risks. Manage Asset Performance Reports Ensure optimal utilisation and performance of assets. Provide management support to the unit/ section.
<u>ENQUIRIES</u>	:	Ms. M Tshabalala Tel No: (012) 406 1915
<u>POST 25/54</u>	:	<u>DIRECTOR: ARCHITECTURAL SERVICES (TECHNICAL SERVICES) REF NO: 2021/203</u>
<u>SALARY</u>	:	R1 057 326 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria)
	:	An undergraduate qualification (NQF level 7) in Architecture. A minimum of five (5) years' experience in MMS/SMS level and registered with SACAP as a professional architect. Valid Drivers' license, prepared to travel. A Master's degree in Architecture will serve as an added advantage. Knowledge: Architectural design within the infrastructure planning, construction and procurement systems, Architectural legislations, Architectural norms and standards, Occupational and health standards, Contract management, Technical knowledge of the general built environment. Skills And Experience: Co-ordinate design and integrate across disciplines, Utilisation of Industry standard Architectural related Computer Packages, Programme and Project Management skills, Effective communication, Computer literacy, Organisation and planning, Problem solving skills and solutions orientated, Decision making skills, Mentoring ability, Financial and Budget Management skills.
<u>DUTIES</u>	:	Develop Architectural concepts and designs Develop Architectural and Urban Design Guidelines compliant to legislative and green building standards. Alignment to IDMS for planning improvements. Development of Norms and Standards to support Government Infrastructure delivery. Perform review and approvals of designs and technical proposals. Commission the preparation of proto-type designs for a variety of building categories. Formulate policy on design to support planning for construction and input into specifications. Provide technical support in the development of accommodation solutions. Contribute to the development of architectural related policies, methods and best practices. Support Project Managers on matters relating to developed concepts and designs. Financial management of the Directorate's budget. Management of the Human Resources of the Directorate, including development and monitoring of Directorates Business plans, for improved service delivery. Ensure Mentoring and development of Young Professionals. Assist with architectural inputs on preparation of tender documents. Evaluate building designs. Liaise and interact with service providers. Ensure and facilitate skills transfer.
<u>ENQUIRIES</u>	:	Ms. S Subban Tel No: (012) 406 1790
<u>POST 25/55</u>	:	<u>DIRECTOR: QUANTITY SURVEYING: TECHNICAL SERVICES REF NO: 2021/204</u>
<u>SALARY</u>	:	R1 057 326 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria)
	:	An undergraduate qualification (NQF level 7) in Quantity Surveying. A minimum of five (5) years' experience in MMS/SMS level and registered with the professional body (SACQSP) – The South African Council for the Quantity Surveying Profession. A valid Driver's license. Must be able to travel. Knowledge: Quantity surveying legislation policies and standards and indices, Technical knowledge of the general built environment, Contract management, Quantity surveying methods and practices, Public Financial Management Act, Cost management, Risk management. Skills And Experience: Advanced communication, Programme and project management, Utilisation of industry standard, Quantity Surveying packages and programmes, Computer literacy, Organisation and planning, Problem solving skills, Solutions orientated, Decision making skills, Mentoring ability, Financial and Budgeting Management skills.
<u>DUTIES</u>	:	Develop, manage and maintain quantity surveying related policies, aligned to best practice methods and standards – develop and maintain building cost database in alignment to the industry norms. Assist with the development of building cost and space norms and quantification thereof; including costing of

accommodation solution towards as MTEC budget framework requirements and project proposals. Prepare reports on projected costs for feasibility of projects. Develop financial models for various implementation methods towards cost effective accommodation solutions. Advise and support project managers on Quantity surveying related matters. Verify building cost estimates; prepare cost estimates on designs and design changes. Financial management of the Directorate's budget. Management of the Human Resources of the Directorate, including development and management of Directorate's business plans for improved service deliver, ensure mentoring and development of your Quantity Surveying Professionals and facilitate skills transfer.

ENQUIRIES : Ms. S Subban Tel No: (012) 406 1790

OTHER POSTS

POST 25/56 : **CHIEF ENGINEER GRADE A REF NO: 2021/205**

SALARY : R1 042 827.per annum, (All-inclusive OSD salary package)
CENTRE : Durban Regional Office
 Civil (X1 Post)
 Structural (X1 Post)

REQUIREMENTS : An Engineering degree (BEng/ BSC (Eng). Six (6) years' post qualification experience. Compulsory Registration with ECSA as Professional Engineer. A valid Driver's License. Knowledge: Civil/Structural Engineering best practice, Project Management, Extensive knowledge of all mechanical engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Skills: Ability to undertake critical review/analysis and provide technical advice, Ability to maintain integrity of confidential information, Financial administration, Advanced technical report writing, Computer Literacy, Planning and Organising, Programme and project management, Interpersonal and diplomacy skills, Prepared to travel, Willing to adapt to working schedule in accordance with office requirements.

DUTIES : Engineering design and analysis effectiveness. Perform final review and approvals or audits on new engineering designs according to design principles or theory, Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. 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. Governance allocation, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical 49 consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. Short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management - Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programs and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management - Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organisational needs and requirements. Manage subordinates' key performance areas by

		setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Mr. KB Mbhele Tel No: (031) 314 7163
<u>POST 25/57</u>	:	<u>CHIEF CIVIL ENGINEER (GRADE A): (DIRECTORATE: INVESTMENT ANALYSIS) REF NO: 2021/206</u>
<u>SALARY</u>	:	R1 042 827 per annum, (All-inclusive OSD salary package)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	BSC Eng Degree in Civil Engineering or equivalent Registration as a Professional Civil Engineer with the Engineering Council of South Africa (ECSA) is compulsory with a minimum of six (6) years' post-qualification experience as a registered Civil Engineer. Be in possession of a valid driver's license (Code 08). Knowledge: Various facets of Civil Engineering practice, including knowledge of construction methods, techniques and system applied in full spectrum of the Civil Engineering profession, Knowledge of contract building law to the extent applied in the profession, All aspects of the building Engineering design and analysis, engineering operational communication, process knowledge maintenance knowledge, to extent applied in the profession, Technical consulting, A good understanding and competence in the context of the built environment, Legislative and legal aspects of built environment developments and informed decision-making, Knowledge and understanding of National Government's strategic visions and goals as well as Provincial and Local Government strategies and policies, Knowledge of the real estate industry and asset management is advantageous, Experience in conducting Feasibility Studies would be advantageous as well as knowledge in the real estate industry and asset management. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, executive report-writing and presentation skills as well as computer literacy, Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use professional judgment in decision making and be able to work under pressure.
<u>DUTIES</u>	:	Review, analyse and evaluate state owned facilities, specification drawings and details against industry best practice norms as applicable to new, rehabilitation and/or maintenance projects. Evaluate facilities / buildings to determine if they conform to industry acceptable norms, standards and specifications. Identify the risks associated with different types / categories of buildings and the construction thereof. Provide technical input, guidance and interpretation of feasibility studies on various projects. Advise and identify innovative alternative solutions to promote sustainability and cost effectiveness in buildings. Make recommendation on value enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Assess the financial and socio-economic benefits for all property investment / disinvestment option. Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Identify technical and functionality solutions and market trends and risk for specified portfolio and project solutions. Provide inputs into the development of business processes and guidelines for making sound investment decisions. Executive report writing.
<u>ENQUIRIES</u>	:	Mr. V Bedesi Tel No: (012) 406 2047 or Tel No: (072) 561 9731
<u>POST 25/58</u>	:	<u>CHIEF QUANTITY SURVEYOR - GRADE A REF NO: 2021/207 (X3 POSTS)</u>
<u>SALARY</u>	:	R898 569 per annum, (All-inclusive OSD salary package)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Degree in Quantity Surveying or relevant qualification and Compulsory registration with the SACQSP as a Professional Quantity Surveyor, Minimum of six (6) years' post-qualification experience. A valid driver's license. Clearly demonstrating a high level of understanding and competence in all facets of the practices, construction methods and techniques and the systems applied in the full spectrum of the Quantity Surveying field. Knowledge of contract and building law to the extent applied in the profession, Quantity Surveying and

		planning skills and an extensive knowledge of all Quantity Surveying aspects of the building and construction environment.
<u>DUTIES</u>	:	Advise on the development and maintenance of policy, methods, practices and standards on Quantity Surveying services. Provide a quality, cost control and value management service on all building related matters in the Department. Audit consultant's fee accounts. Audit progress claims and final accounts of building projects. Prepare estimates on building projects or design changes. Prepare reports on building costs for clients. Visit building sites to monitor progress and perform financial control. Administration and budget control in terms of Government acts and regulations.
<u>ENQUIRIES</u>	:	Ms. S Subban Tel No: (012) 406 1790
<u>POST 25/59</u>	:	<u>CHIEF QUANTITY SURVEYOR (GRADE A) REF NO: 2021/208</u> Directorate: Investment
<u>SALARY</u>	:	R898 569 per annum, (All-inclusive OSD salary package)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Real Estate (Property valuation) or a three year tertiary qualification in Real BSC Degree in Quantity Surveying or equivalent, Registered Professional Quantity Surveyor with the South African Council of Quantity Surveying Professionals (SACQSP) is compulsory with a minimum of six (6) years' post-qualification experience as a registered Quantity Surveyor, Be in possession of a valid driver's license (Code 08). Knowledge: Experience in conducting Feasibility studies would be advantageous as well as knowledge or the real estate industry and asset management. A good understanding and competence in the context of the built environment, Developed knowledge and understanding of National Government's responsibility to improve access to Government services, Legislative and legal aspects of built environment developments and informed decision-making. Knowledge of construction contract law to the extent applied in the profession is also important. The understanding and application of various facets of the quantity surveyor practice, including knowledge of construction methods, techniques and system applied in full spectrum of the quantity survey profession. Skills: Well-developed project management, Quantity surveying, analytical, planning, legal compliance, interpersonal communication, executive report-writing and presentation skills as well as computer literacay and knowledge of MS Office Suite, Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, Be able to use Professional judgment in decision making and be able to work under pressure, Must have the ability to conduct cost estimation on small, large and mega projects as well as to project life cycle costing in support of property and projects- related feasibility studies, capital budgeting techniques and the development of capital breakdown structures.
<u>DUTIES</u>	:	Apply the policies, methods, practices and standards as well as ensure compliance with Departmental space and cost norms requirements and legislation. Using inputs from a multidisciplinary team, prepare cost estimates on building projects or existing and proposed built infrastructure, consultants' designs, drawings and details against best practice norms as applicable to new installations, rehabilitation, refurbishment, upgrades and/or maintenance contracts. Assess standards of installation, operations, maintenance and records in relation to costs. Determine the cost efficiency of projects and its life cycle costs and advise on optimising building costs and time. Advise on economic life of existing systems and built infrastructure. Provide support to inform feasibility studies in the evaluation of the effectiveness and efficiency of existing and proposed built infrastructure including cost and time implications. Visit building sites to assess and develop technical reports. Make recommendation on value enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Conduct sensitivity analysis to enable the formulation of proactive strategies for optimum portfolio management. Assess the financial and socio-economic benefits for all property investment / disinvestment option. Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Provide inputs into the

		development of business processes and guidelines for making sound investment decisions. Executive report writing.
<u>ENQUIRIES</u>	:	Mr. V Bedesi, Tel No: (012) 406 2047 or Tel No: (072) 561 9731
<u>POST 25/60</u>	:	<u>CHIEF ARCHITECT GRADE A REF NO: 2021/209</u> Chief Directorate: Planning and Precinct Development
<u>SALARY</u>	:	R898 569 per annum, (All-inclusive OSD salary package)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree with six (6) years' post qualification experience. Experience in various facets of architecture. Master's degree in Architecture will be an added advantage. Registration as Professional Architect with South African Council for the Architectural Profession (SACAP) is compulsory. Well-developed project management, analytical planning, legal compliance, computer literacy, interpersonal communication, report writing and presentation skills. Valid driving license. Effective use of CAD (AutoCAD, ArchiCAD and/ or Revit) as well as other software required to successfully complete your duties. Experience with GIS will be an added advantage. Good knowledge and understanding of inter-related macro/micro design aspects related to national government's responsibility to improve access to government services. Revitalisation and development of urban centers for improved inner city (CBD) economics, urban design, implementation of urban master planning guidelines, collaboration with local authorities regarding inner city precinct planning and maximisation of state properties within urban and rural centers for optimum economic benefit. Programme management skills and effective communication abilities. Coordination and management of funding requirements and budgets linked to projects. Establishment of task teams and resource management. Strategic capability and leadership. Problem solving and analysis. Stakeholder management skills. Customer focus and responsiveness. Excellent communication (verbal and written) skills. Experience in the property development field on multiple levels including strategic planning, space planning, architectural design and project implementation. Experience in urban design, master planning and precinct planning will serve as an advantage. Background with Municipal Spatial Development frameworks and Urban Design Frameworks will be an added advantage. An appropriate master's degree in Urban Design will be an added advantage.
<u>DUTIES</u>	:	Manage spatial development for state accommodation solutions within the spatial development plans (frameworks)/integrated development plans (IDP) of district, local and rural municipalities to ensure integration. Ensure verification and Interpretation of Client departments' needs, preference and space norms. Analyse master plans and reduce same to further levels of design, taking into account the inter relationship of sites and client needs within precinct boundaries. Prepare balanced, proper, efficient and effective development plans and development frameworks compliant with legislative requirements, town planning schemes and governmental corporate image and customs. Preparation of drawings, reports and presentations. Prepare guidelines and objectives in documentation format for further detail design of specific sites within precincts. Function as a team member and interact with appointed experts, local authorities, clients and management. Effectively managing the spatial programme and all inter dependent and inter-reliant projects and stakeholders. Manage the programme resources and budget requirements. Effective develop and manage the programme implementation framework as well as communication thereof. Provide professional and technical support on architectural and urban design issues to the implementation teams at Head and Regional offices. Mentor Architectural Young Professionals and provide support and guidance to production Architects.
<u>ENQUIRIES</u>	:	Mr. T Rachidi Tel No: (012) 406 1885
<u>POST 25/61</u>	:	<u>CHIEF ARCHITECT REF NO: 2021/210</u>
<u>SALARY</u>	:	R898 569 per annum, (All-inclusive OSD salary package)
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	B-Degree in Architecture or equivalent qualification. Six (6) years' Architectural post qualification experience required, valid driver's license, compulsory registration with SACAP, extensive relevant experience. Appropriate and good understanding of all relevant legislation and construction industry contracts.

		Strong planning and analytical skills. Technical and innovative problem solving abilities. Computer literac. Good human relations. Good and oral written communication skills. Knowledge of project management.
<u>DUTIES</u>	:	Provide technical support to protect managers in evaluating effectiveness and/or efficiency of solutions offered by consultants. Maintenance of operational agreements between Client Departments and Department of Public Works. Provide a quality survey on all building designs. Inspect buildings in the process of construction and ensure that the required standards are being applied in the building process-report on such inspections, inspect existing buildings to ensure that the state property is sensibly utilised and not wasted. Consult with building contractors. Oversee that legal and environmental requirements are adhered to during the execution of process. Advise on the suitability of architects for registration on departmental roster of consultants.
<u>ENQUIRIES</u>	:	Mr. SL Jikeka Tel No: (041) 408 2074
<u>POST 25/62</u>	:	<u>DEPUTY DIRECTOR: EPWP ENTERPRISE DEVELOPMENT NATIONAL PROGRAMME MANAGER REF NO: 2021/213</u>
<u>SALARY</u>	:	R869 007 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	A three year tertiary qualifications in Economics/Small Business Development or relevant qualification equivalent as recognized by SAQA. Relevant working experience and relevant experience at an ASD level in Economics/Small Business Development and/or Programme Management. Willingness to travel. Valid unendorsed driver's license, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills, Strategic Capability and Leadership skills, Programme and Project Management skills, Financial Management skills, Change Management skills, Communication skills, Organising and Planning skills, Policy Development skills, Decision Making skills, Problem Solving skills, Conflict Management skills. Interpersonal Relations Ability to work under pressure and dead line driven. People Management Skills, Strategic leadership and Economic orientation. Monitoring and evaluation are also key requirements.
<u>DUTIES</u>	:	Manage and coordinate the implementation of EPWP-based Enterprise Development initiatives across all the nine (9) provinces by: Support design, formulation and implementation of the enterprise development framework, processes and strategies, Establishment and maintenance of partnerships with stakeholders and implementing agencies, Designing, development, implementation and maintenance of a EPWP Reporting System Enterprise Development Application and Manage enterprise development programme reporting and ensure compliance with applicable standards, Coordinate activities for the EPWP enterprise development programme reporting system and Audits and Manage the Sub-Directorate and effective and efficient management of allocated resources within the EPWP Enterprise Development.
<u>ENQUIRIES</u>	:	Mr. M Hadebe Tel No: (012) 492 3094
<u>POST 25/63</u>	:	<u>DEPUTY DIRECTOR: EPWP EVALUATION AND RESEARCH REF NO: 2021/214</u>
<u>SALARY</u>	:	R869 007 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service.
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Social Sciences/Statistics or related qualification, Experience in evaluation and research, Knowledge of Local Government and Non-State entities protocol, Public Finance Management Act, EPWP strategic goals, financial management, policies and regulations, Strong research and statistical analysis, Effective communication (verbal and written) skills, Knowledge of and skills in computers and competency in statistical packages e.g. STATA, SPSS, Advanced report-writing skills, Effective management, sound analytical, problem identification and solving skills, Valid driver's license.
<u>DUTIES</u>	:	Plan and implement evaluation studies as per the M&E Framework, Commission evaluation (process, outcome and impact) studies as per the M&E framework, Oversee EPWP performance evaluations undertaken, Communicate evaluation findings to all stakeholders, Analyse EPWP quarterly data, identify trends and prepare reports per Sector and produce specific

progress reports against set targets, Analyse secondary data to determine the impact of the programme, Conduct sector-specific and cross-cutting research for the EPWP programme, Disseminate programme results through workshops and forums.

ENQUIRIES : Ms. K Zantsi Tel No: (012) 492 3014

POST 25/64 : **DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: 2021/215**

SALARY : R869 007 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service

CENTRE : Johannesburg regional

REQUIREMENTS : A three year tertiary qualification in Project Management, Property Management and Asset Management or Real Estate Management. Extensive appropriate experience in Building Environment, Asset Management and Property Management. Valid driver's licence. Skills: communication skills, problem solving, financial management, interpersonal skills, resource management, programme and project management, computer literacy, strategic planning, influencing skills, time management; negotiation skills, policy formulation, decision making skills, motivational skills. Knowledge: framework for Supply Chain Management, Structure and functioning of the Department, business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations.

DUTIES : Develop and monitor the implementation of IAR policies, frameworks and guidelines, processes, norms & standards and strategies:-in collaboration with National, Provincial and Local government custodians to ensure uniformity in the accounting of immovable assets for the State. Develop and implement IAR verification support tools. Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes. Monitor the implementation and maintenance of IAR essential policies and procedures at regional level Ensure compliance with the relevant legislation in terms of the Constitution, PFMA, GIAMA, GRAP and National Treasury guidelines. Co-ordinate and ensure execution of the physical verification of immovable assets:-Conduct physical verification activities to provide status information around the existence and condition of all Immoveable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Ensure that the surveying of DPW land parcels including SDF's is completed. Vesting of land parcels and endorsements of Title Deeds to confirm ownership of properties under the custodianship of DPW/PMTE. Provide appropriate support to the Operation Take Back (Bring Back) strategy initiative by providing required inputs and support. Verify documents or information through Deeds Search with Deeds Office, Surveyor-General and Municipalities. Manage human resources (financial, physical and human), manage section performance within the subdirectorates, and report on the performance of the unit against operational plan, business requirements and targets. Develop the work plan for the unit and ensure effective prioritization and resource planning. Agree on the training and development needs of the unit. Manage the implementation of compliant performance management, manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements. Manage the financial resources of programs and projects in charge of in accordance to the PFMA.

ENQUIRIES : Adv. JM Monare Tel No: (011) 713 6051

POST 25/65 : **DEPUTY DIRECTOR: DISPOSALS REF NO: 2021/216**

SALARY : R869 007 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service.

CENTRE : Durban Regional Office

REQUIREMENTS : A three year tertiary qualifications in Real Estate Management/Property Management / Financial Management, Property Law or equivalent qualification. Relevant work experience in the Property or Immoveable Asset Management, preferably in Disposals. Relevant supervisory experience on Assistant Director Level. Knowledge of the following: State Land Disposal Act, Broad Based Black Economic Empowerment Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement

	directives and procedures and Government Budget procedures; computer literacy, negotiation skills, report writing skills and effective communication. Ability to work under pressure. Willing to adapt work schedule in accordance with professional requirements. Willing to travel. A valid driver's license.
<u>DUTIES</u>	: Manage the disposal process of State land; co-ordinate and facilitate the process of identifying superfluous land to be disposed; manage the prioritisation of land to be disposed; develop and implement strategies to guide the disposal of State land; establish the ownership of land to be disposed; ensure that all land disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of land disposed; ensure compliance to departmental policies on disposal. Manage financial processes on the disposal of land- assist in the valuation of land to be disposed; manage the compilation of budget inputs; compile and present budget review report on land disposal; manage the recovery of State funds; oversee and ensure timeous payments of consultants and related fees; prepare and present quarterly projections to the Supply Chain Management; attend to the resolution of audit queries.
<u>ENQUIRIES</u>	: Ms. PEM Shozi Tel No: (031) 3147205
<u>POST 25/66</u>	: <u>DEPUTY DIRECTOR: FRAUD INVESTIGATIONS REF NO: 2021/217</u>
<u>SALARY</u>	: R733 257 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service).
<u>CENTRE</u>	: Head Office (Pretoria)
<u>REQUIREMENTS</u>	: A three year tertiary qualification in Auditing, Financial Management/ Criminology/Public Administration or equivalent qualifications, extensive experience in a relevant environment at ASD level. Drivers' license. Must be prepared to travel and be absent for prolonged periods at short notice. Must be prepared to work irregular and long hours. Expect to work overtime. Must be prepared to disclose their financial interests. Security clearance. Knowledge: Applicable legal framework. Departmental business systems and processes. Disciplinary code and procedures. Understanding of ethical values and behaviour. Good governance. Best practices in the prevention and combating of corruption and unprofessional conduct. Fraud examinations. Skills: Computer literacy. Effective communication (verbal and written. Planning and organisation. Relationship management. Programme and project management. Interpersonal and diplomacy skills. Analytical thinking. Problem solving skills. Decision making skills. Motivational skills. Negotiation skills. Conflict management. Presentation skills. Personal Attributes: Tenacity. Dedication. Honesty. Exceptional level of integrity. Innovation. Adaptability. Solution orientated – ability to design ideas without direction. Ability to work under stressful situations. Ability to communicate at all levels. People orientated and highly motivated.
<u>DUTIES</u>	: Promote a culture of intolerance to fraud and corruption within the Department and among service providers. To plan and implement special forensic operations and projects, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, ensure the referral of alleged serious mismanagement of resources or unprofessional conduct to the relevant authorities, supervise, maintain and co-ordinate the forensic investigators attached to the unit. Support the risk assessment and profile of the Department. Manage the Sub-directorate: Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management for the sub-directorate. Compile monthly, quarterly and annual performance reports. Plan and allocate work. Quality control of work delivered by employees.
<u>ENQUIRIES</u>	: Mr L Mahlangu Tel No: (012) 406 1977
<u>POST 25/67</u>	: <u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 2021/218</u>
<u>SALARY</u>	: R733 257 per annum, (All-inclusive salary package), (Total package to be s with the rules of the Middle Management Service).
<u>CENTRE</u>	: Head Office (Pretoria) tructured in accordance
<u>REQUIREMENTS</u>	: A three year tertiary qualification in Finance / Internal Audit with appropriate working experience in internal control environment within finance or supply

chain management or internal audit. Appropriate working experience at a supervisory level. Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and GRAP), International standards and property industry, Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS), Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework, Tender Solutions Suites, ICT Procurement. SKILLS: Communication skills both written and verbal, Interpersonal skills, Administrative skills, Report writing, Problem solving skills and decision-making skills, Numerical, analytical and financial skills, Ability to work under pressure and meet deadlines, Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels, Assertiveness, accuracy and attention to detail, Dedicated, Hardworking, Ability to work under stressful conditions, Team player, People and client orientated. Goal and solution orientated, Trustworthy, Leadership, Valid driver's license, Willingness to travel and work irregular hours.

DUTIES : Identify potential areas of compliance vulnerability and risk in finance and supply chain management environment. Compile reports on a regular basis to keep head of Directorate and management informed of the operation and progress on internal controls. Follow up on all reported cases of financial misconduct. Assess the effectiveness of the internal controls on finance and supply chain systems to identify control weakness. Handle investigation of all reported cases of financial misconduct and other SCM and Finance special projects. Coordinate internal control review and monitoring activities. Review and advise on Finance and SCM Standard Operating Procedure manuals, Delegations document and Policy for the Department. Develop an effective internal control training program for all employees and managers. Monitor and evaluate the performance of the internal controls and related activities. Coordinate the audit between the Department and the AGSA. Represent the directorate in Audit steering committee meeting. Provide support to Regional Offices in implementing and monitoring internal controls within Finance and Supply Chain Management. Support Regional Offices with the implementation of National Treasury prescripts. Manage financial and procurement processes of the section. Compile budget inputs of the component. Manage and develop staff.

ENQUIRIES : Mr. L Toona Tel No: (012) 406 2123

POST 25/68 : **EXECUTIVE OFFICE MANAGER: OFFICE OF THE DEPUTY DIRECTOR GENERAL: GRC REF NO: 2021/219**

SALARY : R733 257 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service.

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Social Science, Administration, Building Sciences, and Financial related or related field. Extensive experience on an Assistant Director level. Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, Structure and functioning of the Department, Conflict management, Project management; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent interpersonal skills: People orientated, Creative, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently, Ability to work under pressure.

DUTIES : The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate

meetings/ workshops (venues, travel, catering etc.); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch. Coordinate and manage projects in the office of the DDG. To render effective and efficient administrative support services – Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/ documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the DDG's office. Risk and compliance management-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. Management of human resources (financial, physical and human)-management of section performance within the sub-directorate; Report on the performance of the unit against operational plan, business requirements and targets; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Manage the implementation of compliant performance management; Manage compliance of the unit 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.

ENQUIRIES

: M Dondashe, Tel No: (012) 492 3192

POST 25/69

: **CONSTRUCTION PROJECT MANAGER (X3 POSTS)**

**SALARY
CENTRE**

: R718 059 per annum, (All-inclusive OSD salary package)
: Kimberly Regional Office Ref No: 2021/211 A (X2 Posts)
: Port Elizabeth Ref No: 2021/211 B (X1 Post)

REQUIREMENTS

: A National Higher Diploma/ BTech in the Built Environment field and a minimum of four (4) years' and six months experience in the Built Environment/Honours degree in Built Environment filed with a minimum of three (3) years' experience. Compulsory registration with the SACPCMP as a Professional Construction Manager and/ furnish a proof that you have applied to register with the professional council and paid the prescribed application and registration fees. A valid driver's license. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

DUTIES

: Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

ENQUIRIES

: for Kimberley Office: Mr. T Van den Berg Tel No: (053) 838 5204
: Port Elizabeth Office: Mr. SL Jikeka Tel No: (041) 408 2074

POST 25/70 : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2021/212 (X3 POSTS)**

SALARY : R718 059 per annum, (All-inclusive OSD salary package)
CENTRE : Pretoria Regional Office
REQUIREMENTS : A National Higher Diploma (Built Environment Field) with a minimum of four (4) years' and six (6) months certified experience, B-Tech (Built Environment field) with a minimum of four (4) years' certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years' experience, Compulsory registration with the SACPCMP as a Professional Construction Manager, A valid driver's license, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

ENQUIRIES : Mr. D Sewada Tel No: (012) 310 5399

POST 25/71 : **ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2021/220**

SALARY : R470 040 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A three year tertiary qualification in Human Resource Management, Human Resource Development, Public Administration, Public Management, Sociology, Psychology, Education or Behavioural Sciences. Relevant working experience in Training and Skills Development Coordination field. Willingness to travel and work irregular hours and be in possession of a valid driver's licence (Code B – Old Code 8). Social facilitation, conflict management, training and presentation skills, training quality assurance, stakeholder management, budget management, record keeping, claims support, procurement procedures and reporting are also key requirements for this job.

DUTIES : Coordinate the training for EPWP participants. Collect and capture data for reporting training interventions. Facilitate as a trainer on EPWP training interventions. Provide support in the process of developing and maintaining training programs. Coordinate capacity building programmes for EPWP Officials. Provide support to Training Providers during training and claims processes.

ENQUIRIES : Ms. C Makunike Tel No: (012) 492 3075

POST 25/72 : **CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2021/221**

SALARY : R470 040 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A three year tertiary qualification (T/N/S streams) in Engineering; Built environment or equivalent or N 3 and a passed trade test in the building environment or, Registration as an Engineering Technician and more than 6 years appropriate experience. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards,

		technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hard-working and trustworthy.
<u>DUTIES</u>	:	Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate tasks and projects in relation to the maintenance of existing and new works, monitor the projects and expenditure on current maintenance and minor new works projects and attend monthly project meeting with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents, specifications and bills of quantities. Promote and assist SMMEs BBBEE and PPPs. Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled; develop and interpret plans and sketches, draw-up quotation documents and complies specifications, bills of quantities and bid documents, adjudicate and provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures, put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulations and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise and provide training and development opportunities employees. Administer the department performance and development systems.
<u>ENQUIRIES</u>	:	Ms. A Xentsa, Tel No: (053) 838 5345
<u>POST 25/73</u>	:	<u>ASSISTANT DIRECTOR: EPWP SYSTEM ADMINISTRATOR REF NO: 2021/222</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Information Technology or relevant tertiary level qualification. Appropriate working experience in the information management systems field and experience in capacity building. Willingness to adapt to a working schedule in accordance with office requirements. A valid driver's license and must be willing to travel for work purposes. Knowledge: Expanded Public Works Programme; Helpdesk management; EPWP reporting requirements; Prescripts governing the EPWP. Skills: Report writing; Microsoft Office and its packages; Good communication (verbal and written); Presentation and training skills; Team player; Client orientated.
<u>DUTIES</u>	:	Provide helpdesk support service to the EPWP information management system users. Develop and implement Standard Operating Procedures for the EPWP helpdesk. Ensure optimized utilization of the EPWP information management system. Provide capacity building and technical support to system users. Implement all relevant organizational circulars, policies and other communication that impact on the operation of the unit. Facilitate audits of the EPWP Reporting System.
<u>ENQUIRIES</u>	:	Ms. T Maluleke Tel No: (012) 492 1465
<u>POST 25/74</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 2021/223</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Finance / Internal Audit with appropriate working experience in internal control environment within finance or supply chain management or internal audit, Appropriate working experience at a supervisory level, Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and

GRAP), International standards and property industry, Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS), Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework, Tender Solutions Suites, ICT Procurement. Skills: Communication skills both written and verbal, Interpersonal skills, Administrative skills, Report writing, Problem solving skills and decision-making skills, Numerical, analytical and financial skills. Ability to work under pressure and meet deadlines, Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels, Assertiveness, accuracy and attention to detail, Dedicated, Hardworking, Ability to work under stressful conditions, Team player, People and client orientated. Goal and solution orientated, Trustworthy, Leadership, Valid driver's license, Willingness to travel and work irregular hours.

DUTIES

: The effective implementation of internal controls within Finance, Supply Chain Management and Legal Contract performance, Monitor whether finance and supply chain objectives are consistent with Government's broader policy, Ensure that the Departmental Finance and SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts, Identify cases of non-compliance in the Department by performing pre-audit and post-audit of payments and SCM processes. Coordinating internal compliance review and monitoring activities, Review and provide inputs for the updating of SCM standard operating procedure manual, delegations document and policy for the Department. Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury. Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis. Reporting non-compliant/irregularities to National treasury monthly. Compile report on Non-compliance for condonation for purpose of financial statements. Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties. Make follow up on cases of financial misconduct referred to investigations. Adopt systematic approach to prevent risk. Coordinate the audit process between the Department and the Auditor-General and/or Internal Audit. Serve as Secretariat to the Audit Steering Committee as and when required, Supervise, mentor and manage staff.

ENQUIRIES

: Ms. N Saidy Tel No: (012) 406 1804

POST 25/75

: **ASSISTANT DIRECTOR: PROPERTY PAYMENTS AND REVENUE REF NO: 2021/224**

Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY CENTRE REQUIREMENTS

: R376 596 per annum
: Head Office (Pretoria)
: three year tertiary qualification in economics, accounting, business studies or relevant qualification and relevant working experience in Property Management and / or finance, Supervisory experience, Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage, Willingness to travel, Valid unendorsed drivers licence. Knowledge: Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills, Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with service providers and clients at various levels, Organisation and planning, Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Decision making skills, Negotiation, Conflict resolution, Motivational skills. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working and highly motivated, research.

DUTIES

: Ensure that annual financial results are compiled in accordance with policies, prescripts and directives; implementation internal control policies in compliance with departmental policies; Monitor creditor age analysis trend and provide intervention where required. Effectively manage payments by ensuring that invoices are paid within prescribed timeframes; ensure that balances are

		confirmed with suppliers; resolve tenants disputes on payments; ensure that payments are correctly recorded; Monitor payment trend analysis. Ensure compliance with related prescripts, delegations and procedures, Implement internal control measures, Effective implementation of the property expenditure management system, Manage property revenues and expenses, Liaise with clients regarding property payments and revenue and respond to audit queries. Mr. S Maruatona Tel No: (053) 838 5207
<u>ENQUIRIES</u>	:	
<u>POST 25/76</u>	:	<u>OFFICE MANAGER OF THE REGIONAL MANAGER REF NO: 2021/225</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Management Assistant, Secretariat, Office management or equivalent. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.
<u>DUTIES</u>	:	Manage the traffic in the office of the Regional Manager, efficient and effective Human Resources, Financial administrative support, including operating the LOGIS and BAS financial systems, Perform the duties of Regional Manager User Clerk in the office of incoming and outgoing post, Maintain a filing registry in the office of the Regional Manager, Provisioning of stationery and supplies, Maintaining an electronic post register for management of the Regional Manager's diary, Schedule meetings and telephone management, Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers' presentations, reports and minutes of meetings, Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organise training facilities, Responsible for procurement processes within the office of the Regional Manager and manage the petty cash, Assist in the development of the MTEF budget of the Regional Manager and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.
<u>ENQUIRIES</u>	:	Adv. JM Monare Tel No: (011) 713 6051
<u>POST 25/77</u>	:	<u>PAYROLL PRACTITIONER: HR ADMINISTRATION REF NO: 2021/226 (X2 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Accounting / Finance or related. Appropriate experience in payroll administration / financial accounting. Willing to adapt work schedule in accordance with professional requirements. HR Related policies and prescripts, Salary Administration, PERSAL, BAS. A successful completion of PERSAL Introduction and PERSAL Salary administration courses. Knowledge: General knowledge of HR related standards, practices, processes and procedures, knowledge and understanding of the PFMA and Treasury Regulations, knowledge and understanding of the Basic Accounting System (BAS), Functioning of PERSAL, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Codes of Remuneration, Basic knowledge of Income Tax Act. Skills: Good communication (verbal and written) skills; computer literacy; problem-solving skills, planning and organizing skills, Basic numeracy, Interpersonal skills, Ability to work with confidential information, Ability to work within specific timeframes, Ability to undertake basic research/gather information and Interpretation of policies. Personal Attribute: Innovative, Resourceful, Analytical Thinking, People oriented, Trustworthy, Assertiveness, Hard-working, Self-motivated, Ability to work in a team and independently.
<u>DUTIES</u>	:	Provide assistance in processing monthly salaries: salary recalls, reversal and clearing of suspense file; payment of supplementary claims such as overtime, sessional allowances and advance payment of transfer and relocation costs of

		employees; Liaise with conditions of service regarding benefits payable to employees , handle departmental salary claims, handle queries relating to earnings of personnel , assist in filing information related to salaries , handle, monitor and follow up on service termination processes, sort , distribute, record and reconcile payroll certificates, assist in monitoring the process of prompt payment to personnel , assist in acquiring information related to deductions and earnings of personnel, implement maintenance order as per court order; capture salary related transactions on PERSAL. Capture and file S&T claims. The provision of administration support of the Section-respond to salaries and audit related queries; Ensure accuracy of salary related information on the PERSAL systems.
<u>ENQUIRES</u>	:	Ms. SM Khumalo Tel No: (012) 406 1754
<u>POST 25/78</u>	:	<u>STATE ACCOUNTANT: PAYROLL REF NO: 2021/227</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary in Financial Accounting or related. Appropriate relevant working experience. A candidate must have knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, ERP systems and Government transversal systems, payroll and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.
<u>DUTIES</u>	:	Effective processing of manual payments - capture and process duly supported manual payments (e.g. SARS, GEPI and GEMS) on ERP system, verify manual payment to authorised signatories and banking details. Compilation and capture journals. Prepare PAYE reconciliations and suspense accounts, Monitor and clear clearing of PERSAL exceptions and errors and suspense accounts. Initiate and prepare payroll e-filing to SARS. Prepare Bi-Annuals and Annual Tax reconciliation. Effective document control of manual payment batches and journals. Make inputs to payroll policies and procedures. Provide payroll related inputs for the preparation of financial statements and respond to AGSA audit queries on related payroll matters.
<u>ENQUIRIES</u>	:	Ms. VM Senong Tel No: (012) 406 1764
<u>POST 25/79</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2021/228</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Finance/Auditing/Supply Chain Management. Financial Management/Accounting or Supply Chain Management experience. Knowledge of Financial prescripts and international standards, working knowledge of Government Financial systems (BAS, PERSAL, PMIS & LOGIS). Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework. Skills and personal attributes: Good communication skills both written and verbal. Trustworthy. Ability to work under pressure and meet deadlines. Willingness to work irregular hours.
<u>DUTIES</u>	:	The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental SCM processes are aligned with those standards that support international best practice. Implement SCM practice notes, policies and inform about new prescripts from National Treasury. Identify non-compliance by doing pre audit and post audit. Compile report on Non-compliance for coordination purposes of financial statements. Review and updating SCM standard operating Procedure manual, Delegations document and Policy for the Department. Update the risk register in SCM. The effective administrative support on contract management. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Ensuring the administration of the signing of contracts and agreements. Verify by scrutinizing the contract documents for compliance. Handle contract related enquiries.
<u>ENQUIRIES</u>	:	Mr. S Sekgale Tel No: (012) 492 3047

<u>POST 25/80</u>	:	<u>HORTICULTURIST: FACILITIES MANAGEMENT REF NO: 2021/229 (X2 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	Three year tertiary qualification in Horticulture. Valid driver's license and be prepared for extensive travel. Relevant supervisory skill and experience. Knowledge on horticultural practices and agricultural remedies; health and safety; personnel practices; operating and maintaining horticultural implements and equipment; office administration and reporting. Skills: effective communication (written and verbal); adapt work schedule in accordance to office requirements; numeracy and computer literacy; ability to work with various stake holders at varied levels; planning and co-ordination; problem solving and diplomacy.
<u>DUTIES</u>	:	Support the administration of the section; assess, supervise and co-ordinate horticultural staff in carrying out the service. Ensure the quality of work and adherence to safety requirements. Transporting equipment and materials to various sites. Identify resource requirements as per operational needs; replenishment and distribution of materials; monitor the condition of equipment and ensure servicing and repairs. Compile monthly reports. Display knowledge of Environmental Legislation.
<u>ENQUIRIES</u>	:	Mr. HC Mambana Tel No: (012) 342 2033
<u>POST 25/81</u>	:	<u>ADMINISTRATION OFFICER: EPWP NYS REF NO: 2021/230</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Public Administration, Public Management, Management, Bachelor of Administration, HRM. Appropriate relevant experience. Valid Driver's license. Skills: Project Management skills, Communication and Facilitation skills, Language Proficiency, Report Writing, Financial Administration, Computer skills, Negotiation skills and Time Management. Knowledge: project management, construction industry, construction contracting, epwp programme, structure and functioning of the department. Personal Attributes: Resourceful, energetic, flexible, helpful, ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results, assertive, hard-working, highly motivated and ability to work independently.
<u>DUTIES</u>	:	The Provision of administrative support at National Department of Public Works and Infrastructure at the Regional Offices in implementing the EPWP National Youth Service programme: booking and selection of venues for briefing of potential NYS learners, preparation of application forms for potential NYS Learners, capturing details of applicants for NYS, capturing of details of NYS Learners recruited, liaison with HR section to ensure that learners details are captured on persal, compile training needs that have been identified for NYS and other infrastructure programs for submission to the EPWP training team. Provide administrative support in the implementation of the Contractor Incubator Programme (CIP) at regional level, identification and booking venues for briefing of contractors to be involved in the programme, obtaining details of CIP applicants. Prepare logistics for Capacity Building/Awareness Creation Workshops and/or Training of Stake-Holders, Provide technical support to the EPWP Reporting System Data Capturers. Provide assistance in obtaining information for the compilation of EPWP Quarterly reports.
<u>ENQUIRIES</u>	:	Mr. M Sonjica Tel No: (011) 713 6147 / (011) 713 6017
<u>POST 25/82</u>	:	<u>ASSISTANT ADMINISTRATIVE OFFICER: HELP DESK AND COMPLAINTS REF NO: 2021/231</u>
<u>SALARY</u>	:	R208 584 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 with appropriate experience in clerical and office administration duties. Good verbal and written communication skills. Basic knowledge Public Finance Management Act ,understanding of the built environment, financial administration processes and systems, procurement processes and systems, Effective communication, report writing, basic numeracy, computer literacy, interpersonal relations, general office administrative and organisational skills wide range of office administration

		tasks of treasury regulations and financial management, report writing and submissions. Ability to work under pressure. Good interpersonal relations skills and telephone etiquette.
<u>DUTIES</u>	:	Prepare submissions for write-offs, clear suspense accounts, obtain required information from client departments and submit to relevant authority for approval, obtain legal advice from State Attorneys regarding the clearing of suspense accounts, send reminders to clients if required. Administrate unplanned maintenance related to the client departments, log complaints on UMMS, provide reference numbers for orders to be issued, ensure effective filing of related documentation, create, capture and maintain database of related records, monitor progress of services provided with regard to the complaint.
<u>ENQUIRIES</u>	:	Mr. KC Muthivheli Tel No: (011) 713 6097
<u>POST 25/83</u>	:	<u>ASSISTANT ADMINISTRATIVE OFFICER: GARDENING SERVICES FACILITIES MANAGEMENT REF NO: 2021/232</u>
<u>SALARY</u>	:	R208 584 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	An ABET level 4/Grade 12; valid driver's license code B and be prepared for extensive travel; relevant supervisory skill and experience. Knowledge on horticultural practices; health and safety; personnel practices; operating and maintaining horticultural implements and equipment; office administration and reporting. Skills: effective communication (written and verbal); adapt work schedule in accordance to office requirements; numeracy and computer literacy; ability to work with various stake holders at varied levels; planning and co-ordination; problem solving and diplomacy.
<u>DUTIES</u>	:	Support the administration of the section; assess, supervise and co-ordinate horticultural staff in carrying out the service. Ensure the quality of work and adherence to safety requirements; transporting staff, equipment and materials to various sites. Identify resource requirements as per operational needs; replenishment and distribution of materials; monitor the condition of equipment and ensure servicing and repairs. Compile monthly reports.
<u>ENQUIRIES</u>	:	Mr. HC Mambana Tel No: (012) 342 2033
<u>POST 25/84</u>	:	<u>SENIOR ADMIN CLERK: REGISTRY REF NO: 2021/233</u>
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 with appropriate experience. Knowledge of the National Archives and Records of South Africa Act, No 43 of 1996 and Information Act (PAIA), as amended. Knowledge of disposal of records. Computer literacy. Ability to identify and arrange different types of records. Customer care and client orientation skills. Ability to work under pressure and take initiatives. Proven communication, organizing and interpersonal skills.
<u>DUTIES</u>	:	Keep registers, eg for stamps, registered mail, certified mail and others. Keep the file index up to date and maintain files. Administer the flow of files and records, track, trace files and manage sensitive documentation. Receive, sort or prepare incoming or outgoing mail from/for Post office and internal clients. Deposit and Manage payments received. Updating of the invoice Register for both PMTE and DPW.
<u>ENQUIRIES</u>	:	Ms T Bomela Tel No: (047) 502 7046
<u>POST 25/85</u>	:	<u>EPWP DATA CAPTURER REF NO: 2021/234</u>
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 or Equivalent Qualification/Certificate/. Diploma or Degree in Information Technology/Office Administration and related qualification will be an added advantage. A relevant working experience in Data capturing and Office Administration. Knowledge: a range of work procedures such as data capturing, Administration procedures relating to working environment including norms and standards, Batho Pele Principles. Skills administration and reporting procedures. Basic gathering of information. Computer literacy (MS Suit). Ability to handle stressful environment. Office organisational skills. General filing including electronic filing skills. Conflict

<u>DUTIES</u>	:	management and people skills. Ability to perform routine tasks. Basic interpersonal relationship. Problem solving. Strong computer literacy.
	:	To capture information from hard copies as submitted by the different EPWP Public Bodies to electronic system, i.e. word excel and basic computer network systems ensuring that the information captured is accurate and in good standards Transcript data from source documents into the EPWP Reporting System.
<u>ENQUIRIES</u>	:	Mr. M Ntese Tel No: (041) 408 2029
<u>POST 25/86</u>	:	<u>SWITCHBOARD OPERATOR: PROVISIONING & LOGISTICS REF NO: 2021/235</u>
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 or equivalent qualifications. Appropriate experience in Switchboard. Good customer etiquette and listening skills, writing skills, friendliness, good communication and interpersonal skills. Computer literacy (MS Packages): Microsoft word, Microsoft excel, access, internet and emails. Ability to cope under pressure. Knowledge of switchboard (telephone Management) systems would be an added advantage. Serve internal as well external clients. Computer literate. Experience in switchboard procedures.
<u>DUTIES</u>	:	The successful candidate will manage the switchboard by facilitating incoming and outgoing calls. Assist technicians with the movement of telephone and fax line (e.g. escort technicians through the building). Certifying job done by technicians when called in for services. Open new telephone lines. Checking of faulty line and telephones handset before logging a call to telephone companies. Ensure that all invoices for services rendered by the technicians are timeously paid. Arrange telephone instruments for new employees. Capturing monthly telephone information/ data on excel. Download monthly telephone bill for DPW & PMTE officials, monthly printout, distribution or sending of telephone bills to staff. Ensure that all telecommunication accounts are up to date. Open individual file for staff. Report faults to information services appointed service provider. Perform any other work schedule in accordance with the various requirements of the Unit.
<u>ENQUIRIES</u>	:	Ms. N Gwatyuza Tel No: (041) 408 2070
<u>POST 25/87</u>	:	<u>CLEANER: FACILITY MANAGEMENT REF NO: 2021/236 (X4 POSTS)</u>
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12, ABET 2, 3, 4, Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equivalent will be an added advantage.
<u>DUTIES</u>	:	Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices. Scrubbing, moping and polishing floor. Dust and polish furniture.
<u>ENQUIRIES</u>	:	Ms. M Llali Tel No: (018) 386 5379
<u>NOTE</u>	:	Preference will be given to males.

**INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2021/2023
(24 MONTHS)**

<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works Private Bag X3913, Port Elizabeth, 6056 or Hand delivered at, Eben Donges Building, Corner of Hancock & Robert Street, North End, Port Elizabeth, 6056.
<u>CLOSING DATE</u>	:	30 July 2021
<u>NOTE</u>	:	The Programme will be for a non-renewable period of 24 months. Interested candidates should forward a completed Z83 Form obtainable from any Public Service Department, accompanied by a comprehensive CV and copies of their ID and qualifications (including Grade 12 Certificate academic record and Diploma/Degree certificate).(only shortlisted candidates will submit certified copies) 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 one month of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be required to

undergo security vetting/clearance and criminal record check. Through the Internship Programme, the Department of Public Works and Infrastructure is committed to provide opportunities for qualifying candidates to gain skills, experience and knowledge in their respective career fields. Applicants must be South African citizens who have never participated in an internship programme in any government department/Private Sector. Must not be older than 35 years of age.

OTHER POSTS

<u>POST 25/88</u>	:	<u>HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME REF NO: HRD/2021/01 (1X POST)</u> Directorate Human Resources Management
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Port Elizabeth/Gqeberha
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Human Resources Management/Industrial Psychology/ Personnel Management/Labour/Industrial Relations.
<u>ENQUIRIES</u>	:	Ms Phoziswa Buwa Tel No: (041) 408 2344 or Ms Nolusindiso Mzwali on Tel No: (041) 408 2106
<u>POST 25/89</u>	:	<u>FINANCIAL MANAGEMENT INTERN REF NO: HRD/2021/02 (X1 POST)</u> Directorate: Finance and SCM
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Port Elizabeth/Gqeberha
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Financial Management/Financial Accounting/Management Accounting and Internal Audit
<u>ENQUIRIES</u>	:	Ms Phoziswa Buwa Tel No: (041) 408 2344 or Ms Nolusindiso Mzwali on Tel No: (041) 408 2106
<u>POST 25/90</u>	:	<u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: HRD/2021/03 (X3 POSTS)</u> Directorate: Finance and SCM
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Port Elizabeth/Gqeberha
<u>REQUIREMENTS</u>	:	Diploma/Degree in Purchasing and Logistic Management/Public Administration/ Public Management/Supply Chain Management.
<u>ENQUIRIES</u>	:	Ms Phoziswa Buwa Tel No: (041) 408 2344 or Ms Nolusindiso Mzwali on Tel No: (041) 408 106
<u>POST 25/91</u>	:	<u>OFFICE MANAGEMENT AND MANAGEMENT ASSISTANT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: HRD/2021/04 (X6 POSTS)</u> Directorates: REMS, CPM, EPWP, Facilities Management, RM's Office
<u>STIPEND</u>	:	R6 083.70 per month for graduates and R5 066.33 per month for students
<u>CENTRE</u>	:	Port Elizabeth/Gqeberha
<u>REQUIREMENTS</u>	:	N6 Certificate in Office Management/Management Assistant, National Diploma/Degree Management Assistant/Office Administration/Administrative Management.
<u>ENQUIRIES</u>	:	Ms Phoziswa Buwa Tel No: (041) 408 2344 or Ms Nolusindiso Mzwali on Tel No: (041) 408 2106
<u>NOTE</u>	:	NB: Applicants for Student Internship or Work Integrated Learning must provide a letter from the institution to undertake the Programme.
<u>POST 25/92</u>	:	<u>ICT INTERN REF NO: HRD/2021/05 (X2 POSTS)</u> Directorate: RM's Office
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	Port Elizabeth/Gqeberha
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Information Technology and IT Support, Communication Network/ Computer Science
<u>ENQUIRIES</u>	:	Ms Phoziswa Buwa Tel No: (041) 408 2344 or Ms Nolusindiso Mzwali on Tel No: (041) 408 2106

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development 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 submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 30 July 2021 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form (newly prescribed z83 form effective 01 January 2021); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and ID document. Applicants must submit copies of qualifications, Identity document, and drivers' licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The requirement of certified copies will be limited to shortlisted candidates only. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be download online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 25/93** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: DD SEC MNGT**
- SALARY** : R733 257 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year National Diploma or B Degree qualification (NQF level 6 / 7) in Security Management. Minimum of 5 years' experience in Safety, Security, Investigations and Vetting of which 3 years should be at an Assistant Director Level. Broad knowledge and understanding of the functional areas Security Vetting, Investigations and Security Management. Good communication (written, verbal and presentation) and interpersonal skills. Advanced planning and organising skills with the ability to listen and evaluate situations objectively. Strong policy formulation and implementation skills. Computer literacy (MS Packages) and Safety and Security training.
- DUTIES** : Develop policy, promote compliance, and manage implementation thereof which includes policies, strategies, procedures, processes and risk management within vetting, safety, and security. Manage the execution of security vetting, screening processes of companies and proper administration of vetting applications. Conduct security threat and risk assessments as per the MISS and MPSS, draft recommendations and conduct security planning meetings. Draft annual action and business plans, coordinate provision of access cards and ensure all classified information is stored in line with security requirements. Conduct investigations, compile reports on findings, report incidents (includes suspected incidents) of security breaches and losses of departmental property, provide recommendations and liaise with SSA / SAPS. Liaise with internal and external stakeholders, which includes providing advice,

	conducting formal presentations, drafting letters, submissions, reports, awareness sessions, etc.
<u>ENQUIRIES</u>	: all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097
<u>NOTE</u>	: Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: DD SEC MNGT"
<u>POST 25/94</u>	: <u>ASSISTANT DIRECTOR: INCENTIVES, GRANTS AND LOANS REF NO: ASD INCENTIVES</u>
<u>SALARY</u>	: R376 596 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An appropriate 3-year National Diploma or B Degree qualification (NQF level 6 / 7) in Economics / Finance/ Accounting or Business Management as recognised by SAQA. Minimum of 3 years' experience at a Functional Specialist level. Possess skills such as, good communication (written, verbal and presentation), Attention to detail, Planning and organising, Analytical and Problem-solving, Project Management and Customer service. Computer literacy (MS Packages) and Project Management training.
<u>DUTIES</u>	: Conduct research about funding best practices, participate in programme design and review. Participate in programme monitoring and compile recommendations on interventions relating to enhancing SMME's development interventions. Develop and implement SMMEs and Co-operatives funding policies and strategies. Compile monthly programme performance reports detailing movements of all projects e.g., approvals, rejections, and disbursements. Request performance reports from entities and prepare draft quarterly analysis reports on the performance of entities. Gather evidence and generate reports on competitive SMMEs and Co-operatives supported by the Portfolio. Gather evidence and draft responses for internal and external audit queries and findings. Mobilise resources for the SMME and Co-operatives sector through partnerships. Communication with internal, external and stakeholders including the drafting of general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, and submissions. Give detailed / comprehensive / in depth advice on procedural and technical related matters in respect of funding support. Conduct awareness sessions for SMMEs on developing skills needed for financial planning, creating a budget and track spending patterns to sustain their businesses.
<u>ENQUIRIES</u>	: All advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 3097
<u>NOTE</u>	: Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: ASD INCENTIVES"

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.

<u>APPLICATIONS</u>	:	All applications must be submitted online on the following link: www.statssa.gov.za/recruitment
<u>CLOSING DATE</u>	:	30 July 2021
<u>NOTE</u>	:	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 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. Statistics South Africa reserves the right to fill or not fill the below-mentioned posts. Note: Applicants must submit copies of qualifications, Identity document and drivers licence (where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. Only shortlisted candidates for a post will be required to submit certified copies on or before the day of the interview, following communication from HR.

MANAGEMENT ECHELON

<u>POST 25/95</u>	:	<u>CHIEF DIRECTOR: NORTH WEST REF NO: 01/07/21NW</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14), (All-inclusive remuneration package)
<u>CENTRE</u>	:	North West
<u>REQUIREMENTS</u>	:	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).

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms L Dooka Tel No: (012) 336 0161
<u>POST 25/96</u>	:	<u>CHIEF DIRECTOR: STATISICAL REPORTING (SANSS) REF NO: 03/07/21HO</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14), (All-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office - Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF 7) in Statistics/ Demography/ Economics/ Population Studies. Training in Project Management and 5 years' relevant experience at senior managerial level, High level of numeracy, written and verbal communication skills, 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, 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).
<u>DUTIES</u>	:	Oversee the development of the Chief Directorates strategy, operational plans, systems and methodology, Provide leadership in the analysis of statistical production and the development , maintenance and updating of a framework to assist the SG to facilitate data production in the country, Provide strategic support to organs of state on the appropriateness of statistics compiled for consumption external to the country as well as administrative support within the Statistical Reporting Chief Directorate, Provide technical support and capacity building on indicator development, Coordinate statistical reporting activities, Establish governance structures for statistical reporting.
<u>ENQUIRIES</u>	:	Mr N Jones Tel No: (012) 310 4880
<u>POST 25/97</u>	:	<u>DIRECTOR: FIELD OPERATIONS: NORTH WEST REF NO: 02/07/21NW</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive remuneration package)
<u>CENTRE</u>	:	North West
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF7 SAQA Recognised) in Mathematics, Statistics, Social Studies, Demography and or Geography, At least six (6) years proven experience in the statistical production process, data collection and monitoring, map reading, survey methodology and report writing, Training in Project Management, Five (5) years of experience at middle management level, Knowledge of MS Office Suite, A valid driver's licence, Good communication, decision making, leadership, presentation, conflict resolution, report writing and facilitation skills, Costumer focused, strategic thinker, ability to handle multiple and complex tasks, strong conceptual and analytical skills, Ability to handle stressful situations, Ability to work under pressure and long hours to meet deadlines, Willingness to travel.
<u>DUTIES</u>	:	Ensure development of Strategy, policy, standard operating procedures, process mapping and operational plans for field operations in the province, Manage integrated Fieldwork Operations for all Surveys and Census in the province, Ensure and promote good governance in the area of fieldwork operations, Liaise and provide support relating to internal and external stakeholders, Manage staff, budget and other resources.
<u>ENQUIRIES</u>	:	Ms L Dooka Tel No: (012) 336 0161

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria. Applicants may alternatively submit by email to recruitment@tourism.gov.za (Maximum size of 5 MB)
- CLOSING DATE** : 30 July by 16:30 (E mailed, faxed and late applications will not be considered)
- NOTE** : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required copies (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed 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. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test.

MANAGEMENT ECHELON

- POST 25/98** : **CHIEF DIRECTOR: TOURISM ENHANCEMENT REF NO: DT11/2021**
- SALARY** : R1 251 183 per annum, (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund and a flexible portion that may be structured.
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) or equivalent qualification plus proven strategic management and leadership skills, minimum 5 years' experience in a Senior Management position. Ability to interact with stakeholders at all levels; programme, project and contract management experience, policy formulation and implementation experience; a holistic understanding of the tourism economy; experience in product, infrastructure, route and experience development. Knowledge of the Public Finance Management Act and other Government Acts, policies and prescripts, labour laws. Skills in Strategic and Analytical Thinking and Conceptual Problem Solving, Leadership and Management, Communication, Financial Management. High level of Computer Literacy and possession of a valid driver's licence and willingness to travel. 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/>. Thus successful candidate will be required to complete such prior to any appointment.
- DUTIES** : Reporting to the Deputy Director-General: Destination Development, the successful candidate will be responsible for the following key functions: Provide leadership and strategic direction in the Chief Directorate, provide for the development and enhancement of tourism infrastructure, routes and experiences, facilitate maintenance and enhancement of tourism products of in particular State Owned assets, facilitate integration of tourism with other sectors including creative industries, environment, national and world heritage sites.
- ENQUIRIES** : Mr P Tshabane Tel No: (012) 444 6195 / Mr T Koena Tel No: (012) 444 6154
- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates may be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing

of the performance agreement, employment contract, and annual financial disclosure.

<u>POST 25/99</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: DT12/2021</u>
<u>SALARY</u>	:	R1 251 183 per annum, (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund and a flexible portion that may be structured.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised B-degree (NQF7) in Accounting or equivalent qualification plus financial management and supply chain management minimum 5 years' experience in a Senior Management position. Professional association membership will be an added advantage Candidates must also have people management, organisation and planning skills, facilitation and communication skills, change management, Client orientation and customer focus, Writing Skills, and problem solving and analysis, Policy formulation, analysis and implementation. Knowledge of the Public Finance Management Act and Treasury Regulations, BAS, LOGIS, PERSAL, Vulindlela. Computer Literacy including advanced MS Excel. Possession of a valid driver's licence and willingness to travel. 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/ . Thus successful candidate will be required to complete such prior to appointment confirmation.
<u>DUTIES</u>	:	Reporting to the Director-General, the successful candidate will be responsible for the following key functions: Manage the financial resources of the department. Ensure control of department expenditure. Manage the departments financial controls, bookkeeping and Public Entity Management. Ensure effective demand, acquisition, and contract management. Management procurement from BBBEE enterprises. Maintain appropriate financial systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Oversee effective integrated financial services and supply chain management systems within the department in accordance with the PFMA, Treasury Regulations & Relevant prescripts. Provide strategic and technical support to the Accounting Officer and Branch Managers. Oversee and lead the provision of travel and transport services and ensuring the optimal utilization of fixed and moveable assets. Facilitate the implementation of national norms and standards were applicable. Liaise with relevant role-players in the financial environment regarding transversal financial matters.
<u>ENQUIRIES</u>	:	Mr P Tshabane Tel No: (012) 444 6195 / Mr T Koena Tel No: (012) 444 6154
<u>NOTE</u>	:	All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates may be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure. Employment Equity: Suitably qualifying African Female or Coloured Female candidate will be appointed.

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za .
<u>CLOSING DATE</u>	:	30 July 2021
<u>NOTE</u>	:	Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications and ID document (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the department Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

<u>POST 25/100</u>	:	<u>DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: DOT/HRM/2021/52</u> Branch: Administration Chief Directorate: Human Resource Management and Development Directorate: Human Resource Management and Administration Sub-directorate: Recruitment and Selection
<u>SALARY</u>	:	R733 257 per annum (Level 11), (All-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF level 6/7 qualification in either Human Resource Management, Public Management/Administration with five (5) years' experience in the recruitment and selection environment of which three (3) years must be at an Assistant Director level and as a supervisor. The following key competencies and attributes are essential: Knowledge of legislations, regulations, frameworks pertaining to Public Service Administration, specifically the Public Service Act and Regulations, BCEA, Skills Development Act, Public Finance Management Act, Employment Equity Act and Access to Information Act, understanding of the Public Service and Human Resources in general; knowledge of labour legislations; Good communications skills (oral and written), liaison/coordination and presentation/facilitation skills; A good command of computer literacy, including Microsoft Office suite,(Word, Excel, PowerPoint and Outlook) and Persal; Ability to work under pressure, Willingness to travel and work away from home; Ability to work independently and in a Team; Good administrative skills, people management and empowerment , strategic capability and leadership; planning and organisational skills; Customer Focus and Responsiveness; Problem solving and decision making. Valid driver's license.
<u>DUTIES</u>	:	To provide Recruitment and Selection service to the department by Interact with line function, Organizational Development and Finance on drafting and approval of adverts. Liaise with Supply Chain Management Section to facilitate the sourcing of quotations for the placement of advertisements in the open media and ensure that all SCM forms are duly complied and approved. Implement methods of obtaining suitable candidates such as headhunting in terms of processes applicable to the Public Services. Manage response

handling by Manage the response handling for advertised posts. Oversee the compilation/capturing of the executive applications and conduct quality checks of the executive summaries. Put the systems/measures in place to ensure that all applications for employment received are accounted for. Provide support during the selection process. Facilitate the process for the nomination and appointment of the selection committee and compile the submission for approval of their appointment thereof. Oversee the scheduling of the selection processes (shortlisting and interviews) and all the necessary logistics such as shortlist/interview dates, venues, invitations to both selection committee members and candidates. Ensure that all Personnel Suitability Checks (reference checks, pre-employment screening etc) are conducted for recommended candidates. Ensure that shortlisted/interviewed candidates attend all tests (competency assessments etc.) as prescribed in the Departmental Recruitment and Selection Policy. Conduct research, develop, implement and maintain recruitment and selection policy and strategies in line with legislative prescripts. Conduct research and benchmark recruitment and selection best practices. Compile and maintain weekly, monthly quarterly, annual reports on Recruitment and Selection related issues. Arrange information sessions and provide training and technical support on complex nature recruitment and selection matters. Manage and control the sub-directorate by Ensuring compilation of performance agreements for all employees under his/her control and monitor their performance and provide guidance, training and support. Manage employee's performance assessments and ensure full compliance of the PMDS prescripts. Assess staff ability to effectively perform their duties and provide training were needed.

ENQUIRIES
NOTE

- : Mr. Phutha Mohlala Tel No: (012) 309 3542
- : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Recruitment and Selection"

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

APPLICATIONS

- : Applications directed to the addresses as indicated below or Hand Delivery as indicated below:
- Cecilia Makiwane Hospital** - Post to: Cecilia Makiwane Hospital: Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecelia Makiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms N. Matshaya Tel No: (043) 708 2121.
- Nkqubela Hospital** - Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Langeni Tel No: (043) 761 2131
- Buffalo City Metro District Office** - Post to: HR Office, Buffalo City Metro District Office, Private Bag X9015, East London, 5200 or hand Deliver to: HR Office, Buffalo City Metro District Office, 18 Sheffield Road Woodbrook West Bank East London 5200. Enquires: Ms H Hlulani Tel. No: (043) 7433 006/057
- Bhisho Hospital** - Post to: HR Office, Bhisho Hospital, Bhisho 5605 or hand delivery: Human Resource Office, Bhisho Hospital Komga Road. Enquiries: Mrs T. Awlyn – Qegu Tel No: (040) 635 2950/5.
- Uitenhage Provincial Hospital** - Post to: HR Office, Private Bag X36, Uitenhage, 6230 or hand deliver to: HR Office, Uitenhage Provincial Hospital, 36 Channer Street, Levyvale, Uitenhage 6229. Enquiries: Mr P Oosthuizen Tel No: (041) 995 1129.
- Madzikane Ka Zulu Hospital** - Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr Sigola Tel No: 039 255 8200/11/12.
- Nelson Mandela Academic Hospital** - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4469
- King Sabata Dalinyebo Sub-District** - Post to: District Manager, KSD Sub district Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building. Enquiries: Ms O Gcagca Tel No: (047) 531 0823.
- St Elizabeth Regional Hospital** - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza – Tel No: (039) 253 5012.
- Taylor Bequest Hospital (Matatiele)** - Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr Kholiso Tel No: (039) 737 3107.
- St Patricks Hospital**: Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Gxaweni AO Tel No. 039 251 0236.
- Khotsong Hospital** - Post to: Human Resource Office, Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms. A Lebata Tel No: (039) 737 3801.
- Dora Nginza Regional Hospital** - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwile Port Elizabeth 6201. Enquiries: Ms Bomela Tel No: (041) 406 4421.
- Fort England Psychiatric Hospital** - Post to: Fort England TB Hospital - Post to: Human Resource Office, Fort England Hospital Private Bag X1002, Grahamstown 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, Grahamstown 6139. Enquiries: Ms S Share Tel No: (046) 602 2300.
- Hewu Hospital** - Post to: Human Resource Office, Hewu Hospital Private Bag x1409 Queenstown 5320 or hand deliver to: HR Office Hewu Hospital Ekuphumleni Township Main Road Whittlesea. Enquiries Mr Mabandla Tel No: (040) 841 0133.
- Sakhisizwe Sub-District** - Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, Cala 5455 Enquiries: Ms B Mtsi Tel No: (047)-8770931.
- Joe Gqabi District Office (EMS Aliwal North)** - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot

springs, Aliwal North 9750. Enquiries: Mr J.S Ndzinde – Tel No: (051) 633 9631.

Frontier Regional Hospital – Post to: HR Office, Private Bag X 7063 Queenstown 5320 or Hand Delivery to HR Office Frontier Hospital, Enquiries: Ms P Marongo Tel No: (045) 808 4272.

Tower Psychiatric Hospital – Post to: HR Office, Private Bag X228, Fort Beaufort, 5720 or hand deliver to: HR Office, Tower Psychiatric Hospital, Street, Fort Beaufort, Eastern Cape, 5720. Enquiries: Mrs V Whitecross Tel No: (046) 645 5008.

SS Gida Hospital – Post to: HR Office, SS Gida Hospital, Private Bag X012, Keiskammahoek, 5670 or hand deliver to: HR Office, SS Gida Hospital, Keiskammahoek, 5670. Enquiries: Ms N Nene Tel No: (040) 658 0043.

Jose Pearson TB Hospital - Post to: HR Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6014 or Hand delivery to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp, Port Elizabeth 6015 Enquiries: Ms Klassen Tel No: (041) 372 8000.

Glen Grey Hospital - Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142 Lady Frere, 5410 or hand and deliver to Glen Grey Hospital, 5410. Enquiries: Ms N Ralushe Tel No: (047) 878 2800.

Elizabeth Donkin Hospital – Post to: HR Office, Elizabeth Donkin Hospital, Private Bag X6024, Port Elizabeth, 6000 or hand deliver to: HR Office, 1 La Roche Drive, Elizabeth Donkin Hospital, Walmer, Port Elizabeth, 6001. Enquiries: Mr E Felkers Tel No: (041) 585 2323.

Qaukeni Sub-District - Post to: Qaukeni Sub District: Lusikisiki College of Education, Department of Health Offices, Private bag x1058, Lusikisiki, 4820, Enquiries: Ms N Hlobo – Tel No: (039) 253 1541.

Emalahleni Sub District – Post to: Human Resources Office, Emalahleni Sub District Lady Frere 5410. Enquiries: Ms NP Mtshabe Tel No: (047) 878 4300.

Inxuba Yethembu Sub District – Human Resource Office, Inxuba Yethembu Sub District Private Bag x90 Cradock 5880. Enquiries: Ms GO Van Heerden Tel No: (048) 881 2921.

Lukhanji Sub-District – Post to: Human Resource Office, Lukhanji Sub District Private Bag x1 Queenstown 5320. Enquiries: Ms Mtweni Tel No: (045) 807 8908.

Cala Hospital - Post to: Human Resource Office, Private bag X 516, Cala, 5455 or hand delivery to Drully Lane Street, Cala, 5455. Enquires: Ms Z Sentile – Tel No: (047) 874 8000.

King Sabatha Dalindyebo Sub-District Office - Post to: King Sabatha Dalindyebo Sub-District, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcagca Tel No: (047) 531 0823.

Umzimvubu Sub District - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X3515, Kokstad 4800 Enquiries: Mr Magadla Tel no 039 727 2090.

Taylor Bequest Hospital (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher, 4770, Hand delivery: HR Office, Elundini LSA Police Street, Mount Fletcher. Enquiries: Ms N Ngwabeni – Tel no: 039 257 0099.

Nelson Mandela Metro Office – Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: (041) 391 8164.

Alfred Nzo District Office - Post to Human Resource Office, Alfred Nzo District Office, Private Bag X3515, Kokstad, 4700: Enquiries Mr Prais Tel No: (039) 7976070.

Amathole District Office - Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel No: (043) 707 6748.

Buffalo City Metro District Office - Post to: HR Office, Buffalo City Metro District Office, Private Bag X9015, East London, 5200 or hand Deliver to: HR Office, Buffalo City Metro District Office, 64 Terminus Street, Old Standard Bank Building, East London 5200. Enquires: Ms. Hazel Hlulani Tel. No: (043) 7433 006/057

Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel No: (043) 709 2487/2532.

Cecilia Makiwane Regional Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel No: (043) 708 2121.

Chris Hani District Office - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel no 045 8071110/1101.

Frontier Regional Hospital – Post to: HR Office, Private Bag X 7063 Queenstown 5320 or Hand Delivery to HR Office Frontier Hospital, Enquiries: Ms P Marongo Tel No. 045 808 4272.

Joe Gqabi District Office - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr J.S Ndzinde – Tel No: (051) 633 9631

Nelson Mandela Metro Office – Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164.

Livingstone Tertiary Hospital - Post to: The Human Resource Manager, Recruitment Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel No: (041) 405 2348.

Dora Nginza Regional Hospital - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel No: (041) 406 4421.

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma Tel No: (047) 502 9000.

Nelson Mandela Academic Hospital - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: (047) 502 4469.

Mthatha Regional Hospital - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital. Enquiries: Ms Mkhosi Tel No (047) 502 4143/4008.

St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza – Tel No: (039) 253 5012.

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel No: (041) 408 8509.

Fort England Psychiatric Hospital - Post to: Fort England TB Hospital - Post to: Human Resource Office, Fort England Hospital Private Bag X1002, Grahamstown 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, Grahamstown 6139. Enquiries: Ms S Share Tel No: (046) 602 2300.

CLOSING DATE
NOTE

: 30 July 2021
: Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following

communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

POST 25/101 : **HEAD CLINICAL UNIT (PSYCHIATRY) REF NO: ECHEALTH/HCU-MED/FTH/01/07/2021 (X2 POSTS)**

SALARY : R1 728 807 – R1 834 890 per annum, (OSD)
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 5 years' appropriate experience after registration experience with HPCSA as a Medical Specialist. Appropriate specialist procedures and protocols within field of expertise. Leadership, academic, administration, programmes planning, assessment of patients within candidate's field of expertise. Management of diversity in the workplace. Counselling and conflict resolution skills. Outstanding clinical skills in the field of Internal Medicine, preferably in public service environment. Ability and practical experience to set up and provide training program for under and post graduates.

DUTIES : Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Participate in the provision of tertiary and central services. Provide outreach services to clinicians, including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.

ENQUIRIES : Ms S Share Tel No: (046) 602 2300

POST 25/102 : **MEDICAL SPECIALIST GRADE 1 (PSYCHIATRY) REF NO: ECHEALTH/MS /FORTPH/01/07/2021 (X2 POSTS)**

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum, (OSD)
CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist in Psychiatry. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 1: No experience needed after registration. Sound knowledge of clinical concepts within the specific domain. Knowledge and skills in the respective field. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. Good verbal and written communication skills and interpersonal skills. Teaching and supervisory skills. Awareness of cross-culture differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle management skills.

DUTIES : Share in the clinical supervision and administration of the wards, emergency care in their Department. Render a clinical service and clinical consultant cover in the out-patients' department during the day, attend to after hour calls and referrals from other service areas. Teaching and training for interns, MO's and registrars in relevant disciplines. Perform research in the relevant disciplines.

ENQUIRIES : Ms S Share Tel No: (046) 602 2300

POST 25/103 : **MEDICAL SPECIALIST GRADE 1 (PEADIATRICS) REF NO: ECHEALTH/MS_PDS/DNH/01/07/2021 (X2 POSTS)**

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 1: No experience needed after registration. Sound knowledge of clinical concepts within the specific domain. Knowledge and skills in the respective field. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. Good verbal and written communication skills and interpersonal skills. Teaching and supervisory skills. Awareness of cross-culture differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle management skills.

DUTIES : Share in the clinical supervision and administration of the wards, emergency care in their Department. Render a clinical service and clinical consultant cover in the out-patients' department during the day, attend to after hour calls and referrals from other service areas. Teaching and training for interns, MO's and registrars in relevant disciplines. Perform research in the relevant disciplines.

ENQUIRIES : Ms Bomela Tel No: (041) 406 4421

POST 25/104 : **MEDICAL SPECIALIST GRADE 1 (INTERNAL MEDICINE) REF NO: ECHEALTH/MS_IM/DNH/01/07/2021**

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 1: No experience needed after registration. Sound knowledge of clinical concepts within the specific domain. Knowledge and skills in the respective field. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. Good verbal and written communication skills and interpersonal skills. Teaching and supervisory skills. Awareness of cross-culture differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle management skills.

DUTIES : Share in the clinical supervision and administration of the wards, emergency care in their Department. Render a clinical service and clinical consultant cover in the out-patients' department during the day, attend to after hour calls and referrals from other service areas. Teaching and training for interns, MO's and registrars in relevant disciplines. Perform research in the relevant disciplines.

ENQUIRIES : Ms Bomela Tel No: (041) 406 4421

POST 25/105 : **MEDICAL SPECIALIST GRADE 1 (FAMILY MEDICINE) REF NO: ECHEALTH/MS_FM/DNH/01/07/2021**

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 1: No experience needed after registration. Sound knowledge of clinical concepts within the specific domain. Knowledge and skills in the respective field. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven

	management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. Good verbal and written communication skills and interpersonal skills. Teaching and supervisory skills. Awareness of cross-culture differences. Knowledge of all Public Service Legislation, Policies and Procedures. Medical Ethics, epidemiology and statistics. Conflict management skills. Innovation, drive and stress tolerance. Middle management skills.
<u>DUTIES</u>	: Share in the clinical supervision and administration of the wards, emergency care in their Department. Render a clinical service and clinical consultant cover in the out-patients' department during the day, attend to after hour calls and referrals from other service areas. Teaching and training for interns, MO's and registrars in relevant disciplines. Perform research in the relevant disciplines.
<u>ENQUIRIES</u>	: Ms Bomela Tel No: (041) 406 4421
<u>POST 25/106</u>	: <u>ADVANCED PAEDATRIC NURSING PROFESSIONAL (DCST) REF NO: ECHEALTH/APNP-DCSTT/HO/01/07/2021</u>
<u>SALARY</u>	: R949 618 – R1 068 666 per annum, (OSD)
<u>CENTRE</u>	: Nelson Mandela Metro Office
<u>REQUIREMENTS</u>	: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse plus a post basic nursing qualification (Advanced Paediatric or Neonatal Nursing Science) with a duration of at least 1 year accredited with the SANC plus a minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification. At least 4 years of the period referred to above must be appropriate/ recognisable experience at management level. Knowledge of relevant legislation, regulations and policies. Competencies: Own discipline, programme planning, implementation and evaluation, Information management, Quality assurance and improvement programmes. Skills: Leadership, Communication, Problem Solving, Computer Literacy. Behavioural attributes: Stress tolerance, Self-Confidence, Objective, and Empathic. A valid licence. Please note: Appropriate/recognisable experience in the context of these requirements also includes experience gained after registration in the particular discipline in a foreign country, and which registration is recognised by the SANC for registration in the particular discipline).
<u>DUTIES</u>	: Represent paediatric and neonatal nursing as a member of a DCST responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency in paediatric and neonatal health care. Primarily support district hospitals with all aspects of service delivery related to paediatric and neonatal health care. Secondly support clinics and community health centres with service delivery related to paediatric and neonatal health care. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination and implementation of clinical and nursing protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Support the training, development and mentorship of nursing and allied health professionals and community workers. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality nursing care. Assist, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Assist, support and participate in clinical audit and quality improvement cycles in health facilities in the district. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Foster effective teamwork and collaboration within the DCST and with other professionals in the district

involved in the delivery of paediatric and neonatal care. Enable engagement with the local community and relevant non-government organisations and private providers, promoting adherence to district clinical public health guidance as appropriate. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Coordinate and supervise discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 25/107 : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: ECHEALTH/AM-PS/BHSH/01/07/2021**

SALARY : R897 936 – R1 042 095 per annum (OSD)
CENTRE : Buffalo City Metro, Bhisho Hospital
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC. Relevant hospital pharmacist experience. Knowledge of Good Pharmacy Practice, National Drug Policy, Pharmacy regulations and act 101. An understanding of the relevant employment acts including the PFMA. Good communication skills, report writing and presentation skills. Computer literacy. Willing to tutor both pharmacist assistants and pharmacist interns.

DUTIES : Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOPs, policies and health systems. Innovative in the improvement of pharmaceutical care services. Establish operational systems. Plan and organise own work and work of subordinates to allow smooth flow of pharmaceutical services.

ENQUIRIES : Mrs T. Awlyn – Qegu Tel No: (040) 635 2950

POST 25/108 : **ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: ECHEALTH/AM-PS/MZKH/01/07/2021**

SALARY : R897 936 – R1 042 095 per annum (OSD)
CENTRE : Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC. Relevant hospital pharmacy experience. Knowledge of Good Pharmacy Practice, National Drug Policy, Pharmacy regulations and act 101. An understanding of the relevant employment acts including the PFMA. Good communication skills, report writing and presentation skills. Computer literacy. Willing to tutor both pharmacist assistants and pharmacist interns.

DUTIES : Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOPs, policies and health systems. Innovative in the improvement of pharmaceutical care services. Establish operational systems. Plan and organise own work and work of subordinates to allow smooth flow of pharmaceutical services.

ENQUIRIES : Mr Sigola Tel No: (039) 255 8200/11/12

POST 25/109 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/UPH/01/07/2021**

SALARY : R869 007 – R1 023 645 per annum (Level 12)
CENTRE : Nelson Mandela Metro, Uitenhage Provincial Hospital
REQUIREMENTS : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

<u>DUTIES</u>	:	To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.				
<u>ENQUIRIES</u>	:	Mr P Oosthuizen Tel No: (041) 995 1129				
<u>POST 25/110</u>	:	<u>CHIEF</u>	<u>EXECUTIVE</u>	<u>OFFICER</u>	<u>(CEO)</u>	<u>REF</u> <u>NO:</u> <u>ECHEALTH/CEO/MZKH/01/07/2021</u>
<u>SALARY</u>	:	R869 007 – R1 023 645 per annum (Level 12)				
<u>CENTRE</u>	:	Alfred Nzo District, Madzikane Ka Zulu Hospital				
<u>REQUIREMENTS</u>	:	A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.				
<u>DUTIES</u>	:	To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.				
<u>ENQUIRIES</u>	:	Mr Sigola Tel No: (039) 255 8200/11/12				
<u>POST 25/111</u>	:	<u>DEPUTY</u>	<u>MANAGER</u>	<u>NURSING</u>	<u>REF</u>	<u>NO:</u> <u>ECHEALTH/DMN/NMAH/01/07/2021</u>
<u>SALARY</u>	:	R843 618 – R949 482 per annum, (OSD)				
<u>CENTRE</u>	:	OR Tambo District, Nelson Mandela Academic Hospital				
<u>REQUIREMENTS</u>	:	Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant				

		Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.
<u>DUTIES</u>	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469
<u>POST 25/112</u>	:	<u>DEPUTY MANAGER NURSING REF NO:</u> <u>ECHEALTH/DMN/TAYB/01/07/2021</u>
<u>SALARY</u>	:	R843 618 – R949 482 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
<u>REQUIREMENTS</u>	:	Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.
<u>DUTIES</u>	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
<u>ENQUIRIES</u>	:	Ms N Ngwabeni Tel No: (039) 257 0099
<u>POST 25/113</u>	:	<u>DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/UPH/01/07/2021</u>
<u>SALARY</u>	:	R843 618 – R949 482 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Uitenhage Provincial Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.
<u>DUTIES</u>	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other

		stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
<u>ENQUIRIES</u>	:	Mr P Oosthuizen Tel No: (041) 995 1129
<u>POST 25/114</u>	:	<u>DENTIST GRADE 1-3 REF NO: ECHEALTH/DENT/HEWH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R797 109 – R1 362 366 per annum, (OSD) Grade 2: R938 964 – R1 026 693 per annum, (OSD) Grade 3: R1 089 693 – R1 362 366 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, Hewu Hospital Appropriate qualification that allows registration with HPCSA as Dentist. Registration with HPCSA as Dentist. Completion of one (1) year Community Service. Current registration with HPCSA. Excellent written and verbal communication skills. A valid driver's license. Grade 1: Experience none after registration with HPCSA as Dentist. Grade 2: A minimum of 7 years' appropriate experience as Dentist after registration with HPCSA as Dentist. Grade 3: A minimum of 12 years' appropriate experience as Dentist after registration with HPCSA as Dentist.
<u>DUTIES</u>	:	Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes.
<u>ENQUIRIES</u>	:	Mr Mabandla Tel No: (040) 841 0133
<u>POST 25/115</u>	:	<u>PHARMACIST GRADE 1-3 REF NO: ECHEALTH/PHAR/TAYB/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R693 372 – R735 918 per annum, (OSD) Grade 2: R751 026 – R797 109 per annum, (OSD) Grade 3: R821 205 – R871 590 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher) Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 1: No experience required. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years' appropriate experience after registration as a Pharmacist with the SAPC.
<u>DUTIES</u>	:	Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.
<u>ENQUIRIES</u>	:	Ms N Ngwabeni Tel No: (039) 257 0099

<u>POST 25/116</u>	:	<u>PHARMACIST GRADE 1-3 REF NO: ECHEALTH/PHAR/NMAH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R693 372 – R735 918 per annum, (OSD) Grade 2: R751 026 – R797 109 per annum, (OSD) Grade 3: R821 205 – R871 590 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 1: No experience required. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years' appropriate experience after registration as a Pharmacist with the SAPC.
<u>DUTIES</u>	:	Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469
<u>POST 25/117</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (PEADIATRICS) REF NO: ECHEALTH/AMNM/DNH/01/07/2021</u>
<u>SALARY</u>	:	R614 941 – R692 166 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Dora Ngizwa Regional Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year in Pediatrics Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as 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 one year post basic course/qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of the nursing care procedures, Good communication skills.
<u>DUTIES</u>	:	To ensure a holistic approach in the delivery of nursing care to customers/clients in cost effective, efficient & equitable manner. Overall supervision/management of the nursing services & maintain a constructive working relations with nurses & other stake – holders. Participate in the analysis, formulation & implementation of nursing guidelines, standards & procedures. Monitor & ensure proper utilization of financial & physical resources. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Advocate and ensure the promotion of nursing ethos and professionalism.
<u>ENQUIRIES</u>	:	Ms Bomela Tel No: (041) 406 4421

POST 25/118 : **ASSISTANT MANAGER NURSING SPECIALTY (PEADIATRICS) REF NO: ECHEALTH/AMNM/TAYBH/01/07/2021**

SALARY : R614 941 – R692 166 per annum, (OSD)
CENTRE : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
REQUIREMENTS : Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year in Peadiatrics Nursing Science accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as 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 one year post basic course/qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of the nursing care procedures, Good communication skills.

DUTIES : Delegate, supervise and coordinate the provision of an efficient and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Provide Guidance and Leadership towards the realization of strategic goals and objectives of the division.

ENQUIRIES : Mr Kholiso Tel No: (039) 737 3107

POST 25/119 : **ASSISTANT MANAGER NURSING SPECIALTY (OPD) REF NO: ECHEALTH/AMN/STPH/01/07/2021**

SALARY : R614 991 – R692 166 per annum, (OSD)
CENTRE : Alfred Nzo District, St Patricks Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year in Orthopaedic Nursing Science/ Ophthalmic Nursing Science / Trauma Nursing Science accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level.

DUTIES : Delegate, supervise and coordinate the provision of an efficient and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Provide Guidance and Leadership towards the realization of strategic goals and objectives of the division.

ENQUIRES : Ms AO Gxaweni Tel No: (039) 251 0236

POST 25/120 : **ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMN-PHC/MTCHC/01/07/2021**

SALARY : R614 941 – R692 166 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Motherwell CHC

<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
<u>ENQUIRIES</u>	:	Ms P Makuluma Tel No: (041) 391 8164
<u>POST 25/121</u>	:	<u>ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMN-PHC/NONTYATYAMBO/01/07/2021</u>
<u>SALARY</u>	:	R614 941 – R692 166 per annum (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Nontyatyambo CHC
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.
<u>DUTIES</u>	:	Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.
<u>ENQUIRIES</u>	:	Ms H Hlulani Tel No: (043) 7433 006/057

POST 25/122 : **OPERATIONAL MANAGER SPECIALTY (OPD/CASUALTY) REF NO: ECHEALTH/OMS-OPD/MZKH/01/07/2021**

SALARY : R562 800 – R652 437 per annum, (OSD)
CENTRE : Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS : Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Orthopaedic Nursing Science/ Ophthalmic Nursing Science / Trauma Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.

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

ENQUIRIES : Mr Sigola Tel No: (039) 255 8200/11/12

POST 25/123 : **OPERATIONAL MANAGER SPECIALTY (POST NATAL WARD) REF NO: ECHEALTH/OMS-PNW/CMH/01/07/2021**

SALARY : R562 800 – R652 437 per annum, (OSD)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.

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

ENQUIRIES : Ms N. Matshaya Tel No: (043) 708 2121

POST 25/124 : **OPERATIONAL MANAGER SPECIALTY (ANTE NATAL CLINIC) REF NO: ECHERALTH/OMS-ANC/CMH/01/07/2021**

SALARY : R562 800 – R652 437 per annum, (OSD)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital

<u>REQUIREMENTS</u>	:	Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.
<u>DUTIES</u>	:	To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: (043) 708 2121
<u>POST 25/125</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHERALTH/OMS-MAT/DNH/01/07/2021</u>
<u>SALARY</u>	:	R562 800 – R652 437 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.
<u>DUTIES</u>	:	To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.
<u>ENQUIRIES</u>	:	Ms Bomela Tel No: (041) 406 4421
<u>POST 25/126</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (THEATRE) REF NO: ECHERALTH/OMS-PDS/CALH/01/07/2021</u>
<u>SALARY</u>	:	R562 800 – R652 437 per annum, (OSD)
<u>CENTRE</u>	:	Chris Hani District, Cala Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Theatre Technique accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in

		general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.
<u>DUTIES</u>	:	To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.
<u>ENQUIRIES</u>	:	Ms Z Sentile Tel No: (047) 874 8000
<u>POST 25/127</u>	:	<u>OPERATIONAL MANAGER SPECIALITY (PEADIATRICS) REF NO: ECHERALTH/OMS-PDS/DNH/01/07/2021</u>
<u>SALARY</u>	:	R562 800 – R652 437 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Pediatrics Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver's license.
<u>DUTIES</u>	:	To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.
<u>ENQUIRIES</u>	:	Ms Bomela Tel No: (041) 406 4421
<u>POST 25/128</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMS-NTABCHC/01/07/2021</u>
<u>SALARY</u>	:	R562 800 – R652 437 per annum, (OSD)
<u>CENTRE</u>	:	Umzimvubu Sub District, Ntabakulu CHC
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other

		stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Mr Magadla Tel No: (039) 727 2090
<u>POST 25/129</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R562 800 – R633 432 per annum, (OSD)
	:	King Sabata Dalinyebo Sub District, Bumbane Clinic Ref No: ECHEALTH/OMPHC/BUMC01/07/2021
		Ngangelizwe CHC Ref No: ECHEALTH/OMPHC/NGACHC/01/07/2021
		Ngcwanguba CHC Ref No: ECHEALTH/OMPHC/NGCWACHC/01/07/2021
		Nzulwini Clinic Ref No: ECHEALTH/OMPHC/NZUC/01/07/2021
		Pumalanga Clinic Ref No: ECHEALTH/OMPHC/PUMC/01/07/2021
		Tabase Clinic Ref No: ECHEALTH/OMPHC/TAC/01/07/2021
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms O Gcagca Tel No: (047) 531 0823
<u>POST 25/130</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R562 800 – R633 432 per annum, (OSD)
	:	Lukhanji Sub District, KB Siswana Clinic Ref No: ECHEALTH/OMPHC/KBSC01/07/2021
		Ekuphumleni Clinic Ref No: ECHEALTH/OMPHC/EKUC/01/07/2021
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms Mtweni Tel No: (045) 807 8908
<u>POST 25/131</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/HIGHC/01/07/2021</u>
<u>SALARY CENTRE</u>	:	R562 800 – R633 432 per annum, (OSD)
	:	Inxuba Yethembu Sub District, High Clinic

<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms GO Van Heerden Tel No: (048) 881 2921
<u>POST 25/132</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/DORDC/01/07/2021</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum, (OSD)
<u>CENTRE</u>	:	Emalahleni Sub District, Dordrecht Clinic
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms NP Mtshabe Tel No: (047) 878 4300
<u>POST 25/133</u>	:	<u>OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/STGC/01/07/2021</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum, (OSD)
<u>CENTRE</u>	:	Qaukeni Sub District, St Elizabeth Gateway Clinic
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical

		standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics. Ms N Hlobo Tel No: (039) 253 1541
<u>ENQUIRIES</u>	:	
<u>POST 25/134</u>	:	<u>ASSISTANT DIRECTOR: MEDICAL TECHNOLOGY GRADE REF NO: ECHEALTH/ASD: MT/NMAH/01/07/2021</u>
<u>SALARY</u>	:	R517 326 – R656 496 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	Senior certificate, formal tertiary qualification (Degree) or National diploma/B. Tech in Medical Technology that allows for registration with HPCSA. Proof of current renewable license to practice as Medical technologist with HPCSA. At least three years' relevant experience after registration with the HPCSA as a Medical Technologist. Knowledge, Skills and Competencies required good communication skills, Report writing skills, ability to function as part of the multi-disciplinary team, problem solving and decision making. Computer literacy. Sound knowledge of relevant legislation guiding provision of Clinical Health Care in the Public Sector. Knowledge of Patients Right Charter, Batho Pele principles, Ministerial priorities, National Core standards etc. A valid Driver's licence.
<u>DUTIES</u>	:	Establish Medical and technology department in the hospital and supervise junior personnel including students. Render laboratory and Blood services in the allocated area of responsibility that complies with the standard and norms of the ECDOH. Provide coordination of Laboratory and blood services management. Implement and contribute to proper rationale use of laboratory and blood use. Manage risk involved in rendering laboratory and blood services in the hospital. Establish good working relationship with other multi-disciplinary team members with the hospital and other relevant stakeholders. Compile monthly reports on laboratory and blood services and perform other administrative duties as may be delegated by the supervisor. Implement quality assurance policies and develop quality improvement plans. Market and promote Medical Technology services and contribute towards teaching and research.
<u>ENQUIRIES</u>	:	Mr/Ms Tshaka Tel No: (047) 5024512/15
<u>POST 25/135</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OMG/CMH/01/07/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms Matshaya Tel No: (043) 709 2208
<u>POST 25/136</u>	:	<u>OPERATIONAL MANAGER GENERAL (SURGICAL WARD) REF NO: ECHEALTH/OMG/MZKH/01/07/2021</u>
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (OSD)
<u>CENTRE</u>	:	Alfred Nzo District, Madzikane Ka Zulu Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A

	:	minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.				
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.				
<u>ENQUIRIES</u>	:	Mr Sigola Tel No: (039) 255 8200/11/12				
<u>POST 25/137</u>	:	<u>OPERATIONAL</u>	<u>MANAGER</u>	<u>GENERAL</u>	<u>REF</u>	<u>NO:</u>
		<u>ECHEALTH/OMG/EDH/01/07/2021</u>				
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (OSD)				
<u>CENTRE</u>	:	Nelson Mandela Metro, Elizabeth Donkin Hospital				
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.				
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.				
<u>ENQUIRIES</u>	:	Mr E Felkers Tel No: (041) 585 2323.				
<u>POST 25/138</u>	:	<u>OPERATIONAL</u>	<u>MANAGER</u>	<u>GENERAL</u>	<u>REF</u>	<u>NO:</u>
		<u>ECHEALTH/OMG/GGH/01/07/2021</u>				
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (OSD)				
<u>CENTRE</u>	:	Chris Hani District, Glen Grey Hospital				
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.				
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.				
<u>ENQUIRIES</u>	:	Ms N Ralushe Tel No: (047) 878 2800				
<u>POST 25/139</u>	:	<u>OPERATIONAL</u>	<u>MANAGER</u>	<u>GENERAL</u>	<u>REF</u>	<u>NO:</u>
		<u>ECHEALTH/OMG/DNH/01/07/2021</u>				
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (OSD)				
<u>CENTRE</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital				

<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms Bomela Tel No: (041) 406 4421
<u>POST 25/140</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OMG/NKQH/01/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 276 – R500 031 per annum, (OSD) Buffalo City Metro, Nkqubela TB Hospital
	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms Langeni Tel No: (043) 761 2131
<u>POST 25/141</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/KTBH/01/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 276 – R500 031 per annum, (OSD) Alfred Nzo District, Khotsoong TB Hospital
	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms. A Lebata Tel No: (039) 737 3801

<u>POST 25/142</u>	:	<u>OPERATIONAL</u>	<u>MANAGER</u>	<u>GENERAL</u>	<u>REF</u>	<u>NO:</u>
		<u>ECHEALTH/OMG/JSP/01/07/2021</u>				
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (OSD)				
<u>CENTRE</u>	:	Nelson Mandela Metro, Jose Pearson TB Hospital				
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.				
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.				
<u>ENQUIRIES</u>	:	Ms Klassen Tel No: (041) 372 8000				
<u>POST 25/143</u>	:	<u>OPERATIONAL</u>	<u>MANAGER</u>	<u>GENERAL</u>	<u>REF</u>	<u>NO:</u>
		<u>ECHEALTH/OMG/SSGH/01/07/2021</u>				
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (OSD)				
<u>CENTRE</u>	:	Amathole District, SS Gida Hospital				
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.				
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.				
<u>ENQUIRIES</u>	:	Ms Nene Tel No: (040) 658 0043				
<u>POST 25/144</u>	:	<u>OPERATIONAL</u>	<u>MANAGER</u>	<u>GENERAL</u>	<u>REF</u>	<u>NO:</u>
		<u>ECHEALTH/OMG/TOWHH/01/07/2021</u>				
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (OSD)				
<u>CENTRE</u>	:	Amathole District, Tower Psychiatric Hospital				
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.				
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.				

<u>ENQUIRIES</u>	:	Mrs V Whitecross Tel No: (046) 645 5008.
<u>POST 25/145</u>	:	<u>SOCIAL WORK SUPERVISOR REF NO:</u> <u>ECHEALTH/SWS/NMAH/01/07/2021</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R384 228 – R445 425 per annum, (OSD) OR Tambo District, Nelson Mandela Academic Hospital 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. Proof of current registration with South African Council of Social Work Services. A minimum of 3 years' experience in health care environment will be an added advantage as well as the previous experience with mentoring or supervision of students and subordinates. Knowledge of Public service legislation, policies and procedures as well as that of the Social Work profession as applies to the health sector. Ability to work within a multidisciplinary team. A valid driver's license and computer literacy. Ability to work in multi-disciplinary environment. Service delivery innovation in line with Batho Pele principles. Good verbal and written communication skills. Ability to work under pressure.
<u>DUTIES</u>	:	Coordinate Social Work services in the hospital. Provide strategic direction and leadership to the Social work department in line with the department of health plans. Overall management administrative and clinical supervision of staff. Implementation of the supervisor policy and the PMDS system. Manage and support the Social Work at the facility within the scope, professional and statutory requirements of the SACSSP and Social Work Profession. Ensure implementation of the Quality Assurance programme and implementation of corrective measures. Provide input to risk management and initiate the department. Manage assets and all human and financial resources of the Social Work department. Prepare and analyze monthly statistics to plan workload allocation. Expand the intersectional communication with relevant partners and stakeholders. Represent the department and hospital at various forums and meetings as per delegation; internally and externally implement the decision and plans taken at department and hospital level. Ensure professional development of staff and adherence to CPD requirements. Participate in student training if applicable. Sign performance contract on annual basis. Participate in hospital management and committee meetings.
<u>ENQUIRIES</u>	:	Mr/Ms Tshaka Tel No: (047) 5024512/15
<u>POST 25/146</u>	:	<u>CHIEF ARTISAN GRADE A REF NO: ECHEALTH/CART/UPH/01/07/2021</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R386 487 – R441 891 per annum, (OSD) Nelson Mandela Metro, Uitenhage Provincial Hospital Appropriate Trade Test Certificate. Ten years post qualification experience required as an Artisan/Artisan Foreman. Project management, Technical design and analysis knowledge, Computer-aided technical applications. Knowledge of legal compliance. Technical report writing, Technical consulting, Production process knowledge and skills. Problem solving and analysis, Decision making, Team work, Creativity, Change Management, Financial Management, Customer focus and Responsiveness, Communication, Computer skills, Planning and Organizing. Inherent requirements of the job: Will have to work overtime and standby should the need arise, day or night. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Valid driver' licence.
<u>DUTIES</u>	:	Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities; (ii) Ensure the promotion of safety in line with statutory and regulatory requirements; (iii) Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and (iv) Ensure quality assurance in line with specifications. (b) Manage administrative and related functions: (i) Provide inputs into the budgeting process; (ii) Compile and submit reports as required; (iii) Provide and consolidate inputs to the technical operational plan; (iv) Update databases; and (v) Manage artisans and related personnel and assets. (c) Financial Management (i) Control and monitor expenditure according to budget to ensure efficient cash flow management; and (ii) Manage the commercial value add of the discipline-related activities and services. (d) People management (i)

Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. (ii) Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. (e) Maintain and advance expertise: - (i) Continuous individual development to keep up with new technologies and procedures; (ii) Research/literature studies on technical/engineering technology to improve expertise; (iii) Liaise with relevant bodies/councils on technical/engineering-related matters.

<u>ENQUIRIES</u>	:	Mr P Oosthuizen Tel No: (041) 995 1129
<u>POST 25/147</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1-3 REF NO:</u> <u>ECHEALTH/OT/DNH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum, (OSD) Grade 2: R372 810 – R426 291 per annum, (OSD) Grade 3: R439 164 – R532 959 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Dora Ngiza Regional Hospital Degree/Diploma in Occupational Therapy. Proof of current registration with HPCSA as and occupational Therapist. Grade 1: requires no experience sound interpersonal communication skills, ability to work in multi-disciplinary environment Ability to work under pressure. Have analytical and creative skills. Grade 2: requires 10 years minimum experience on occupational therapist after registration with HPCSA as an occupational Therapist. Grade 3: requires 20 years minimum experience on occupational therapist after registration with HPCSA as an occupational therapist appropriate qualification that allows for the required registration with the HPCSA with the health professional council of South Africa. Service delivery innovation in line with Bathe Pele Principles. Good written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Render daily Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Therapy Programmes for the different areas. Give support and guidance to other staff. Knowledge of legislation applicable to the practice of Occupational Therapy.
<u>DUTIES</u>	:	Render Occupational Therapy Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilisation of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute to related training activities. Promote and market Occupational Therapy Services in the institution.
<u>ENQUIRIES</u>	:	Ms Bomela Tel No: (041) 406 4421
<u>POST 25/148</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1-3 REF NO:</u> <u>ECHEALTH/OT/DNH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum, (OSD) Grade 2: R372 810 – R426 291 per annum, (OSD) Grade 3: R439 164 – R532 959 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Sarah Baartman District, Fort England Psychiatric Hospital Degree/Diploma in Occupational Therapy. Proof of current registration with HPCSA as and occupational Therapist. Grade 1: requires no experience sound interpersonal communication skills, ability to work in multi-disciplinary environment Ability to work under pressure. Have analytical and creative skills. Grade 2: requires 10 years minimum experience on occupational therapist after registration with HPCSA as an occupational Therapist. Grade 3: requires 20 years minimum experience on occupational therapist after registration with HPCSA as an occupational therapist appropriate qualification that allows for the required registration with the HPCSA with the health professional council of South Africa. Service delivery innovation in line with Bathe Pele Principles. Good written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Render daily Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Therapy Programmes for the different areas. Give support and guidance to other staff. Knowledge of legislation applicable to the practice of Occupational Therapy.
<u>DUTIES</u>	:	Render Occupational Therapy Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the

		treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilisation of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute to related training activities. Promote and market Occupational Therapy Services in the institution.
<u>ENQUIRIES</u>	:	Ms S Share Tel No: (046) 602 2300
<u>POST 25/149</u>	:	<u>SPEECH AND AUDIOLOGIST GRADE 1- 3 REF NO:</u> <u>ECHEALTH/SPE&A/FRONTH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum, (OSD) Grade 2: R372 810 – R426 291 per annum, (OSD) Grade 3: R439 164 – R532 959 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, Frontier Regional Hospital Bsc Speech and Audiologist or appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: No experience required after registration with the HPCSA in the relevant profession (where applicable) 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 in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 11 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa or 21 Year relevant experience after registration with the HPCSA in a relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa Other Skills: Knowledge of working in community based rehabilitation setting Computer literate, good communication skills, interpersonal skills, problem solving skills and organizational skills Knowledge in the relevant policies, protocols and guidelines Must be proactive, innovative and a team player Valid code 8/10 driver's license will be an added advantage.
<u>DUTIES</u>	:	Render effective patient centered speech therapy and audiology service for in and out-patients in adherence to the scope of practice and health protocols to work with colleagues, relieve as and when the need arises, and to work closely with the multidisciplinary team Carry out delegated duties Provide Community Based Speech and Audiology services with a focus on health promotion, prevention and intervention Implement outreach, home visits and campaigns ECI screening and treatment. The candidate must have better understanding of quality assurance audit tools, National Rehabilitation Policy and National Core Standards Attend and participate in monthly speech and audiology meetings and CPD presentations as well as any other meetings held within the clinic or with stakeholders Perform record keeping data collection; assist with budget control and asset management Participate in research projects and communication effectively with all stakeholders.
<u>ENQUIRIES</u>	:	Ms P Marongo Tel No: (045) 808 4272
<u>POST 25/150</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1 -3 REF NO:</u> <u>ECHEALTH/RGR/TAYH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum, (OSD) Grade 2: R372 810 – R426 291 per annum, (OSD) Grade 3: R439 164 – R532 959 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District, Taylor Bequest Hospital (Matatiele) Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Current Registration as a Diagnostic Radiographer. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Diagnostic Radiographer. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation.

		Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24-hour service).
<u>DUTIES</u>	:	Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the Hospital. Register patients as and when X-Rays are performed.
<u>ENQUIRIES</u>	:	Mr Kholiso Tel No: (039) 737 3107
<u>POST 25/151</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1 -3 REF NO: ECHEALTH/RGR/CMH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum, (OSD) Grade 2: R372 810 – R426 291 per annum, (OSD) Grade 3: R439 164 – R532 959 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
	:	Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Current Registration as a Diagnostic Radiographer. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Diagnostic Radiographer. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24-hour service).
<u>DUTIES</u>	:	Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the Hospital. Register patients as and when X-Rays are performed.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: (043) 708 2121
<u>POST 25/152</u>	:	<u>DIETICIAN GRADE 1-3 REF NO: ECHEALTH/DT/FRONTH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum, (OSD) Grade 2: R372 810 – R426 291 per annum, (OSD) Grade 3: R439 164 – R532 959 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District, Frontier Regional Hospital
	:	Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Dietician. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing. Ability to work in a high –stress environment and manage a high workload efficiently. Sound knowledge of medical nutrition therapy. Ambition to provide high quality healthcare to patients. Excellent communication skills Awareness of financial limitations and implications with regards to patient care. Knowledge of nutritional ethics and medicolegal implication in healthcare. Reliability, honesty and integrity. Willingness to integrate with the dietetics department in the department and work as team player.
<u>DUTIES</u>	:	Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/ nutrition

		requirements of patients in providing physiotherapy treatment. Provide dietetics intervention for patients. Administrative duties. Quality assurance pertaining to dietetics services. Participate in departmental training and development. Dietetics advocacy.
<u>ENQUIRIES</u>	:	Ms P Marongo Tel No: (045) 808 4272
<u>POST 25/153</u>	:	<u>DIETICIAN GRADE 1-3 REF NO: ECHEALTH/DT/UPH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum, (OSD) Grade 2: R372 810 – R426 291 per annum, (OSD) Grade 3: R439 164 – R532 959 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Uitenhage Provincial Hospital Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. Grade 1: No experience required. Grade 2: A minimum of 10 years' experience after registration with HPCSA as Dietician. Grade 3: A minimum of 20 years' experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing. Ability to work in a high –stress environment and manage a high workload efficiently. Sound knowledge of medical nutrition therapy. Ambition to provide high quality healthcare to patients. Excellent communication skills Awareness of financial limitations and implications with regards to patient care. Knowledge of nutritional ethics and medicolegal implication in healthcare. Reliability, honesty and integrity. Willingness to integrate with the dietetics department in the department and work as team player.
<u>DUTIES</u>	:	Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/ nutrition requirements of patients in providing physiotherapy treatment. Provide dietetics intervention for patients. Administrative duties. Quality assurance pertaining to dietetics services. Participate in departmental training and development. Dietetics advocacy.
<u>ENQUIRIES</u>	:	Mr P Oosthuizen Tel No: (041) 995 1129
<u>POST 25/154</u>	:	<u>OPTOMETRIST GRADE 1-3 REF NO: ECHEALTH/OPT/STEH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum, (OSD) Grade 2: R372 810 – R426 291 per annum, (OSD) Grade 3: R439 164 – R532 959 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, St Elizabeth Regional Hospital Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa in the relevant profession (where applicable). Experience: Grade 1: None after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession in respect of South African qualified employees who performed Community Service as required by HPCSA. One-year relevant experience after registration with the Health Professional Council (HPCSA) in relevant profession in respect of foreign qualified employees of whom it is not required to perform community service as required in SA. Grade 2: Minimum of 10 years with the Health Professions Council of South Africa (HPCSA) in relevant profession in respect of RSA qualified employees of who perform community service as required in SA. Minimum of 11 years' relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in relevant profession in respect of foreign qualified employees of whom it is not required to perform community service as required in SA. Grade 3: Minimum of 20 years with the Health Professions Council of South Africa (HPCSA) in relevant profession in respect of RSA qualified employees of who perform community service as required in SA. Minimum of 21 years' relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in relevant profession in respect of foreign qualified employees of whom it is not required to perform community service as required in SA.

<u>DUTIES</u>	:	Examine patients for manifestations of a number of eye and systematic conditions, including glaucoma, diabetes, hypertension etc. Work out the nature and extent of vision problems and abnormalities by examining patients' eyes using a variety of instruments, techniques and tests. Correct vision defects by prescribing and dispensing glasses or contact lenses, special optical aids such as telescopic and microscopic devices, exercises, or changes in working conditions. Check glasses and contact lenses for accuracy and comfort and advise patients on how they should be worn and cared for. Manage minor eye conditions and in some cases prescribe therapeutic drugs to treat eye conditions. Refer patients to medical practitioners/ophthalmologists when eye diseases are detected and medical or surgical treatment is indicated. Give advice on the application of visual standards and contribute to safety programs in the work environment. Compile written and/ or verbal reports; render statistical returns and keep accurate patient records. Perform all functions within the prescripts of applicable legislation.
<u>ENQUIRIES</u>	:	Mr M Nozaza Tel No: (039) 253 5012
<u>POST 25/155</u>	:	<u>ENGINEERING TECHNICIAN REF NO: ECHEALTH/BCM/ENG-TECH/CMH/35/07/2021</u> (1-year Contract)
<u>SALARY</u>	:	R311 859 – R327 888 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: (043) 708 2121.
<u>POST 25/156</u>	:	<u>ENGINEERING TECHNICIAN REF NO: ECHEALTH/BCM/ENG-TECH/36/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R311 859 – R327 888 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the

		training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 25/157</u>	:	<u>ENGINEERING TECHNICIAN REF NO: ECHEALTH/NMM/ENG-TECH/LIVH/37/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R311 859 – R327 888 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: (041) 405 2348
<u>POST 25/158</u>	:	<u>ENGINEERING TECHNICIAN REF NO: ECHEALTH/NMM/ENG-TECH/DNH/38/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R311 859 – R327 888 per annum, (OSD)
<u>CENTRE</u>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order

		request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district. Ms B Bomela Tel No: (041) 406 4421
<u>ENQUIRIES</u>	:	
<u>POST 25/159</u>	:	<u>ENGINEERING TECHNICIAN REF NO: ECHEALTH/ORTD/ENG – TECH/39/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R311 859 – R327 888 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo Health District, Mthatha Regional Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders. Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district. Ms Mkhusi Tel no 047 502 4143/4008.
<u>ENQUIRIES</u>	:	
<u>POST 25/160</u>	:	<u>ENGINEERING TECHNICIAN REF NO: ECHEALTH/ORTD/ENG – TECH/40/07/2021</u> (1-year Contract)
<u>SALARY</u>	:	R311 859 – R327 888 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo Health District – Nelson Mandela Academic Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Engineering or relevant qualification. Registration with ECSA as a Professional. Engineering Technician registration is compulsory upon appointment. Three years post qualification technical experience. Knowledge of Technical design and analysis. Computer-aided engineering applications. Knowledge of legal compliance and Technical report writing. Problem solving and analysis. Communication, Planning and organizing skills. Valid driver's license. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Setting-up and testing calibration of equipment, ensuring readiness for use at any given time. Routine preventive maintenance inspections according to specific equipment guidelines and procedures. Responding to work order request within agreed timelines and ensuring completion and sign-off. First line repairs and maintenance for breakdowns in all allocated institutions within the district. Training of equipment users preventing mishandling and misuse or user errors in all within the district. Managing and assigning work orders.

		Managing spares inventory stock and liaising with suppliers, contractors and monitoring performance of all institutions assigned to him/her within the district. Ms Calaza Tel No: (047) 502 4469
<u>ENQUIRIES</u>	:	
<u>POST 25/161</u>	:	<u>EMS SHIFT LEADER GRADE 3 REF NO: ECHEALTH/EMS-SL/AN-EMS/01/07/2021</u>
<u>SALARY</u>	:	Grade 3: R265 995 – R299 658 per annum, (OSD) Grade 4: R318 042 – R360 258 per annum, (OSD) Grade 5: R386 358 – R441 768 per annum, (OSD) Grade 6: R475 905 – R544 143 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi District, Aliwal North EMS Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. Grade 3: A minimum of 10 Years after registration with the HPCSA as AEA. Grade 4: Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as AEA or ECT. A minimum of 10 Years after registration with the HPCSA as ECT. Grade 5: Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as ECT or paramedic. A minimum of 10 Years after registration with the HPCSA as Paramedic. Grade 6: Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as paramedic or ECP. A minimum of 10 Years after registration with the HPCSA as ECP.
<u>DUTIES</u>	:	Successful candidates will be required to work shifts. He/she will have to ensure that manning levels are sufficient for the duration of a given shift. Allocate vehicles to crews and supervise accurate checking of serviceability in terms of equipment and mechanical soundness. Comply with administrative duties such as completing rosters, leave registers, signing off on vehicle check-sheets and equipment registers. Manage overtime according to minimum manning levels and maintain leave registers. Respond to incidents where supervision is required, including but not limited to major accidents.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: (051) 633 9631
<u>POST 25/162</u>	:	<u>PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-PB/SAKC/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R208 383 – R234 738 per annum, (OSD) Grade 2: R241 839 - R256 686 per annum, (OSD) Grade 3: R262 068 – R299 658 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Sakhisizwe Sub District, Asketon Clinic As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required 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.
<u>DUTIES</u>	:	Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.
<u>ENQUIRIES</u>	:	Ms B Mtsi Tel No: (047) 877 0931
<u>POST 25/163</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/GH/01/07/2021) (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Alfred Nzo District, Greenville Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate, Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this

is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Mr Praim Tel No: (039) 797 6070

POST 25/164 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/MK/02/07/2021 (X2 POSTS)**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Mr Praim Tel No: (039) 797 6070

POST 25/165 : **ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/MT-AYLIFF-HOSPITAL/03/07/2021) (X2 POSTS)**
(1-year Contract)

SALARY : R190 563 – R211 596 per annum, (OSD)
CENTRE : Alfred Nzo District, Mount Ayliff Hospital
REQUIREMENTS : Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing,

		Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr Paim Tel No: (039) 797 6070
<u>POST 25/166</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/SH/04/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Alfred Nzo District, Sipetu Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr Paim Tel No: (039) 797 6070.
<u>POST 25/167</u>	:	<u>ARTISAN GRADE A PRODUCTION REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/ST-PH/05/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Alfred Nzo District, St Patricks Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr Paim Tel No: (039) 797 6070

<u>POST 25/168</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/TB-H/06/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr Paim Tel No: (039) 797 6070
<u>POST 25/169</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/KH/07/07/2021</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Alfred Nzo District, Khotsong Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr Paim Tel No: (039) 797 6070
<u>POST 25/170</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/AMATHOLE/BH/08/07/2021</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Amathole District, Butterworth Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for

		repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms N Nene Tel No: (043) 707 6748
<u>POST 25/171</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/BCM/CMH/09/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: (043) 708 2121
<u>POST 25/172</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/BCM/FTH/10/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and

		mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532
<u>POST 25/173</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/CHD/KH/11/07/2021</u> 1-year Contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R190 563 – R211 596 per annum, (OSD) Chris Hani District, Komani Psychiatric Hospital Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms Nyoka Tel No: (045) 8071110/1101
<u>POST 25/174</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/CHRIS HANI/FH/12/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R190 563 – R211 596 per annum, (OSD) Chris Hani District, Frontier Regional Hospital Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms P Marongo Tel No: (045) 808 4272
<u>POST 25/175</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/EH/13/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi District, Empilisweni Hospital
	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: (051) 633 9631
<u>POST 25/176</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/AH/14/07/2021</u> (1-year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R190 563 – R211 596 per annum, (OSD)
	:	Joe Gqabi District, Aliwal North Hospital
	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: (051) 633 9631
<u>POST 25/177</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/SH/15/07/2021</u> (1-year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R190 563 – R211 596 per annum, (OSD)
	:	Joe Gqabi District, Steynburg Hospital
	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: (051) 633 9631
<u>POST 25/178</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/MH/16/07/2021</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Maclear Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: (051) 633 9631
<u>POST 25/179</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ALFRENZO/CJH/17/07/2021</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Cloete Joubert Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: (051) 633 9631

<u>POST 25/180</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/BH/18/07/2021</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Burgersdorp Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: 051 633 9631
<u>POST 25/181</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/UH/19/07/2021</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Umlamli Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: (051) 633 9631
<u>POST 25/182</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/TBH/20/07/2021</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed

		against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: (051) 633 9631
<u>POST 25/183</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/LGH/21/07/2021</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Lady Grey Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: (051) 633 9631
<u>POST 25/184</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/JOE-GQABI/JH/22/07/2021</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Jamestown Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general

		assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: (051) 633 9631
<u>POST 25/185</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/NMM/DNH/23/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R190 563 – R211 596 per annum, (OSD)
	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms B Bomela Tel No: (041) 406 4421
<u>POST 25/186</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/NMM/LH/24/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R190 563 – R211 596 per annum, (OSD)
	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: (041) 405 2348

<u>POST 25/187</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN- GRADE-A/ORTAMBO/IH/25/07/2021</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Or Tambo District, Isilimela Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr S Stuma Tel No: (047) 502 9000
<u>POST 25/188</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN- GRADE-A/ORTAMBO/HCH/26/07/2021</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo District, Holy Cross Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr S Stuma Tel No: (047) 502 9000
<u>POST 25/189</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN- GRADE-A/ORTAMBO/NKH/27/07/2021</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Or Tambo District, Nessie Knight Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct

		assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr S Stuma Tel No: (047) 502 9000
<u>POST 25/190</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ORTAMBO/ZH/28/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo District, Zitulele Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Mr S Stuma Tel No: (047) 502 9000
<u>POST 25/191</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ORTAMBO/MRH/29/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)
<u>CENTRE</u>	:	Or Tambo District, Mthatha Regional Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and

		mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms Mkhosi Tel No: (047) 502 4143/4008
<u>POST 25/192</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/ORTAMBO/NMAH/30/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R190 563 – R211 596 per annum, (OSD) OR Tambo District, Nelson Mandela Academic Hospital Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469
<u>POST 25/193</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/SARAH-BAARTMAN/AVH/31/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R190 563 – R211 596 per annum, (OSD) Sarah Baartman District, Andries Vosloo Hospital Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms T. Mpitimpiti Tel No: (041) 408 8509
<u>POST 25/194</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/SARAH-BAARTMAN/HH/32/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY</u>	:	R190 563 – R211 596 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Sarah Baartman District, Humansdorp Hospital
	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms T. Mpitimpiti Tel No: (041) 408 8509
<u>POST 25/195</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/SARAH-BAAARTMAN/SH/33/07/2021 (X2 POSTS)</u> (1-year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R190 563 – R211 596 per annum, (OSD)
	:	Sarah Baartman District, Settlers Hospital
	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms T. Mpitimpiti Tel No: (041) 408 8509
<u>POST 25/196</u>	:	<u>ARTISAN GRADE A (PRODUCTION) REF NO: ECHEALTH/ARTISAN-GRADE-A/SARAH-BAARTMAN/FEH/34/07/2021</u> (1-year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R190 563 – R211 596 per annum, (OSD)
	:	Sarah Baartman District, Fort England Psychiatric Hospital
	:	Appropriate Trade Test Certificate in one of these trade occupations (Plumbing, Carpentry, Paint and Décor, and Electrical only). Valid driver's license will be an added advantage. Applicant must note that this is a Provincial Capacity Development Programme and successful candidates will be placed against the district and will be expected to travel, conduct assessment for repairs and undertake maintenance and repairs to all facilities of the District in accordance with the Job assignment process that will be designed by the District and Provincial Infrastructure Unit. Applicants who have been exposed in the training programme of the Eastern Cape Department of Health will be given preference.

<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade e.g. Electrical, Plumbing, Carpentry & Painting and Decorations. Supervise trade assistants and general assistants allocated to the Workshops within facilities allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms S Share Tel No: (046) 602 2300
<u>POST 25/197</u>	:	<u>EMERGENCY CARE OFFICER GRADE 3 REF NO:</u> <u>ECHEALTH/ECO/EMS JG/01/07/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	R169 176 – R221 178 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, EMS Aliwal North
<u>REQUIREMENTS</u>	:	Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Registration with the HPCSA as AEA. None after registration with the HPCSA as AEA. A valid Code 10 Driver's Licence with a valid Public Driving Permit (PrDP) for passengers. Knowledge of intermediate life support Protocols.
<u>DUTIES</u>	:	Render Emergency Medical Care and Transportation of the sick and injured according to HPCSA protocols. Handle Basic administration, patient records, vehicles checklists, log sheets and other necessary administrative duties. Maintain and clean all equipment, vehicles and base station. Undertake inter-facility transfers of patients. The staff needs to be prepared to work shifts and be re-located according to operational needs. Ability to work under pressure. Patient tolerance empathy and cross-cultural awareness. Any other duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: (051) 633 9631
<u>POST 25/198</u>	:	<u>OCCUPATIONAL THERAPY ASSISTANT REF NO:</u> <u>ECHEALTH/OTA/STEH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R168 429 – R192 576 per annum, (OSD) Grade 2: R198 396 – R230 238 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo District, St Elizabeth Regional Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Current registration as Occupational Therapist Assistant with the HPCSA. Inherent requirement of the job: Willingness to work shifts, including extended hours. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Occupational Therapist Assistant. Grade 2: A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Occupational Therapist Assistant. Good written and verbal communication skills. Service record as proof of previous where applicable.
<u>DUTIES</u>	:	Work under the guidance and supervision of the Occupational Therapist. Deliver self-care and rehabilitation equipment to the patient. Observe and report problems to the supervisor. Promote communication to and with patients. Collect, maintain and interpret records and statistics. Maintain good housekeeping in the department. Report any unusual circumstances.
<u>ENQUIRIES</u>	:	Mr M Nozaza Tel No: (039) 253 5012
<u>POST 25/199</u>	:	<u>DENTAL ASSISTANT REF NO: ECHEALTH/DA/HEWH/01/07/2021</u>
<u>SALARY</u>	:	Grade 1: R168 429 – R192 576 per annum, (OSD) Grade 2: R198 396 – R230 238 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Hewu Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration

with a professional council: Current registration as Dental Assistant with the HPCSA. Inherent requirement of the job: Willingness to work shifts, including extended hours. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Good written and verbal communication skills. Service record as proof of previous where applicable.

- DUTIES** : Assist in provision of Dental Care service by providing quality dental care patient to PHC dental facility. Perform general route administration/clerical function for dental clinics. Maintain infection control standards in all Oral Health Clinics in the hospital. Provide Oral Health Education.
- ENQUIRIES** : Mr Mabandla Tel No: (040) 841 0133

OFFICE OF THE PREMIER

- APPLICATIONS** : can apply using eRecruitment system which is available on www.ecprov.gov.za or <https://ecprov.gov.za/> <https://erecruitment.ecotp.gov.za/> or email their applications and quote the reference number of the post in the subject of the email to: recruitment@ecotp.gov.za

- CLOSING DATE** : 30 July 2021
- NOTE** : Instruction Note: Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za or <http://www.ecprov.gov.za> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable]. Furthermore, such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. Applicants: Applications Received After Closing Date Will Not Be Considered. No Faxed Applications Will Be Accepted, No Hand Delivered Applications Will Be Allowed Due To Covid 19.

OTHER POSTS

- POST 25/200** : **DEPUTY DIRECTOR: ISIQALO YOUTH FUND REF NO: OTP 01/07/2021**
(Fixed term contract of 12 months)

- SALARY** : R733 257 per annum (Level 11)
- CENTRE** : Bhisho
- REQUIREMENTS** : National Senior Certificate and an NQF 7 (Degree or B-Tech) qualification certificate as recognize by SAQA in Economics, Entrepreneurship, Public Administration or Management or relevant qualification. Minimum of three (3) years' experience Assistant Management level in Enterprise Development or similar environment. Strong liaison and report writing skills. Experience in

	enterprise development. Relevant experience in public management environment. Project management, programme management and business networking experience. Ability to manage strategic processes. Knowledge of Government programmes and projects on enterprise development, best principles and practices. Competencies: Strategic Management. People Management. Stakeholder Management. Conflict Management and Risk Management.
<u>DUTIES</u>	: Manage, lead and directly ensure the implementation of the Isiqalo YF approved ToR throughout the Province. Ensure the effective implementation of the fund. Mobilise and ensure implementation of fund and adhere to timeframes. Prepare reports for committees. Facilitate disbursements to recommended Beneficiaries. Facilitate Enterprise development roadshows. Liaise with Stakeholders for financial and non-financial SMME support programmes. Develop proper plans and reports aligned to the fund. Perform any other duties related to youth empowerment programmes. Manage and provide support to the staff responsible for the administration of the fund. Facilitate the development any legislative framework for the governance and management of Isiqalo Youth Fund. Renders Administrative Support Services: Ensure the effective flow of information and documents to and from the office; Establish and maintain a document management and tracking system for the Office. Ensure the safekeeping of all documentation in the office regarding Isiqalo Fund in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Director and the unit where required; collect and coordinate all the documents that relate to the Isiqalo Youth Fund budget. Assist the Director in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items and consult with the Branch Co-ordinator.
<u>ENQUIRIES</u>	: Mr. Nkosinathi Loli at Tel No: (064) 890 6527
<u>POST 25/201</u>	: <u>ASSISTANT DIRECTOR: OUTREACH AND REPORTING ISIQALO YOUTH FUND REF NO: OTP 02/07/2021</u> (Fixed term contract of 12 months)
<u>SALARY</u>	: R376 596 per annum (Level 09)
<u>CENTRE</u>	: Bhisho
<u>REQUIREMENTS</u>	: National Senior Certificate and an NQF 7 (Degree or B-Tech) qualification certificate as recognize by SAQA in Economics, Entrepreneurship, Public Administration or Management or relevant qualification. Minimum of three (3) years' experience in Enterprise Development. Strong liaison and report writing skills. Experience in enterprise development; relevant experience in public management environment; project management, programme management and business networking experience. Ability to manage strategic processes. Knowledge of Government enterprise programmes and projects. Enterprise development. Best principles and practices.
<u>DUTIES</u>	: Assist in the implementation and monitoring of Isiqalo YF. Ensure the effective implementation of the fund throughout the province in line with the approved business case. Mobilise and facilitate awareness campaigns for the fund. Liaise with stakeholders in the implementation of the approved terms of reference. Ensure seating of selection committees. Produce reports. Monitor Data captures and ensure quality of data complied. Perform any administrative duties in the office. Renders Administrative Support Services: Ensure the effective flow of information and documents to and from the office. Establish and maintain a document management and tracking system for the Office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the Deputy Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Deputy Director and the unit where required. Collect, analyse and collate information requested by the Deputy Director. Ensure that travel arrangements are well coordinated. Prioritise issues in the office. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office. Handle the procurement of

		standard items like stationary etc for the activities of the Deputy Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Establish and maintain the units task management and tracking register. Ensures that all documents and submissions always timely reach the Programme Manager and Sub-Programme Managers. Provides Support To Manager Regarding Meetings: Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the unit.
<u>ENQUIRIES</u>	:	Mr. Nkosinathi Loli at Tel No: (064) 890 6527
<u>POST 25/202</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATIVE AND SECRETARIAT SUPPORT (SOCIAL TRANSFORMATION CLUSTER & PROVINCIAL MANAGEMENT FORUM) REF NO: OTP 03/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09)
	:	Bhisho
	:	National Senior Certificate and NQF 7 (Degree or B-Tech) in Public Administration or relevant qualification. Minimum of 3 years' appropriate administrative experience. Knowledge: The constitution of the republic of South Africa (Act 108 of 1996) and other relevant legislation. Public Service Act, 1994. Cabinet Handbook. Management of diversity. Policy analysis. Reporting procedures. Information systems. Administration procedures relating to specific working environment including norms and standards. Compilation of management reports. Skills: Interpersonal relations. Effective internal relations. Teamwork. Innovative thinking. Computer literacy. Writing skills. Mathematics. Organising. Ability to operate computers. Problem solving. Ability to interpret relevant directives. Formulating and editing.
<u>DUTIES</u>	:	Provide secretarial services to the provincial management meeting: Prepare draft Agenda for each meeting. Prepare and collate document packs for Provincial Management meetings. Ensure document packs are distributed timeously to all relevant parties. Attend and take minutes in the Provincial Management meetings. Prepare first draft of Minutes. Extract Action list of decisions taken at the meeting and distribute to all relevant parties. File Provincial Management packs. Provide secretarial services to the social transformation cluster: Send out meeting invitations to Members. Compile the meeting agenda. Receive memoranda and compile meeting document pack. Ensure timeous delivery of meeting packs to members. Take minutes in the meetings. Compile minutes of the meetings. Provide secretarial services to the social transformation cabinet committee: Send out meeting invitations to Members. Compile the meeting agenda. Receive memoranda and compile meeting document pack. Ensure timeous delivery of meeting packs to members. Provide support to the Deputy Director in the meetings. Draft Cabinet Committee Memo to EXCO. Provide administrative support to the unit: Assist and support whenever necessary in the preparation of documentation for Cabinet meetings. Assist and support with logistical arrangements of Cabinet Meetings. Manage area of responsibility: Report on Administrative and Secretariat Support (Social Transformation Cluster & Provincial Management Forum) Sub-Directorate's information as required by internal and external stakeholders. Render support to co-ordinate the effective and efficient running and management of the administrative and Secretariat Support (Social Transformation Cluster & Provincial Management Forum) Sub-Directorate. Ensure the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility: Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.
<u>ENQUIRIES</u>	:	Mr. Nkosinathi Loli at Tel No: (064) 890 6527

<u>POST 25/203</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: OTP 04/07/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate and an NQF 7 (Degree or B-Tech) qualification certificate as recognize by SAQA in Human Resources Management\ Public Administration. Minimum 3-5 years' experience in the Employee Wellness Environment. Knowledge: Sound understanding of legislative requirements governing Health and Safety at the workplace, IOD Process, Basic procurement process, PERSAL, Batho Pele principles. Public service employee regulatory framework. National & Provincial Employee Wellness Model. Skills: Planning & Organising, Computer literacy at intermediate level, Communication & information Management, Conflict Management and resolution, Project Management, Networking and Building Bonds and Applied Strategic Thinking.
<u>DUTIES</u>	:	Implement employee wellness programmes. Facilitate the health and productivity services (HPM) in the department. Implement HIV & AIDS and TB management. Implement Safety & Health programmes (SHEQ). Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to Mr. Nkosinathi Loli at Tel No: (064) 890 6527
<u>POST 25/204</u>	:	<u>HR PRACTITIONER: CONDITIONS OF SERVICES & INFORMATION SYSTEMS REF NO: OTP 05/07/2021</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate and an NQF 6 (National Diploma) qualification certificate as recognize by SAQA in Human Resources Management and/or Public Management and Persal Certificates in Introduction, Establishment Administration (proof of certificates must be attached) with 1-2 years relevant experience in government. Knowledge of PERSAL. Ability to work with numbers, ability to conceptualize client requirements and be able to effective communication with senior officials, ability to work under pressure.
<u>DUTIES</u>	:	Ensure the creation, maintenance and abolishment of the approved departmental structure on Persal. Ensure the provision of Persal reports to clients, compiling the monthly Persal Management Report, Staff Movements Report and other reports required by internal clients, auditors and other departments. Ensure that Persal information is always updated. Assist clients with Persal enquiries and requests regarding the Persal establishment and Personnel information.
<u>ENQUIRIES</u>	:	Mr. Nkosinathi Loli at Tel No: (064) 890 6527
<u>POST 25/205</u>	:	<u>PERSONAL ASSISTANT (TO DDG): RESEARCH, POLICY COORDINATION, MONITORING AND EVALUATION) REF NO: OTP 06/07/2021</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate and an NQF level 6 qualification in Public Admin or Management/ Office Management/ Secretarial Diploma qualification recognized by the SAQA. Microsoft Office suite literacy at intermediate level. A Driver's license will be an added advantage. Minimum of 1-3 years' experience in a professional office environment. Experience in rendering a support service to senior management will be an added advantage. Knowledge And Skills: Legislative framework and relevant government procedures, Understanding of government operations. Management of Virtual Meetings. Computer Skills, Secretarial skills, Administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution. Key Competencies: Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork. Advert for Personal Assistant: DDG-PCME.
<u>DUTIES</u>	:	Provides a Secretarial/Receptionist Support Service to the Deputy Director-General: Receive telephone calls in an environment where, in addition to the calls for the Deputy Director-General, discretion is required to decide to whom

the call should be forwarded to. In the process the job incumbent should finalize some enquiries. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the Deputy Director-General. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments and ensure effective diary management. Renders Administrative Support Services: Ensure the effective flow of information and documents to and from the office of the Deputy Director-General. Establish and maintain a document management and tracking system for the Office. Ensure the safekeeping of all documentation in the office of the Deputy Director-General in line with relevant legislation and policies. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Deputy Director-General and the unit where required. Collect, analyze and collate information requested by the manager. Clarify instructions and notes on behalf of the Deputy Director-General. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Deputy Director-General. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office of the Deputy Director-General. Handle the procurement of standard items like stationary, refreshments etc for the activities of the Deputy Director-General and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Establish and maintain the Programme task management and tracking register. Ensures that all documents and submissions always timely reach the Programme Manager and Sub-Programme Managers. Provides Support To Manager Regarding Meetings: Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the Programme. Supports The Deputy Director General with the Administration of the Ddg's Office Budget: Collect and coordinate all the documents that relate to the Deputy Director-General's Office budget. Assist the Branch Co-ordinator in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the Branch Co-ordinator and compiles draft memos for this purpose. Compare the MTEF allocation with the requested budget and informs the Deputy Director-General's of changes.

<u>ENQUIRIES</u>	:	Mr. Nkosinathi Loli at Tel No: (064) 890 6527
<u>POST 25/206</u>	:	<u>PERSONAL ASSISTANT (PERFORMANCE MONITORING & EVALUATION / TRANSFORMATIONAL PROGRAMMES) REF NO: OTP07/07/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate and an NQF level 6 qualification in Public Admin or Management/ Office Management/ Secretarial Diploma qualification recognized by the SAQA. Microsoft Office suite literacy at intermediate level. A Driver's license will be an added advantage. Minimum of 1-3 years' experience in a professional office environment. Experience in rendering a support service to senior management will be an added advantage. Knowledge And Skills: Legislative framework and relevant government procedures, Understanding of government operations. Management of Virtual Meetings. Computer Skills, Secretarial skills, Administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution. Key Competencies: Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Technical Skills, Reliability, Flexibility, Planning and Execution, Teamwork.

DUTIES

: Duties: provides a secretarial/receptionist support service to the chief director. Receive telephone calls in an environment where, in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded to. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the Chief Director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments and ensure effective diary management. Renders administrative support services: Ensure the effective flow of information and documents to and from the office of the Chief Director. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Scrutinize routine submissions/ reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Collect, analyze and collate information requested by the manager. Clarify instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Develop compliance management reports for the office of the Chief Director. Handle the procurement of standard items like stationary, refreshments etc. for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Establish and maintain the Sub-programme task management and tracking register. Ensure that all documents and submissions always timely reach the Chief Director and Sub-Unit Managers. Provides support to manager regarding meetings Scrutinize documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Establish and maintain meeting resolutions registers for the Programme. Supports the chief director with the administration of the cd's office budget Collect and coordinate all the documents that relate to the Chief Director's Office budget. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items. Compare the MTEF allocation with the requested budget and informs the Chief Director of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES

: Mr. Nkosinathi Loli atTel No: (064) 890 6527

POST 25/207

: **USER SUPPORT TECHNICIAN: DEPARTMENTAL ICT REF NO: OTP 08/07/2021**

**SALARY
CENTRE
REQUIREMENTS**

: R257 508.per annum (Level 07)
: Bhisho
: National Senior Certificate and an NQF level 6 National Diploma as recognized by SAQA in IT or related qualification with a minimum of two (2) years' experience should be in ICT End-User support. An understating of Service Desk environment is requirement. Knowledge: ITIL Service standards and procedures at basic level, End user Support Procedures, Operating Systems, MS Active directory, Backup Technologies and processes, Batho Pele Principles Skills. Training in CompTIA A+, N+ and MCSE Professional Certifications. Valid Driver's License will be advantageous.

DUTIES

: Coordinate the facilitation and maintenance of the otp departmental ICT: Ensure that all computers in the department are installed with the standard software. Ensure that all computers are joined on the organisational domain.

		Ensure all computer are connected to the printing equipment. Conduct basic technical support on printing equipment. Operate and maintain ICT boardroom A/V equipment. Provide security support by means of updated anti-virus software and network operational support for the department: Install Anti-virus software on user machines. Ensure firewalls are on at all times. Troubleshoot and repair network points in the department. Ensure that all users have access to the network. Provide and support internal access of electronic mail and other communications system: Create and configure mailboxes on user computers. Create fax2email services link for the department. Create shared drives for all units and support departmental units. Monitor helpdesk calls and complaints registration process: Receive call requests from service desk. Attend and resolve calls according to the service desk SLA. Update service desk with status of the call.
<u>ENQUIRIES</u>	:	Mr. Nkosinathi Loli at Tel No: (064) 890 6527
<u>POST 25/208</u>	:	<u>INTERNAL AUDITOR REF NO: OTP 09/07/2021</u>
<u>SALARY</u>	:	R257 508 per Annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, NQF Level 6 National Diploma /Undergraduate in Auditing/Internal Auditing/Accounting/Financial Information Systems/Information Systems/Computer Science as recognized by SAQA. At least 2 years' experience in Internal Auditing; Knowledge of the Public Finance Management Act and National Treasury Regulation. Knowledge of the standards set by the institute of Internal Auditors (IIA). Knowledge of Teammate, Data Analytics systems such as ACL. A valid driver's licence (Recommended). Skills And Competencies: Programme & project management; Interpersonal skills; Ability to work in a team; Presentation skills. Client orientation and customer focus; Research and analytical skills; Report writing skills; Accuracy and attention to detail; Planning and organizing; Computer literacy (MS word, PowerPoint, Outlook and Excel); Communication (written and verbal) skills.
<u>DUTIES</u>	:	Perform audits according to the hours allocated for each audit project. Meet deadlines within allocated hours. Report actual hours utilized against budgeted hours. Ensure that the audit file is properly prepared according to the standards set by the audit management. Arrange and attend engagement meetings with relevant role-players at the beginning of each audit project. Ensure that minutes of engagement meetings are compiled. Discuss system flow of processes with the audit client operational staff. Identify risks/threats from the system flow of processes, identify ideal controls and obtain existing controls from the audit client operational staff and capture all the information on process flow documentation and preliminary risk assessment working paper. Complete working papers for the record of work done, with all our testing results. Cross reference working papers to the audit evidence. Compile audit program. Review the reliability and integrity of financial and operational information. Obtain, document and file audit evidence to support your audit opinion and conclusions. Evaluate the adequacy and effectiveness of internal control. Determine compliance to Acts, Regulations and Policies. Compile the informal queries and give the audit client opportunity to respond to audit findings. Discuss the responses with the audit client management to determine root causes, give audit opinion and recommend corrective actions.
<u>ENQUIRIES</u>	:	Mr. Nkosinathi Loli at Tel No: (064) 890 6527
<u>POST 25/209</u>	:	<u>PRINCIPAL PERSONNEL PRACTITIONER: RECRUITMENT & SELECTION REF NO: 10/07/2021</u>
<u>SALARY</u>	:	R257 508 per Annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate and National Diploma (NQF Level 6) in Human Resource Management / Public Admin / Public Management or any related field coupled with a Minimum of two years' experience in Human Resource environment. Certificate in Introduction to PERSAL is essential.
<u>DUTIES</u>	:	Assist in the Advertisement of Posts: Ensure that all approved ARP posts are advertised. Liaise with OD regarding Job Descriptions for posts to be advertised. Ensure that the recruitment requisition forms are approved. Liaise with line managers with job specification of the post to be advertised. Assist in the Selection Process: Prepare the plan for filling of advertise position. Compile

and verify the Master-list. Arrange shortlisting and interview/s process with the selection committee. Advise selection committee members during the selection process. Conduct reference checks and Personnel Suitability Checks for interviewed candidates. Process memorandum of recommendations for approval. Issue appointment letters to successful candidates. Prepare regret & issue regret letters to unsuccessful candidates. Process the all the appointment on PERSAL. Ensure files of new appointments are complete. Facilitate the Implementation of Transfers, Relocations and Secondments: Process transfers from & to the department.

<u>ENQUIRIES</u>	:	Mr. Nkosinathi Loli at Tel No: (064) 890 6527
<u>POST 25/210</u>	:	<u>CALL CENTRE AGENT REF NO: OTP 11/07/2021(X3 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate/NQF 4 with no experience. Experience in call centre/customer care environment or having worked in a call centre/customer services environment will be an added advantage. Competent and understand Customer Relationship Management (CRM) systems. Post matric qualification in Public Relations Management / Marketing Management /Communication Management or any relevant qualification will be an added advantage. Must be computer Literate. Must be fluent in languages spoken in the Eastern Cape with English as the main language of communication. Skills: ability to wok under pressure, good interpersonal skills and problem solving.
<u>DUTIES</u>	:	Responsible for receiving customer complaints and engage with the complainant including but not limited to. Interacting with customers over the phone, email, or online chat in a professional manner. Facilitate the resolution of service delivery queries. Support the coordination of referral of queries to the relevant institutions for resolution. Ensure relationship and follow up linkages with relevant institutions. Should always ensure a customer centric conduct and customer care service in relation to services rendered by the provincial government. Create liaison and follow up channels in the coordination of service delivery enquiries. Will report to the call centre team leader as the supervisor. Maintain an information register and long term repository on the queries and resolutions of customer complaints.
<u>ENQUIRIES</u>	:	Mr. Nkosinathi Loli at Tel No: (064) 890 6527
<u>POST 25/211</u>	:	<u>CALL CENTRE AGENT REF NO: OTP 12/07/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate/NQF 4 with no experience. Experience in call centre/customer care environment in a call centre/customer services environment will be an added advantage. Competent and understand Customer Relationship Management (CRM) systems. Post matric qualification in Public Relations Management / Marketing Management /Communication Management or any relevant qualification will be an added advantage. Must be computer Literate. Must be fluent in languages spoken in the Eastern Cape with English as the main language of communication. Skills: ability to wok under pressure, good interpersonal skills and problem solving.
<u>DUTIES</u>	:	Responsible for receiving customer complaints and engage with the complainant including but not limited to. Interacting with customers over the phone, email, or online chat in a professional manner. Facilitate the resolution of service delivery queries. Support the coordination of referral of queries to the relevant institutions for resolution. Ensure relationship and follow up linkages with relevant institutions. Should always ensure a customer centric conduct and customer care service in relation to services rendered by the provincial government. Create liaison and follow up channels in the coordination of service delivery enquiries. Will report to the call centre team leader as the supervisor. Maintain an information register and long term repository on the queries and resolutions of customer complaints.
<u>ENQUIRIES</u>	:	Mr. Nkosinathi Loli at Tel No: (064) 890 6527
<u>NOTE</u>	:	The post is earmarked for a person with disability

POST 25/212 : **DATA CAPTURES: ISIQALO YOUTH FUND REF NO: OTP 13/07/2021 (X3 POSTS)**
(Fixed term contract of 12 months)

SALARY : R145 281 per annum (Level 04)
CENTRE : Bhisho
REQUIREMENTS : ABET Level 4/NQF 1/National Senior Certificate/Grade 12 with no experience. Experience in data capturing post Matric Qualification in office administration, secretariat and data capturing will be an added advantage. Competencies: A good understanding of appropriate computerised systems and packages; a basic knowledge of spreadsheets and Databases. Proven computer literacy (MS Office). Skills: Interpersonal; Communication skills (Verbal & Written); Numeracy & Literacy.

DUTIES : verifying all necessary documents attached to the application form; collecting and receiving application forms from districts for evaluation; checking the accuracy of data submitted by applicants and providing guidance where necessary; liaise with applicants on any information pertaining the application ; Controlling and capturing of beneficiary information; Review and validate all data from the records; Submit data of all applications received; Keep and maintain records and files; Ensure records and files are properly sorted and secured; Provide information to components when needed. Provide any other office duties; process and consolidate information/ complaints or any specific reports relation to data collected.

ENQUIRIES : Mr. Nkosinathi Loli at Tel No: (064) 890 6527

POST 25/213 : **DATA CAPTURER: ISIQALO YOUTH FUND REF NO: OTP 14/07/2021**
(Fixed term contract of 12 months)

SALARY : R145 281 per annum (Level 04)
CENTRE : Bhisho
REQUIREMENTS : ABET Level 4/NQF 1/National Senior Certificate/Grade 12 with no experience. Experience in data capturing post Matric Qualification in office administration, secretariat and data capturing will be an added advantage. Competencies: A good understanding of appropriate computerised systems and packages; a basic knowledge of spreadsheets and Databases. Proven computer literacy (MS Office). Skills: Interpersonal; Communication skills (Verbal & Written); Numeracy & Literacy.

DUTIES : verifying all necessary documents attached to the application form; collecting and receiving application forms from districts for evaluation; checking the accuracy of data submitted by applicants and providing guidance where necessary; liaise with applicants on any information pertaining the application ; Controlling and capturing of beneficiary information ; Review and validate all data from the records; Submit data of all applications received; Keep and maintain records and files; Ensure records and files are properly sorted and secured; Provide information to components when needed. Provide any other office duties; process and consolidate information/ complaints or any specific reports relation to data collected.

ENQUIRIES : Mr. Nkosinathi Loli at Tel No: (064) 890 6527

NOTE : The Post Is Earmarked For a Person with Disability

PROVINCIAL TREASURY

APPLICATIONS : Be forwarded to: applications@ectreasury.gov.za / Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Tyamzashe Building, Bhisho

CLOSING DATE : 30 July 2021 at 16h00

NOTE : Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Only shortlisted candidates for a post will be required to submit certified documents. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the

South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature). Only shortlisted candidates for a post will be required to submit certified documents. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Please Note: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. For Sms (Senior Management Service) Posts: Females will be given preference. In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at www.dpsa.gov.za-vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered.

MANAGEMENT ECHELON

<u>POST 25/214</u>	:	<u>EXECUTIVE SUPPORT TO HEAD OF DEPARTMENT REF NO: PT.01 /07/2021</u>
		Purpose. To provide Executive Support Services to the HOD.
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (all inclusive)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate and B. degree (NQF level 7 as recognised by SAQA) in Strategy / Public Management / Economics / Financial Management / Accounting or any other related field coupled with 7 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level).
<u>DUTIES</u>	:	Render Strategic Support Services to the Office of the Head of Department: Ensure Integrated strategic planning in the Department to achieve the mandate of Treasury. Ensure integrated implementation of Treasury priorities between programs within Treasury (Coordinate implementation and Treasury Oversight in the Province). Ensure integration with other Provincial Departments specifically the Centre of Government (OTP / COGTA / PT). Champion the

Service Delivery model and District Delivery model in the Provincial Treasury. Overall management of projects for the Departments. Manage all external stakeholder relationships both provincial and national. Ensure sound financial management and governance of HOD's office. Governance of Priority Projects In The Provincial Treasury: Facilitate Governance and oversight over priority projects (Interventions) of the Provincial Treasury. Facilitate optimal delivery of Provincial Treasury imperatives eg. Annual Budget Delivery, Consolidated Financial Statements. Maximise impact of Provincial Treasury in the Province. Facilitate Business Continuity in the Department. Champion Ethics management in the Department. Manage Area of Responsibility: 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. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the management of Co-ordinated Strategy development, integrated implementation and project Governance within the Provincial Treasury and with Provincial Role-players. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Skills And Competencies: Strategic Management acumen, Project management and governance knowledge, In depth understanding of legislative framework that governs the Public Service, Policy analysis, Entire Budget process, planning, coordination, implementation and monitoring, Strategy formulation and review, for Departments & Entities, Performance management, Public Policy formulation and implementation, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Strategic Capability and Leadership. Financial Management, Change Management, Knowledge Management, People Management, Client Orientation and Customer Focus. Project Management, Problem Solving and Analysis, Communication and Computer Literacy.

ENQUIRIES

: B Ndayi/ A Guga Tel No: (040) 1010 072/71

OTHER POST

POST 25/215

: **DEPUTY DIRECTOR: HUMAN RESOURCE SYSTEMS REF NO: PT.02 /07/2021**

Purpose: To manage Human Resource Information Systems for the Department

SALARY CENTRE

: R733 257 per annum (Level 11), (all inclusive)
: Head Office

REQUIREMENTS

: National Senior Certificate and B. degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6) in Human Resource Management / Public Administration / Public Management or any related qualification coupled with Minimum 5 years' relevant experience of which 3 years must have been at an Assistant Director Level in Human Resource Systems (PERSAL) environment. PERSAL Certificate as a System Controller.

DUTIES

: Maintain Personnel Information System: Draw and oversee amendment of PERSAL information. Register users on PERSAL. Authorise work done by PERSAL users (Personnel & Salary controller) in the department. Request & analyze PERSAL reports and ensure PERSAL is updated. Update HR information to metrics. Ensure sound and effective personnel & salary management. Implement measures to ensure a comprehensive & updated primary information source. Monitor Information on PERSAL (Incl. employments out of adjustment). Monitor and Provide Reports on Hr Information: Ensure that profiles are in sync with the segregation of duties. Provide advice to management regarding PERSAL information. Review and submit PERSAL reports to management. Oversee the implementation of audit & control measures. Ensure that all profile changes are recorded, audited & filled. Provide advice to management regarding PERSAL information. Ensure Maintenance Of Establishment Control: Manage the creation and abolishment of posts, appointment of personnel, absorptions, transfers and component changes. Ensure employees are on correct paypoints. Load & link structure on PERSAL. Establish comprehensive guidelines & processes in line with Human

Resources & Finance Policies (Including maintenance of the Establishment on PERSAL, HR Utilization, LR, Service Benefits, Budgets, Estimates & Departmental Liabilities). Manage Area Of Responsibility: 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 development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service. Knowledge of Human Resource Systems and procedures. In-depth knowledge of PERSAL Systems. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management. Communication and Information Management. Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Planning and Organising, Problem Solving and Decision Making. Project Management, Team Leadership, Computer literate, Good Communication Skills (verbal and written).

ENQUIRIES : B Ndayi/ A Guga Tel No: (040) 1010 072/71

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : for posts in **Head Office (Bhisho) as well as all Director posts**, Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, Post to: The Director: HR Practices and Administration, Department of Public Works & Infrastructure, Private Bag X0022, Bhisho, 5605. Enquiries: Ms S. Mdoda Tel: 040 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

Joe Gqabi Region (Sterkspruit): Hand Delivery: Bensonvale College, Sterkspruit, 9762 or post to Department of Public Works & Infrastructure, Private Bag X5002, Sterkspruit, 9762. Enquiries: Mr P. Makhele or Mr. S. Dumalisile Tel No: (051) 611 9800

Amathole Region (East London): Hand Delivery: Corner of Amalinda & Scholl, Cambridge 5201, or post to Department of Public Works & Infrastructure, Private Bag X13004, Cambridge, 5201. Enquiries: Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772

FOR ATTENTION : Ms N.H Malgas

CLOSING DATE : 30 July 2021

NOTE : Applications must be submitted on the new Z83 Form effective 01 January 2021, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 obtainable from any Public Service Department go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and copies of qualifications, driver's license (where applicable) and Identity Document. Copies need not to be certified. Request of certified documents will be limited to shortlisted candidates. The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. All SMS

appointments are subject to a competency assessment. Full details about the Pre-entry certificate for the Senior Management Service (SMS) can be sourced from the following link <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

MANAGEMENT ECHELON

<u>POST 25/216</u>	:	<u>CHIEF DIRECTOR: OPERATIONS REF NO: DPWI 01/07/2021</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14), (An all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree NQF Level 7 in Public Administration/ Public Management/ Law or equivalent qualification with five (5) years relevant experience at Senior Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge And Skills: Functioning of Government Programme Management. Project Management. Financial Management. General Management Skills. Computer Skills. Report writing Skills. Communication (verbal and written). Marketing. Interpersonal Skills. Decision making skills. Lobbying skills. Diplomatic skills. Programme and Project Management Skills. Service Delivery Innovation and Analytical thinking skills. Policy Development, implementation and analysis. Negotiation and motivation.
<u>DUTIES</u>	:	Manage and guide the implementation of the Strategic Plan: Guide the implementation of the strategic plan of the Department and the Regions in ensuring they meet the performance target. Coordinate the standardization of service delivery standards and ensure adherence to these by line functions and Regions. Develop and deploy reporting methodologies and metrics and consolidate performance reporting to Top Management and other structures. Monitor overall performance and monitor progress in implementing interventions. Departmental operations are efficient and effective. Ensure the formulation, implementation and continuous review of best practices, policies and procedures. Develop and implement performance guideline and standards on operational management. Manage records of the Department. Develop and maintain the Department's Records Management Policies Procedures and Systems. Ensure Departments record management practices comply with the National Archives and Records Services Act 1996. Develop and maintain the Departments file plan. Act as a custodian of all Departmental records. Ensure correct classification of documentation in line with Minimum Information Security Standards (MISS). Manage the Project Management Office (PIMO). Ensure the establishment and operation of a PMO as a knowledge repository of Project Management Practices with a Province-Wide mandate. Ensure the PMO is an effective custodian of the Departments Project Management Frameworks. Manage delivery on the Departments Portfolio of Projects.
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
<u>POST 25/217</u>	:	<u>DIRECTOR: SECURITY REF NO: DPWI 02/07/2021</u> Re-Advert: Applicants that previously applied may re-apply
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (An all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree NQF Level 7 in Public Administration/ Public Management/ Security Management or equivalent qualification with five (5) years relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge And Skills: Ensure extensive knowledge and understanding of Public Service Policies and Procedures. Working knowledge of the functioning of Provincial/ National government. Basic knowledge of MS Word, Excel and PowerPoint. Good verbal and written communication skills. Sound Financial and People Management Skills.
<u>DUTIES</u>	:	Conduct and Facilitate research on security in line with the Minimum Information Security Standards (MISS). Identify all risks and threats to the security of the Department. Develop, Coordinate and conduct security awareness programmes within the Department. Maintain a macro planning framework for the security services. Coordinate the implementation of security programmes and projects. Devise all security measures and procedures for the Department based on security policies. Coordinate the administration of vetting service. Manage information technology security. Promote and coordinate the

		management of access control systems. Monitor the extent of adherence/compliance to the security measures. Conduct physical security appraisals. Report to NIA all incidents of Security breaches and leakages of sensitive information. Liaise regularly with all security structures (NIA, SAPS, and SSA). Coordinate the investigation of security incidents. Examine all reported incidents of security breaches. Gather information through interviews and obtaining physical evidence. Liaise with all stakeholders/role players. Compile comprehensive reports. Management of all security resources. Manage human resources. Manage physical resources (security documents, surveillance cameras, computers. Manage financial resources.
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
<u>POST 25/218</u>	:	<u>DIRECTOR: EXECUTIVE SUPPORT REF NO: DPWI 03/07/2021</u> Re-Advert: Applicants that previously applied may re-apply
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (An all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree NQF Level 7 in Public Administration/ Management/ Communication or equivalent qualification with five (5) years relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge And Skills: Ensure extensive knowledge and understanding of Public Service Policies and Procedures. Working knowledge of the functioning of Provincial/ National government. Basic knowledge of MS Word, Excel and PowerPoint. Good verbal and written communication skills. Financial Management. Knowledge of Project Management.
<u>DUTIES</u>	:	Execute policy or line function tasks of the office as required. Assist the Head of Department in monitoring and implementing management decisions taken in internal and external for a. Source information and compile comprehensive documents for the HOD with regard to issues emanating from meetings with stakeholders. Consolidate and analyse submissions/reports, make notes and recommendations to present to the HOD. Draft responses for submission to internal and external stakeholders. Co-ordinate, follow up and compile reports of a transverse nature for the HOD and advise/ sensitize the HOD for compliance. Compile presentations and speeches for the HOD. Manage liaison between the office of the HOD, internal and external stakeholders. Liaise with stakeholders to ensure integration of programmes. Scrutinize documentation to determine actions/information/documents required. Record minutes/resolutions and communicate/disseminate to relevant role players, follow-up on progress made, prepare briefing notes as well as other documentation. Co-ordinate the performance agreements/assessments and financial disclosures pertaining to executive management. Set up and maintain systems, procedures and processes in the office that will ensure efficiency in the office. Facilitate linkage between the office of the HOD and the office of the Executive Authority. Ensure the safe keeping of classified documentation. Manage the resources in the office of the HOD. Determine and collate information with regard to the budget needs of the office. Manage budget, monitor expenditure and alert the HOD with regard to possible over and under spending. Manage the human resources; and scrutinize responses drafted by the Manager on enquiries received from internal and external stakeholders. Manage the allocated resources.
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
<u>POST 25/219</u>	:	<u>REGIONAL DIRECTOR: ALFRED NZO REGIONAL OFFICE REF NO: DPWI 04/07/2021</u> Re-Advert: Applicants that previously applied may re-apply
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (An all-inclusive remuneration package)
<u>CENTRE</u>	:	Alfred Nzo Regional Office (Mount Ayliff)
<u>REQUIREMENTS</u>	:	National Senior Certificate. A Bachelor's Degree NQF Level 7 in Built Environment/ Project Management/Town and Regional Planning/ Properties or equivalent qualification with 5 years relevant experience in Infrastructure/ Built Environment/ Project Management or Properties at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: - Sound financial and people management skills. Proven strategic and leadership skills. Excellent communicator at all levels (written and verbal). Knowledge of operational

framework of the Public Finance Management Act. Ability to work in a culturally diverse environment and lead cultural intervention and change management projects. An understanding of the restructuring imperatives within the Public Service environment. Computer literacy. Strategic capability and leadership. Financial Management. People Management and empowerment. Programme and Project Management. Communication. Client orientation and customer focus. Good interpersonal skills and negotiation skills.

DUTIES

: Manage the functions of the Department in the Region. Manage the buildings of the Region. Ensure Maintenance of State owned buildings. Property development. Management of all properties utilized by Provincial Government Departments. Develop policies and systems for the efficient management of State Property. Ensure management and implementation of Expanded Public Works Programme. Manage the risks of the Region as identified in the Departmental Risk Management Plan. Providing strategic direction for the region while at the same time exercising operational control to achieve Departmental Targets. Financial Management; responsible for regional budget and reporting. HR Management; responsible to exercise control over regional staff in the areas of manpower planning, labour relations and human resource development. Effective management of corporate services, including office management and the wellness programme. Ensuring full functionality of the Performance Management and Development System in the Region. Manage allocated resources.

ENQUIRIES

: Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

OTHER POSTS

POST 25/220

: **PRINCIPAL ARTISAN SUPERINTENDANT: BUILDINGS REF NO: DPWI 05/07/2021**

SALARY CENTRE

: R869 007 per annum (Level 12), (An all-inclusive remuneration package)
: Joe Gqabi Regional Office (Sterkspruit)

REQUIREMENTS

: National Senior Certificate. A recognised Bachelor's Degree/ National Diploma in the built environment, with at least ten (10) years relevant experience in the built environment of which three (3) years must be at a supervisory level. Trade test in Built environment is compulsory. A valid driver's licence. Knowledge And Skills: - Understanding and application of the Occupational Health and Safety Act No. 85 of 1993; Promotion of Administrative Justice Act; Construction Regulations 2014; National Building Regulations and Standards Act No. 103 of 1977; SANS 10400: Application of the National Building Regulations; PW371 – A : Construction Works – General Specification; National Norms and Standards Relating to Environmental Health in terms of National Health Act, 2003 (Act no. 61 of 2003); Built Environment Codes of Conduct; Guideline for U-AMP, 2018; Public Service Regulations 2016; Public Service Management Act; Framework for Infrastructure Delivery and Procurement Management 2019; Understanding of the: Preferential Procurement Regulation, 2017; Labour Relations Act; Public Finance Management Act No. 1 of 1999; Construction Industry Development Board Act No. 38 of 2000; Council for the Built Environment Acts No. 43 of 2000; Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA); Skills: Good verbal, writing and communication skills; Conflict Management skills; Computer literacy; Client orientation and customer focus skills; Report writing skills; Self – Management.

DUTIES

: Manage in-house construction and maintenance projects Ensure implementation of buildings maintenance plans and requests. Develop project and maintenance implementation plan. Manage construction teams. Coordinate and oversee all work on site. Produce reports in respect of Depot projects implementation and coordination Manage implementation of day-to-day maintenance Ensure implementation of day to day maintenance. Develop and monitor defect register and ensure implementation Facilitate procurement of material from suppliers. Ensure projects are implemented within budget, time and quality. Manage depots operations Ensure depots are adequately resourced. Develop control measures to ensure efficient utilization of resources. Ensure implementation of District client forum resolutions. Manage development of Artisans through experiential training Manage resources Identify skills development needs and recommend training and development opportunities. Ensure effective and efficient work flow by Chief Artisans and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.

<u>ENQUIRIES</u>	:	Mr P. Makhele or Mr. S. Dimalisile Tel No: (051) 611 9800
<u>POST 25/221</u>	:	<u>DEPUTY DIRECTOR: SHERQ REF NO: DPWI 06/07/2021</u> Component: Employee Wellness Programme Re-Advert: Applicants that previously applied may re-apply
<u>SALARY</u>	:	R733 257 per annum (Level 11), (An all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate. A recognised Bachelor's Degree/ National Diploma in Occupational Health and Safety, Environmental Health, Human Resource Management, Social Sciences or any other relevant qualification in Occupational Health and Safety with three (3) years at an Assistant Director Level in the SHERQ Management field. Must be in possession of SAMTRAC. A valid driver's licence. Knowledge And Skills: Sound knowledge of Occupational Health and Safety and Environmental Management. Sound knowledge of Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act. Disaster Management Act. Integrated Employee Health and Wellness Framework. EHWP/SHERQ Management Legislation. Policies and Procedures. Departmental Policies and Procedures. Strong leadership with strategic capabilities. Written and verbal Communication. Planning and coordinating. Change Management, Problem Solving. Analysis and Reporting.
<u>DUTIES</u>	:	Co-ordinate and ensure the implementation of Occupational Health and Safety Act, Act 85 of 1993 and other OHS related policies. Identify SHE Hazards and risk trends within the Department and provide mitigation measures. Manage the implementation and promotion of Employee Health and Wellness Programmes and Interventions. Manage all the Resources. Supervise and coordinate functions within the Directorate.
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
<u>POST 25/222</u>	:	<u>ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: DPWI 07/07/2021</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Amathole Regional Office (East London)
<u>REQUIREMENTS</u>	:	National Senior Certificate, a Bachelor's Degree/ National Diploma in Property Management/Real Estate/Facilities Management qualification with 1-2 years' experience working in the Property Management environment. A valid driver's license is a pre-requisite Knowledge and Skills: Knowledge and understanding of GIAMA & PFMA. Computer skills. Good Communication Skills.
<u>DUTIES</u>	:	Assist with the administration and management of provincial state land in the region. Conduct land use audits and investigations. Identify properties for vesting. Address enquiries related to state land matters. Assist with the enhancement of the Immovable Asset Register through the verification of property data and obtaining value added information. Liaise with various stakeholders in the private and public domain regarding property. Assist the Assistant Manager in other related tasks and duties, which may be assigned from time to time. Maintenance of immovable asset register. Assist in compiling of monthly, quarterly and annual reports of the directorate. Identify and assist with the process of disposing of non-core assets. Identify and assist the process of unsurveyed properties within the Region.
<u>ENQUIRIES</u>	:	Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772
<u>POST 25/223</u>	:	<u>ADMINISTRATIVE OFFICER: IMMOVABLE ASSET MANAGEMENT REF NO: DPWI 08/07/2021</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, a Bachelor's Degree/ National Diploma in Office Management/Management qualification with 1-2 years' experience providing administrative support at Senior Level. Knowledge and Skills: Advanced Knowledge of Microsoft office packages and document management. Must have good interpersonal, organizational and communication skills (written and verbal) and advanced planning. Must be customer focused, adaptable and detail conscious. Experience in customer relations and client liaison is also important. Be able to work independently with minimal supervision and maintain confidentiality.

DUTIES

: Provide support to the Chief Director, taking and typing minutes, ensuring the efficient flow of information, liaising with clients, schedule and manage appointments, screening calls. Render administrative support services, collate compile and submit monthly, quarterly, annual management reports to various structures within and outside the Department. Provide assistance in the technical formatting of submissions for Chief Director from time to time. Develop and maintain an efficient filing system within the Chief Director's Office. Ensure that travel arrangements are well coordinated, prioritise issues. Provide office supply for the Chief Director's office i.e groceries, stationery, printing supplies etc. provide logistical support (travelling, arranging conferences, meetings, S&T claims). Study relevant Public Service and Departmental Prescripts/ Policies and other prescripts applicable to his/her work terrain to ensure efficient and effective support. Remain abreast with the procedures and processes that apply in the office of Chief Director.

ENQUIRIES

: Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

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

CLOSING DATE
NOTE

- : 02 August 2021
- : Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered." The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within six (6) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. Advertisement and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, Identify document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

MANAGEMENT ECHELON

POST 25/224

: **DIRECTOR: ASSET MANAGEMENT REF NO: H/D/16**

SALARY
CENTRE
REQUIREMENTS

- : R1 057 326 per annum
- : Asset Management: Corporate Office: Bloemfontein
- : B. Com Degree/National Diploma in Commerce or equivalent. Minimum 3 years' experience in management of movable assets – in Public Sector at lower management level. Extensive knowledge of Treasury Regulations, PFMA and National Assets Management Framework. Extensive knowledge in Asset Management, coupled with understanding of SCOA. Ability to analyze financial reports and compile inputs to financial statements. Extensive knowledge of BAS and LOGIS. Ability to work under pressure. Valid driver's license (essential). Knowledge And Skills: Knowledge and understanding of Financial legislation, policies, practices and procedures: PFMA, Asset Management Framework, Treasury Regulation, Accounting Standards.

<u>DUTIES</u>	:	Ensure compliance with the provisions of the Public Finance Management Act, Treasury Regulations, National Transport Policy and National Asset Management Guide and Framework. Ensure effective, efficient, economical and transparent use of the resources of the Department. Enhance the management, safeguarding and maintenance of all departmental assets and inventory. Ensure a complete, accurate and reliable Departmental Asset Register. Ensure effective and efficient Disposal Management. Implement preventative measures to protect the assets of the Department and reduce losses resulting from theft, accidents, irregular, fruitless and wasteful expenditures and other losses. Ensure proper management of donations and gifts. Provide effective and efficient transport services and ensure economic use of departmental vehicles. Comply with all reporting requirements and ensure timely submission of monthly and quarterly reports. Develop Asset Management Plan. Evaluate and control performance and management of asset acquisition process. Management of assets: Physical verification of assets. Internal and external transfers of assets. Identification of assets for disposals. Safeguarding of assets. Recording of loss, damage or mismanagement of assets. Maintenance of the Departmental Asset Register. Reconciliation of assets. Develop, implement and monitor maintenance of assets. Ensure effective and efficient risk management. Ensure and enhance audit management. Management and monitor performance of leases. Ensure reliable reporting on assets.
<u>ENQUIRIES</u>	:	N.E Phitsane Tel No: (051) 408 1214
<u>APPLICATIONS</u>	:	The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me P Mpu
<u>POST 25/225</u>	:	<u>SENIOR MANAGER: NURSING REF NO: H/S/26</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13)
<u>CENTRE</u>	:	Nursing Services Directorate: Corporate Office: Bloemfontein
<u>REQUIREMENTS</u>	:	Degree in nursing or equivalent (NQF Level 7) qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Proof of current registration for 2021/2022 Registration with the SANC as Professional Nurse. A minimum of 11 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse. At least 6 years of the period referred to above must be appropriate/recognizable experience at management level. Successful completion of the Nyukela Pre-entry certificate of Senior Management Service level. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: In depth knowledge and understanding of health related Acts, Regulations, Guidelines and other related policies such as: Nursing Act and Regulations, Code of Ethics, Safety professional Practice of SANC, Nursing Standards of Practice, Scope of Practice, Occupational Health and Act, Mental Act. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of HR and Financial policies and practices. Detailed knowledge of Public Health Services. In depth knowledge of both national and provincial health legislation and policy. Skills: Excellent written and verbal communication and presentation skills. Report writing skills, Facilitation skills, co-ordination skills, problem solving skills, Negotiation skills, Planning and organizational skills, Change management skills, liaison skills, Networking skills, Interpersonal skills, Leadership skills, Analytical skills, Diplomacy. People and Financial Management. Strategic Planning, Change Management, Facilitation and liaison.
<u>DUTIES</u>	:	Develop and maintain nursing policies. Manage and direct corporate nursing planning. Monitor nursing services within the department. Coordinate nursing related research and development. Support and advise top management as a specialist nursing advisor. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Me. MT Tshabalala Tel No: (051) 408 1944
<u>APPLICATIONS</u>	:	The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me R Stellenberg

OTHER POSTS

<u>POST 25/226</u>	:	<u>HEAD CLINICAL UNIT PAEDIATRICS & CHILD HEALTH REF NO: H/H/31</u>
<u>SALARY</u>	:	R1 728 807 per annum, (OSD)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	MBCHB or equivalent Degree. Registration as a Medical Specialist in a normal Specialty or in a sub specialty with HPCSA. A minimum of 3 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal Specialty or in a recognized sub-specialty. Proof of current registration for 2021/2022. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Provide evidence of leadership qualities and management experience. Research qualifications in the field of Pediatrics & Child Health either MMed or PhD. Evidence of professional standing, e.g. membership of professional organizations and their management committees.
<u>DUTIES</u>	:	To be responsible for service delivery within the department of Paediatrics & Child Health at Universitas Academic Hospital. To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre- and post-graduate training and examination in Paediatrics & Child Health at the Universitas Academic Hospital. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Undertake all tasks as directed by the Head of Clinical Department and Head of Clinical Services at Universitas Academic Hospital.
<u>ENQUIRIES</u>	:	Dr R Nathan Tel No: (051) 405 3496
<u>APPLICATIONS</u>	:	The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1091, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Mr MJ Baleni
<u>POST 25/227</u>	:	<u>HEAD CLINICAL UNIT ANAESTHESIOLOGY REF NO: H/H/32</u>
<u>SALARY</u>	:	R1 728 807 per annum, (OSD)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	MBCHB or equivalent Degree. Registration as a Medical Specialist in a normal Specialty or in a sub specialty with HPCSA. A minimum of 3 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal Specialty or in a recognized sub-specialty. Proof of current registration for 2021/2022. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Provide evidence of leadership qualities and management experience. Research qualifications in the field of Anesthesiology either MMed or PhD. Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications in human resource and financial management.
<u>DUTIES</u>	:	To be responsible for service delivery within the department of Anesthesiology at Universitas Academic Hospital. To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre- and post-graduate training and examination in Anesthesiology at the Universitas Academic Hospital. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Undertake all tasks as directed by the Head of Clinical Department and Head of Clinical Services at Universitas Academic Hospital.
<u>ENQUIRIES</u>	:	Dr R Nathan Tel No: (051) 405 3496
<u>APPLICATIONS</u>	:	The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1091, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
<u>FOR ATTENTION</u>	:	Mr MJ Baleni
<u>POST 25/228</u>	:	<u>HEAD CLINICAL UNIT ANAESTHESIA, RADIOLOGY, OBS & GYN REF NO: H/H/33</u>
<u>SALARY</u>	:	R1 728 807 per annum, (OSD)
<u>CENTRE</u>	:	Bongani Regional Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	MBCHB or equivalent Degree. Registration as a Medical Specialist in a normal Specialty or in a sub specialty with HPCSA. A minimum of 3 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal Specialty or in a recognized sub-specialty. Proof of current registration for

		2021/2022. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Computer skills. Conflict management skills. Good communication and interpersonal relations. Ability to function with the multidisciplinary team.
<u>DUTIES</u>	:	Rendering clinical services. To be responsible for service delivery within the department. To fulfil the administrative, academic and research requirements of an appointment to the joint staff establishment. To supervise pre and post-graduate training and examinations in the department including intermediate training programmes. Render outreach and support services to other levels of care.
<u>ENQUIRIES</u>	:	Mr. TP Mabina Tel No: (057) 916 1300
<u>APPLICATIONS</u>	:	The Chief Executive Officer, Bongani Regional Hospital, Private Bag X 29, Welkom, 9640
<u>FOR ATTENTION</u>	:	T Tsolo
<u>POST 25/229</u>	:	<u>MEDICAL SPECIALIST: OBS & GYNAE. ANAESTHESIA, ORTHOPAEDICS, INTERNAL MEDICINE GRADE 1-3 REF NO: H/M/9 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, (OSD) Grade 2: R1 264 623 per annum, (OSD) Grade 3: R1 467 651 per annum, (OSD)
<u>CENTRE</u>	:	Bongani Regional Hospital: Welkom
<u>REQUIREMENTS</u>	:	MBCHB or equivalent Degree (Independent Practice) Valid registration with HPCSA AS Medical Specialist in Cardiology, Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Experience: Grade 1: none. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Appropriate experience post speciality qualification. Knowledge And Skills: Responsible management of resources, Team player willing to support other clinical disciplines when they are short staffed, Presentation skills, Planning and Organizing.
<u>DUTIES</u>	:	Rendering clinical services. To be responsible for service delivery within the department. To fulfil the administrative, academic and research requirements of an appointment to the joint staff establishment. To supervise pre and post-graduate training and examinations in the department including intermediate training programmes. Render outreach and support services to other levels of care.
<u>ENQUIRIES</u>	:	Mr. TP Mabina Tel No: (057) 916 1300
<u>APPLICATIONS</u>	:	The Chief Executive Officer, Bongani Regional Hospital, Private Bag X 29, Welkom, 9640
<u>FOR ATTENTION</u>	:	T Tsolo
<u>POST 25/230</u>	:	<u>MEDICAL SPECIALIST: GENERAL SURGERY: GRADE 1-3 REF NO: H/M/18</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, (OSD) Grade 2: R1 264 623 per annum, (OSD) Grade 3: R1 467 651 per annum, (OSD)
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	MBCHB or equivalent Degree (Independent Practice) Valid registration with HPCSA AS Medical Specialist in Cardiology, Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Experience: Grade 1: none. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Appropriate experience post speciality qualification. Knowledge And Skills: ACLS, ATLS, APLS, relevant experience.
<u>DUTIES</u>	:	Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.
<u>ENQUIRIES</u>	:	Dr. NE Pearce Tel No: (051) 405 3517

<u>APPLICATIONS</u>	:	The Chief Executive Officer, Universitas Academic Hospital Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1091, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
<u>FOR ATTENTION</u>	:	Mr MJ Baleni
<u>POST 25/231</u>	:	<u>MEDICAL SPECIALIST: OPHTHALMOLOGY: GRADE 1-3 REF NO: H/M/18 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, (OSD) Grade 2: R1 264 623 per annum, (OSD) Grade 3: R1 467 651 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Boitumelo Regional Hospital: Kroonstad MBCHB or equivalent Degree (Independent Practice) Valid registration with HPCSA AS Medical Specialist in Cardiology, Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Experience: Grade 1: none. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in normal speciality. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Appropriate experience post speciality qualification. Knowledge And Skills: Responsible management of resources, Team player willing to support other clinical disciplines when they are short staffed, Presentation skills, Planning and Organizing.
<u>DUTIES</u>	:	Rendering clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration and do outreach to the surrounding health facilities/ clinics. Provide training and leadership to medical interns, nurses and medical officers doing community services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. ML November Tel No: (056 216 5200x 2580)
<u>FOR ATTENTION</u>	:	The Chief Executive Officer, Boitumelo Regional Hospital, Private Bag X 47, Kroonstad, 9499 ML November
<u>POST 25/232</u>	:	<u>MEDICAL SPECIALIST: (OBSTETRICS & GYNECOLOGY): GRADE 1-3 REF NO: H/M/19</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, (OSD) Grade 2: R1 264 623 per annum, (OSD) Grade 3: R1 467 651 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Boitumelo Regional Hospital: Kroonstad MBCHB or equivalent Degree (Independent Practice) Valid registration with HPCSA AS Medical Specialist in Cardiology, Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Experience: Grade 1: none. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal speciality. Appropriate experience post speciality qualification. Knowledge And Skills: Responsible management of resources, Team player willing to support other clinical disciplines when they are short staffed, Presentation skills, Planning and Organizing.
<u>DUTIES</u>	:	Rendering clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration and do outreach to the surrounding health facilities/ clinics. Provide training and leadership to medical interns, nurses and medical officers doing community services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. ML November Tel No: (056 216 5200) X2580
<u>FOR ATTENTION</u>	:	The Chief Executive Officer, Boitumelo Regional Hospital, Private Bag X 47, Kroonstad, 9499. ML November
<u>POST 25/233</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: H/A/52</u>
<u>SALARY</u>	:	R897 936 per annum
<u>CENTRE REQUIREMENTS</u>	:	Elizabeth Ross District Hospital: Witsieshoek Appropriate Bachelor of Pharmacy Degree. Registration with the SAPC as a Pharmacist. A minimum of 3 years' appropriate experience after registration as

DUTIES

a Pharmacist with the SAPC. Proof of current registration for 2021/2022. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Computer skills. Conflict management skills. Good communication and interpersonal relations. Ability to function with the multidisciplinary team.

- : Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labeling and supply of the medicine in an appropriate container. Dispensing of medication: Giving medicine information and patient counseling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Deliver emergency services. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/ rooms, visit clinics, control expired medication, maintain drug registers (schedule 5, 6 and donation). Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) with: Stock taking procedures. Ordering and receiving of stock. Storage of stock, maintain stock cards, record keeping. Distribution and redistribution of stock. Ensure adherence to Good Pharmacy Practice rules and regulations. Implementation and maintaining of a referral system. Training of staff: Pharmacist assistants, Interns and other pharmacy support personnel. Supervision of pharmacy personnel. Monitoring treatment to workers due to occupational injury. Keeping of statistics, compiling of reports. Compiling, revision and updating of Standard Operational Procedures. Attending meetings: Pharmaceutical Forum, Pharmaceutical Therapeutics committee meeting, ECC, etc. Control the budget, monitor cost and remains within the budget. Implement and maintain the infection control policy. Other: Rendering services to down referrals patients from tertiary and regional hospitals including management of stock levels of medicines associated with their care.

ENQUIRIES APPLICATIONS

- : Dr. MP Setlaba Tel No: (058) 718 4000
- : Acting Chief Executive Officer, Elizabeth Ross District Hospital, P O Box 804, Witsieshoek, 9870 or hand delivered @ entrance, Elizabeth Ross District Hospital, Witsieshoek, 9870.

FOR ATTENTION

- : Me DM Tamme

POST 25/234

- : **MEDICAL OFFICER GRADE 1-3: REF NO: H/M/21 (X4 POSTS)**
(Applicants might be required to enter into a commuted overtime contract.)

SALARY

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

CENTRE REQUIREMENTS

- : Dihlabeng Regional Hospital: Bethlehem
- : MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Experience: **Grade 1:** None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Post- internship in Obstetrics & Gynecology, post- internship experience in anesthesia. Responsible management of resources. Team player willing to support other

	clinical disciplines when they are short staffed. Presentation skills, Planning and Organizing.
<u>DUTIES</u>	: Daily clinical management of patients at secondary level as part of a team in a clinical discipline. Gaining skills in the relevant discipline under the guidance of the specialist. Supervising and training of medical interns and students. Academic presentations in the relevant discipline. Group 3 overtime calls covering anesthesia and an option of non- surgical calls or surgical calls. Completion of all relevant documents related to patient care including clinical records, J88's, RAF, COID, etc.
<u>ENQUIRIES</u>	: Dr WJ Selfridge Tel No: (058) 307 1032
<u>APPLICATIONS</u>	: The Chief Executive Officer, Dihlabeng Regional Hospital, PO Box X3, Bethlehem, 9700 or hand delivered Dihlabeng Regional Hospital, Bethlehem, 9700.
<u>FOR ATTENTION</u>	: Me S Mpanza
<u>POST 25/235</u>	: <u>MEDICAL OFFICER GRADE 1-3 REF NO: H/M/22</u> (Applicants might be required to enter into a commuted overtime contract.)
<u>SALARY</u>	: Grade 1: R821 205 per annum, (OSD) Grade 2: R938 964 per annum, (OSD) Grade 3: R1 089 693 per annum, (OSD)
<u>CENTRE</u>	: Thebe District Hospital: Harrismith
<u>REQUIREMENTS</u>	: MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Experience: Grade 1: None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Responsible management of resources, Team player willing to support other clinical disciplines when they are short staffed, Presentation skills, Planning and Organizing.
<u>DUTIES</u>	: Render of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration and do outreach to the surrounding health facilities/ clinics. Provide training and leadership to medical interns, nurses and medical officers doing community service.
<u>ENQUIRIES</u>	: Dr Epule O (CMO), Tel No: (058) 624 1803
<u>APPLICATIONS</u>	: The Chief Executive Officer, Thebe District Hospital, PO Box X871, Harrismith, 9880 or hand delivered Thebe District Hospital, Harrismith, 9880.
<u>FOR ATTENTION</u>	: Dr Epule O (CMO)
<u>POST 25/236</u>	: <u>MEDICAL OFFICER GRADE 1-3 REF NO: H/M/10 (X16 POSTS)</u> (Applicants might be required to enter into a commuted overtime contract.)
<u>SALARY</u>	: Grade 1: R821 205 per annum, (OSD) Grade 2: R938 964 per annum, (OSD) Grade 3: R1 089 693 per annum, (OSD)
<u>CENTRE</u>	: Bongani Regional Hospital: Welkom
<u>REQUIREMENTS</u>	: MBCHB or equivalent Degree. Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Experience: Grade 1: None after registration as Medical practitioner

with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Responsible management of resources, Team player willing to support other clinical disciplines when they are short staffed, Presentation skills, Planning and Organizing.

DUTIES : Render of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration. Provide training and leadership to medical interns, nurses and medical officers doing community service.

ENQUIRIES : Mr. TP Mabina Tel No: (057) 916 1300
APPLICATIONS : The Chief Executive Officer, Bongani Regional Hospital, Private Bag X 29, Welkom, 9640.

FOR ATTENTION : T Tsolo

POST 25/237 : **MEDICAL OFFICER GRADE 1-3 REF NO: H/M/11**
(Applicants might be required to enter into a commuted overtime contract.)

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

CENTRE : Thusanong District Hospital: Odendaalsrus
REQUIREMENTS : MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Experience: **Grade 1:** None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Performing Ceasarean Section, giving general & local Anaesthesia ATLS, ACLS, PALS, Basic Surgical Skills will be an added advantage.

DUTIES : Rendering of clinical services which includes examine and treatment of patients, emergencies, ward rounds and operation, procedures. Patient administration. Provide training and leadership, nurses and medical officers doing community services.

ENQUIRIES : Dr TL Madikane Tel No: (057) 391 7900/087 940 8112
APPLICATIONS : Chief Executive Officer, Thusanong District Hospital, P O Box 1, Odendaalsrus, 9480 or hand delivered Thusanong District Hospital, Odendaalsrus, 9480.

<u>FOR ATTENTION</u>	:	Mr TD Tsotetsi
<u>POST 25/238</u>	:	<u>MEDICAL OFFICER GRADE 1-3 REF NO: H/M/12 (X4 POSTS)</u> (Applicants might be required to enter into a commuted overtime contract.)
<u>SALARY</u>	:	Grade 1: R821 205 per annum, (OSD) Grade 2: R938 964 per annum, (OSD) Grade 3: R1 089 693 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Itemoheng District Hospital: Senekal MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Experience: Grade 1: None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: General leadership ability. Teaching and conflict management skills.
<u>DUTIES</u>	:	Rendering of clinical services which includes examine and treatment of patients, emergencies, ward rounds and operation, procedures. Patient administration. Provide training and leadership, nurses and medical officers doing community services.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. LS Mofokeng Tel No: (051 481 2114) The Chief Executive Officer, Itemoheng District Hospital, (Private Bag X09, Senekal, 9600 or hand delivered at: Itemoheng District Hospital, Senekal, 9600.
<u>FOR ATTENTION</u>	:	Mr NK Makhoro
<u>POST 25/239</u>	:	<u>MEDICAL OFFICER GRADE 1-3 REF NO: H/M/13 (X2 POSTS)</u> (Applicants might be required to enter into a commuted overtime contract.)
<u>SALARY</u>	:	Grade 1: R821 205 per annum, (OSD) Grade 2: R938 964 per annum, (OSD) Grade 3: R1 089 693 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Katleho District Hospital: Virginia MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource Experience: Grade 1: None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of

	foreign qualified employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Maternal and Child Health Services Skills and passion. Independent and confidence in managing and confidence in managing all Medical Emergencies. Medical cases presentation skills. Obstetrics and/or Anaesthesia Skills. Computer Skills will be of added benefit.
<u>DUTIES</u>	: Rendering of clinical services, which includes examination, diagnosis and treatment of patient's emergency services rendering, general and outreach specialist ward rounds, outreach to catchment clinics and primary level surgical procedures. Responsible for management of Clinical Services resources. Team player in Clinical Services team of a District Hospital Complex and willing to support other clinical services when they are short staffed. Provide training and mentorship to Nurses, Medical Interns, Community Services Medical Officers and junior Medical Officers.
<u>ENQUIRIES</u>	: Dr BNN Thekiso Tel No: (067) 429 0948
<u>APPLICATIONS</u>	: The Chief Executive Officer, Katleho District Hospital Private Bag X4, Katleho, 9430 or hand delivered at: Katleho District Hospital, Katleho, 9430.
<u>FOR ATTENTION</u>	: Me NPL Sithebe
<u>POST 25/240</u>	: <u>MEDICAL OFFICER GRADE 1-3 REF NO: H/M/14</u> (Applicants might be required to enter into a commuted overtime contract.)
<u>SALARY</u>	: Grade 1: R821 205 per annum, (OSD) Grade 2: R938 964 per annum, (OSD) Grade 3: R1 089 693 per annum, (OSD)
<u>CENTRE</u>	: Stoffel Coetzee Hospital: Smithfield
<u>REQUIREMENTS</u>	: MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Experience: Grade 1: None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Experience in theatre, trauma, obstetrics, BLS, ACLS.
<u>DUTIES</u>	: Provide clinical services in the hospital and clinics. Manage of in and out patients, theatre cases. Support the executive team in the management of the institution. Development and implementation of Medical Protocols. Participate in the Quality Assurance Programme.
<u>ENQUIRIES</u>	: Dr F Pato Tel No: (065) 673 1200
<u>APPLICATIONS</u>	: The Chief Executive Officer, Stoffel Coetzee/ Embekweni Complex, Private Bag X32, Zastron, 9950 or hand delivered at: Reichenberg Street no 1 Zastron 9950, Zastron, 9950.
<u>FOR ATTENTION</u>	: Dr F Pato
<u>POST 25/241</u>	: <u>MEDICAL OFFICER GRADE 1-3 REF NO: H/M/15</u> (Applicants might be required to enter into a commuted overtime contract.)
<u>SALARY</u>	: Grade 1: R821 205 per annum, (OSD) Grade 2: R938 964 per annum, (OSD) Grade 3: R1 089 693 per annum, (OSD)
<u>CENTRE</u>	: Embekweni Hospital: Zastron
<u>REQUIREMENTS</u>	: MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA

(2021/2022). Attach proof of working experience endorsed by Human Resource Experience: **Grade 1:** None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Experience in theatre, trauma, obstetrics, BLS, ACLS.

DUTIES : Provide clinical services in the hospital and clinics. Manage of in and out patients, theatre cases. Support the executive team in the management of the institution. Development and implementation of Medical Protocols. Participate in the Quality Assurance Programme.

ENQUIRIES APPLICATIONS : Dr F Pato Tel No: (065) 673 1200
: The Chief Executive Officer, Stoffel Coetzee/ Embekweni Complex, Private Bag X32, Zastron, 9950 or hand delivered at: Reichenberg Street no 1 Zastron 9950, Zastron, 9950.

FOR ATTENTION : Dr F Pato

POST 25/242 : **MEDICAL OFFICER GRADE 1-3 REF NO: H/M/16 (X4 POSTS)**
(Applicants might be required to enter into a commuted overtime contract.)

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

CENTRE REQUIREMENTS : Thebe District Hospital: Harrismith
: MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource Experience: **Grade 1:** None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Responsible management of resources, Team player willing to support other clinical disciplines when they are short staffed, Presentation skills, Planning and Organizing.

DUTIES : Render of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration and do outreach to the surrounding health facilities/ clinics. Provide training and leadership to medical interns, nurses and medical officers doing community service.

ENQUIRIES : Dr Epule O (CMO) Tel No: (058) 624 1803

<u>APPLICATIONS</u>	:	The Chief Executive Officer, Thebe District Hospital, PO Box X871, Harrismith, 9880 or hand delivered Thebe District Hospital, Harrismith, 9880.
<u>FOR ATTENTION</u>	:	Dr Epule O (CMO)
<u>POST 25/243</u>	:	<u>MEDICAL OFFICER GRADE 1-3 REF NO: H/M/17</u> (Applicants might be required to enter into a commuted overtime contract.)
<u>SALARY</u>	:	Grade 1: R821 205 per annum, (OSD) Grade 2: R938 964 per annum, (OSD) Grade 3: R1 089 693 per annum, (OSD)
<u>CENTRE</u>	:	Phumelela District Hospital: Harrismith
<u>REQUIREMENTS</u>	:	MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource Experience: Grade 1: None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Responsible management of resources, Team player willing to support other clinical disciplines when they are short staffed, Presentation skills, Planning and Organizing.
<u>DUTIES</u>	:	Render of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration and do outreach to the surrounding health facilities/ clinics. Provide training and leadership to medical interns, nurses and medical officers doing community service.
<u>ENQUIRIES</u>	:	Dr Epule O (CMO) Tel No: (058 624 1803)
<u>APPLICATIONS</u>	:	The Chief Executive Officer, Thebe District Hospital, PO Box X871, Harrismith, 9880 or hand delivered Thebe District Hospital, Harrismith, 9880.
<u>FOR ATTENTION</u>	:	Dr Epule O (CMO)
<u>POST 25/244</u>	:	<u>MEDICAL OFFICER GRADE 1-3 REF NO: H/M/20 (X10 POSTS)</u> (Applicants might be required to enter into a commuted overtime contract.)
<u>SALARY</u>	:	Grade 1: R821 205 per annum, (OSD) Grade 2: R938 964 per annum, (OSD) Grade 3: R1 089 693 per annum, (OSD)
<u>CENTRE</u>	:	Boitumelo Regional Hospital: Kroonstad
<u>REQUIREMENTS</u>	:	MBCHB or equivalent Degree. Registration with the HPCSA as Medical practitioner (Independent Practice). Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Experience: Grade 1: None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 10 years

	after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employee's o whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Responsible management of resources, Team player willing to support other clinical disciplines when they are short staffed, Presentation skills, Planning and Organizing.
<u>DUTIES</u>	: Render of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration. Provide training and leadership to medical interns, nurses and medical officers doing community service.
<u>ENQUIRIES</u>	: Ms.ML November Tel No: (056) 216 5200x 2580
<u>APPLICATIONS</u>	: The Chief Executive Officer, Boitumelo Regional Hospital, Private Bag X 47, Kroonstad,9499.
<u>FOR ATTENTION</u>	: ML November
<u>POST 25/245</u>	: <u>PHARMACIST GRADE 1-3 REF NO: H/P/38</u>
<u>SALARY</u>	: Grade 1: R693 372 - R735 918 per annum, (OSD) Grade 2: R751 026 - R797 109 per annum, (OSD) Grade 3: R821 205 - R871 590 per annum, (OSD)
<u>CENTRE</u>	: Mofumahadi Manapo Mopeli Regional Hospital, Qwaqwa
<u>REQUIREMENTS</u>	: Appropriate bachelor of Pharmacy Degree. Computer literacy. Valid driver's license. Attach proof of working experience endorsed by Human Resource. Pharmacist Grade 1 : Registration with the SAPC as a Pharmacist. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist Grade 2 : Registration with the SAPC as a Pharmacist. Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years relevant experience after registration as Pharmacist 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. Pharmacist Grade 3 : Registration with the SAPC as a Pharmacist. Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years relevant experience after registration as a Pharmacist 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. Proof of registration for 2021/2022. Attach proof of working experience endorsed by Human Resource knowledge and skills: Ability to work under pressure. Good communication skills. Appropriate clinical and theoretical knowledge.
<u>DUTIES</u>	: Ensure availability of medicines at the Hospital. Dispense medicine and provide information to patients. Train Pharmacy Assistant and Community Service Pharmacists. Supervise work of subordinates. Perform other related tasks as delegated. Be willing to work long hours/ after-hours/ call outs if the needs arise. Ability to manage and coordinate productivity and be part of an interactive team. Participate in Quality Assurance Programmes. Supervise work of subordinates. Perform other related tasks as delegated. Sound interpersonal, communication and legation pertaining to Pharmacy including NHI, CCMDD, Essential Medial List (EML), Standard drugs and therapeutics committee. Commitment to serve excellence, together with innovative and analytical thinking based on sound ethical principles.
<u>ENQUIRIES</u>	: Mr M Marais Tel No: (058) 718 3200/3204
<u>APPLICATIONS</u>	: The Senior Human Resource Officer, Mofumahadi Manapo Mopeli Regional Hospital, P O Box 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1 st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek, 9870.
<u>FOR ATTENTION</u>	: Mr M SR Makoko

<u>POST 25/246</u>	:	<u>PHARMACIST GRADE 1-3 REF NO: H/P/39</u>
<u>SALARY</u>	:	Grade 1: R693 372 - R735 918 per annum, (OSD) Grade 2: R751 026 - R797 109 per annum, (OSD) Grade 3: R821 205 - R871 590 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Mafube District Hospital: Heilbron Appropriate bachelor of Pharmacy Degree. Computer literacy. Valid driver's license. Attach proof of working experience endorsed by Human Resource. Pharmacist Grade 1: Registration with the SAPC as a Pharmacist. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist Grade 2: Registration with the SAPC as a Pharmacist. Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years relevant experience after registration as Pharmacist 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. Pharmacist Grade 3: Registration with the SAPC as a Pharmacist. Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years relevant experience after registration as a Pharmacist 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. Proof of registration for 2021/2022. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Ability to communicate issues in a tactful manner. Problem solving skills. Computer Literate. Numeracy skills. Committed professionalism. Loyal. Confidentiality.
<u>DUTIES</u>	:	Render a comprehensive, professional and quality pharmaceutical services in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies standards operational procedure and legislation. Reading of and predation prescriptions, the selection, manipulation or compounding of the medicine, the labeling and supply of the medicine in an appropriate container. Dispensing of medicines to ensure better health and patient outcomes. Deliver emergency services. Management and control of medicine stock: issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys /rooms, visit clinics control expired medication, maintain drug register (Schedule 5,6 and donation). Ensure adherence to the supply Chain Management procedures and to the statutory regulations (Pharmacy acts, Medicines control act) with: stocktaking procedures, ordering and receiving stock, storage of stock, maintain stock cards and record keeping. Distribution and redistribution of stock, ensure adherence to good pharmacy practice rules and regulations. Training of staff: Pharmacy assistant, interns and other pharmacy support personnel. Monitoring treatment to workers due to occupational injury, keeping of statistics, compiling reports, where acting as a responsible Pharmacist: control of budget, supervision of pharmacy personnel and ensure implementation of the referral system. Attend meetings, implement and maintain the infection control policy, other chemotherapy, dialysis, stoma therapy and sterile preparation.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Mofumane SJ Tel No: (058) 853 5424
	:	To The Chief Executive Officer, Tokollo Hospital, Private Bag x8, Heilbron, 9650 or hand delivered at: Tokollo Hospital, Heilbron, 9650.
<u>FOR ATTENTION</u>	:	Ms Mokhoane P
<u>POST 25/247</u>	:	<u>HEAD OF HOSPITAL SCHOOL PND 3 REF NO: H/P/40</u> Re-Advertisement (Those who previously applied are encouraged to apply)
<u>SALARY</u>	:	R579 696 per annum
<u>CENTRE REQUIREMENTS</u>	:	Free State School Of Nursing Southern Campus: Bloemfontein Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing

		Education registered with the SANC. A minimum of 9 years appropriate/recognizable experience after registration with SANC as a Professional Nurse. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after the 1-year post basic qualification. Attach proof of working experience endorsed by Human Resource Department/ Employer. Valid (Code B Eb) Driver's Licence. Knowledge And Skills: Presentation skills. Ability to develop and prepare teaching methods and techniques.Willingness to travel.
<u>DUTIES</u>	:	Coordinate the provision of nursing education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programmes. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff. Oversee the supervision of students.
<u>ENQUIRIES</u>	:	Mrs N.M.M Ralikonyana Tel No: (058) 718 3266
<u>APPLICATIONS</u>	:	To The Principal Free State School of Nursing, Private Bag X 20520, Bloemfontein, 9300.Or hand delivered to: FS School of Nursing, Qwa Qwa campus or FSSON Kolbe Avenue Oranjesig Bloemfontein.
<u>FOR ATTENTION</u>	:	Mr MP Macomo
<u>POST 25/248</u>	:	<u>OPERATIONAL MANAGER: MATERNITY (SPECIALTY UNIT): PNB 3 REF NO: H/O/24</u>
<u>SALARY</u>	:	R562 800 per annum
<u>CENTRE</u>	:	Thusanong District Hospital: Odendaalsrus
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource.knowledge and skills: Ability to work under pressure. Good communication skills. Computer literacy.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of a nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilization of human, financial and physical resources. Monitor, develop and implement risk action plan in line with risk register.
<u>ENQUIRIES</u>	:	Mr TJ Matli (Head Nursing) Tel No: (087) 940 8112
<u>APPLICATIONS</u>	:	To: The District Manager, Thusanong District Hospital, Private Bag x1, Odendaalsrus, 9480 or hand deliver.
<u>FOR ATTENTION</u>	:	Mr TD Tsotetsi
<u>POST 25/249</u>	:	<u>ASSISTANT MANAGER NURSING (PNB4) REF NO: H/A/58</u>
<u>SALARY</u>	:	R562 800 per annum
<u>CENTRE</u>	:	Mangaung Metro District Health Services: Bloemfontein
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Proof of current registration with HPCSA (2021/2022). Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Valid driver's license. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Knowledge of priority key health programs with full understanding of key indicators within these programs. Knowledge and

		understanding of the legislative framework governing the public service. Knowledge and understanding of ideal clinics realization model and national core standards. Ability to work under pressure and deliver within tight deadlines, travelling extensively and work extra hours. Strong ability to build and work as a team. Co-ordinate, monitor and analyze data quality assessment.
<u>DUTIES</u>	:	Support re-engineering of primary health care to promote access to quality healthcare service. Implement the assessments, compliance and attainment of ideal clinic status for all facilities in the local area. Conduct regular support visits to the clinics. Provide the supervisory role of human resource management. Provide financial management and procurement processes. Provide leadership and guidance on information management for the local area performance timeliness, reliability, validity accuracy and completeness identity. Develop and monitor risks within the local area.
<u>ENQUIRIES</u>	:	Mr WA Malete Tel No: (060 969 4559
<u>APPLICATIONS</u>	:	TO: The District Manager, Mangaung Metro Health Services, FSPC, No 4 President Brand Street, Bloemfontein, 9300 or hand deliver.
<u>FOR ATTENTION</u>	:	Mr KP Mafabatho
<u>POST 25/250</u>	:	<u>OPERATIONAL MANAGER NURSING (PNB3) REF NO: H/O/20</u>
<u>SALARY</u>	:	R562 800 per annum
<u>CENTRE</u>	:	Mangaung Metro District Health Services
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.
<u>DUTIES</u>	:	Overall supervision of staff and control of quality patient care in the facility. Ensure formulation and availability of Clinical Patient Care Protocol and Policies in the Department. Ensure efficient implementation and evaluation of quality Primary Health Care Package. Accountable for overall and effective management of Quality Nursing Services. Responsible for the implementation of the disciplinary measures. Secure and allocate resources and budget for provision of holistic nursing care to patients at a cost effective, efficient and equitable manner. Participate actively in the NCS and Ideal Clinic Realization Program and ensure implementation of the set standards. Ensure staff in orientated mentored and developed to provide quality patient care. Monitor implementation of key Priority Programs Performance.
<u>ENQUIRIES</u>	:	To The District Manager, Mangaung Metro Health Services, FSPC, No 4 President Brand Street, Bloemfontein, 9300 or hand deliver.
<u>FOR ATTENTION</u>	:	Mr KP Mafabatho
<u>POST 25/251</u>	:	<u>ASSISTANT MANAGER: NURSING: (HEAD OF NUSING SERVICES) PNA7 REF NO: H/A/53</u>
<u>SALARY</u>	:	R562 800 per annum, (OSD)
<u>CENTRE</u>	:	Winburg District Hospital: Winburg
<u>REQUIREMENTS</u>	:	Relevant or equivalent qualification. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Proof of current registration with SANC for 2021/2022. Valid Driver's License. Attach proof of working experience endorsed by Human Resource Department/ Employer Knowledge And Skills: Knowledge of nursing care, processes and procedures, nursing statutes and other legal frameworks such as: Nursing Acts, Occupational Health and Safety Act, Patient Right Charter and Batho

		Principles. Knowledge and understanding of legislative framework governing the public service. Knowledge of HR and Financial policies and practices such as: Skills Development Act, Public Services Regulations and Labour Act, Good communication, leadership, analytical, problem-solving and planning and organization skills. People management, change management, conflict management and financial management.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of effective and efficient patient care through the adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/ establish and maintain constructive working relationships with nursing and other stakeholders. (i.e. inter-professional, inter-sectoral and multi- disciplinary teamwork. Participate in the analysis, formation and implementation of nursing guidelines, practice, standard and procedures. Manage Human Resource. Monitor and ensure proper utilization of financial and physical resources.
<u>ENQUIRIES</u>	:	Mr. Z.A Zumane Tel No: (051) 881 0046
<u>APPLICATIONS</u>	:	To The Chief Executive Officer, Winburg District Hospital, P O Box 4, Katleho, 9430 or hand delivered @ entrance, Winburg District Hospital, Katleho, 9430
<u>FOR ATTENTION</u>	:	Mr. DM Moekao
<u>POST 25/252</u>	:	<u>ASSISTANT MANAGER: NURSING: PNA-7 REF NO: H/A/54</u>
<u>SALARY</u>	:	R562 800 per annum, (OSD)
<u>CENTRE</u>	:	Prevention Management Hiv/Aids (Head Health): Corporate Office: Bloemfontein
<u>REQUIREMENTS</u>	:	Relevant or equivalent qualification. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Valid Driver's License. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Sound knowledge of the Prevention Management strategy and HIV/AIDS/TB. Appropriate experience in the management of HIV/AIDS programs. Appropriate financial management knowledge.
<u>DUTIES</u>	:	Manage and support the implementation management of the TB/HIV, STI and HTA guideline and protocols. To manage and support the implementation of the key prevention strategies in the province. Monitor implementation of service in the high transmission Area and the key population. Support the HIV program in the roll out of prep. Provide strategic leadership and creation of a social compact for better health outcomes. Liaise with different stakeholders to ensure optimal service delivery. Ensure proper programmatic data management Provide clinical support and guidance to clinicians.
<u>ENQUIRIES</u>	:	Mr M. Chauke Tel No: (051) 408 1342
<u>APPLICATIONS</u>	:	To Be Send To: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me L Rametsi
<u>POST 25/253</u>	:	<u>ASSISTANT MANAGER: NURSING: PNA7 REF NO: H/A/55</u>
<u>SALARY</u>	:	R562 800 per annum, (OSD)
<u>CENTRE</u>	:	Health Support Services: Corporate Office: Bloemfontein
<u>REQUIREMENTS</u>	:	Relevant or equivalent qualification. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Valid Driver's License. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Excellent negotiation, facilitation and communication skills (written and verbal). Excellent communication skills, human relations and ability to teach and train staff within a team. Appropriate understanding of nursing scope of practice and nursing standards. Basic computer literacy to enhance service delivery. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Basic understanding of HR and financial policies and practices. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation,

		decision-making and problem solving. Ability to assist in formulation of patient care related policies. Basic computer literacy (MS Word, Excel and PowerPoint presentation).
<u>DUTIES</u>	:	Develop, monitor and implement environmental health related policies, guidelines, plans, norms and standards and procedures as it relates to Foodstuffs Cosmetics and Disinfectants Act and related Regulations; Notifiable Medical Conditions Regulations, and Regulations Relating to the Management of Human Remains; Coordinate and implement the surveillance of food premises; surveillance of communicable diseases, and disposal of the dead. Collaborate with relevant stakeholders to build capacity of and support Environmental Health Practitioners in Province and Municipalities on the implementation of programmes for the surveillance of food premises, surveillance of communicable diseases, and disposal of the dead. Ensure private, provincial and municipal events compliance to environmental health regulations. Execute any related activities as directed by the immediate supervisor.
<u>ENQUIRIES</u>	:	Mr. J. M. Mokgatle Tel No: (051) 408 1540/1 or 1407
<u>APPLICATIONS</u>	:	To The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me R Stellenberg
<u>POST 25/254</u>	:	<u>ASSISTANT DIRECTOR: PNA7 REF NO: H/A/56</u> Re-Advertisement those who previously applied are encouraged to apply
<u>SALARY</u>	:	R562 800 per annum, (OSD)
<u>CENTRE</u>	:	Regional Training Centre Hrd: Corporate Office
<u>REQUIREMENTS</u>	:	Diploma/ Degree in Nursing Education and Nursing Management. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Valid driver's license. Proof of current registration for 2021/2022. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Good communication and interpersonal skills. Good understanding of Skills Development policies and HIV/ AIDS management and treatment policies and guidelines. Ability to work independently, strong negotiation and organizational skills. Possess conflict management & problem solving skills. Be able to work under pressure & extended hours. Be willing to travel extensively. Knowledge of ALL Clinical programs, including WBPHCOT Program. Computer Literacy.
<u>DUTIES</u>	:	Supervision & management of RTC Personnel. Management of RTC training & training resources. Management of RTC Unit in the absence of the Manager. Assist in developing training strategies. Give support to Trainers and Learners. Communication with internal & external Stake-holders. Development of training policies & learning curriculum. Compile reports. Monitor quality of trainings.
<u>ENQUIRIES</u>	:	Me N.P. Mdalana Tel No: (051) 408 1814
<u>APPLICATIONS</u>	:	To be send to: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein
<u>FOR ATTENTION</u>	:	Me N.I. Plank
<u>POST 25/255</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 REF NO: H/A/57</u>
<u>SALARY</u>	:	R517 326 per annum
<u>CENTRE</u>	:	Health Support Services: Corporate Office: Bloemfontein
<u>REQUIREMENTS</u>	:	Relevant or equivalent qualification Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 3 year's appropriate experience in the relevant profession after registration with HPCSA (where applicable) Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Competencies, Excellent negotiation, facilitation and communication skills (written and verbal). Good human relations and ability to teach and train staff within a team. Knowledge and experience in policy making processes. Appropriate understanding of Environmental Health scope of practice and norms and standards. Basic computer literacy (MS Word, Excel and PowerPoint presentation) to enhance service delivery. Ability to work as part of multi-

		disciplinary team at all levels and work effectively to maintain a high level of service delivery. Basic understanding of HR, SCM and financial policies and practices. Ability to assist in formulation of Environmental Health related policies, guidelines, norms and standards, specifications and contracts, and operational plans.
<u>DUTIES</u>	:	Develop, monitor and implement environmental health related policies, guidelines, plans, norms and standards and procedures as it relates to Foodstuffs Cosmetics and Disinfectants Act and related Regulations; Notifiable Medical Conditions Regulations, and Regulations Relating to the Management of Human Remains; Coordinate and implement the surveillance of food premises; surveillance of communicable diseases, and disposal of the dead. Collaborate with relevant stakeholders to build capacity of and support Environmental Health Practitioners in Province and Municipalities on the implementation of programmes for the surveillance of food premises, surveillance of communicable diseases, and disposal of the dead. Ensure private, provincial and municipal events compliance to environmental health regulations. Execute any related activities as directed by the immediate supervisor.
<u>ENQUIRIES</u>	:	Mr. J. M. Mokgatle Tel No: (051) 408 1540/1 or 1407
<u>APPLICATIONS</u>	:	TO: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me R Stellenberg
<u>POST 25/256</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY NURSE (PNA5) REF NO: H/O/21</u>
<u>SALARY</u>	:	R444 276 per annum
<u>CENTRE</u>	:	Mangaung Metro District Health Services
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.
<u>DUTIES</u>	:	Coordinate all Occupational Health and Safety activities within the district. Monitor Implementation of Occupational Health and Safety related activities for all employees of Mangaung Metro District Health Services. Promote safe work practices through periodic risk assessments. Advice in IPC standards to contain the spread of COVID-19 and other nosocomial infections. Review Health and Safety measures in the workplace according to policy. Advocate and promote for environmental safety and hygiene. Support recommendations and reports on occupational health measures and general personnel safety. Empowerment of other stakeholders, personnel, communities and Departments.
<u>ENQUIRIES</u>	:	Mr WA Maletle Tel No: (060) 969 4559
<u>APPLICATIONS</u>	:	To The District Manager, Mangaung Metro Health Services, FSPC, No 4 President Brand Street, Bloemfontein, 9300 or hand deliver.
<u>FOR ATTENTION</u>	:	Mr KP Mafabatho
<u>POST 25/257</u>	:	<u>QUALITY ASSURANCE COORDINATOR (PNA5) REF NO: H/Q/1</u>
<u>SALARY</u>	:	R444 276 per annum
<u>CENTRE</u>	:	Mangaung Metro District Health Services
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Proven experience in Quality Assurance Programmes. Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of

		the National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.
<u>DUTIES</u>	:	Monitor & Support district compliance with regulated quality standards and Ideal Health facility standards. Coordinate training and development of staff in health facilities on quality improvement. Coordinate all quality improvement programmes with the district (hospitals, EMS, PHC).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr WA Maletle Tel No: (060) 969 4559
<u>FOR ATTENTION</u>	:	To The District Manager, Mangaung Metro Health Services, FSPC, No 4 President Brand Street, Bloemfontein, 9300 or hand deliver.
		Mr KP Mafabatho
<u>POST 25/258</u>	:	<u>CLINICAL PROGRAM COORDINATOR PNA5: QUALITY ASSURANCE: REF NO: H/C/31</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 276 per annum, (OSD)
	:	Phuthuloha District Hospital: Ficksburg
	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of current registration for 2021/2022. Valid driver's license. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Incumbent should be in the knowledge of patient safety, NHI process NCS, Leadership, General Management, training skills, ability to work independently and under pressure co-operatively with colleagues and stakeholders at all levels. Computer literacy, be able to analyze data.
<u>DUTIES</u>	:	Coordinate and promote implementation of Quality Assurance, continuous monitoring and evaluation NCS. Conduct annual assessments. Develop and monitor Quality Improvement Plan. Maintain standards and norms of Nursing practices to promote the health care status of health care users. Ensure the implementation and manage and utilize resources in accordance with relevant directives and legislations. Plan and facilitates in-service training on complaints, patient's safety and risk management.
<u>ENQUIRIES APPLICATIONS</u>	:	Me. Khotha Mankekere Tel No: (051) 933 2284
<u>FOR ATTENTION</u>	:	To The Chief Executive Officer, Phuthuloha District Hospital, PO Box X05, Ficksburg, 9730 or hand delivered Kestell Street, Phuthuloha District Hospital, Ficksburg, 9730
	:	Mrs Ina Du Toit
<u>POST 25/259</u>	:	<u>OPERATIONAL MANGER PNA-5: GRADE 1 REF NO: H/O/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 276 per annum, (OSD)
	:	Thebe District Hospital: Harrismith
	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of current registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Good communication and interpersonal relations. Ability to function with the multidisciplinary team.
<u>DUTIES</u>	:	To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective and equitable manner. Ensure compliance to professional and ethical practice. Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Provision of effective training & research. Maintain professional growth/legal standards and self-development. Manage effectively the utilization and supervision of HR. Coordinate mother & child program. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient & equitable manner. Ensure compliance to national core standards and ten-point plan. Management of assets. Identify, manage control risks. Skills of report writing and Data management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs PP Twala Tel No: (058) 624 1806
	:	To The Chief Executive Officer, Thebe District Hospital, PO Box X871, Harrismith, 9880 or hand delivered Thebe District Hospital, Harrismith, 9880

<u>FOR ATTENTION</u>	:	Mrs PP Twala
<u>POST 25/260</u>	:	<u>OPERATIONAL MANGER PNA-5: GRADE 1 REF NO: H/O/18</u>
<u>SALARY</u>	:	R444 276 per annum, (OSD)
<u>CENTRE</u>	:	Phumelela District Hospital: Vrede
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of current registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Good communication and interpersonal relations. Ability to function with the multidisciplinary team.
<u>DUTIES</u>	:	To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective and equitable manner. Ensure compliance to professional and ethical practice. Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Provision of effective training & research. Maintain professional growth/legal standards and self-development. Manage effectively the utilization and supervision of HR. Coordinate mother & child program. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient & equitable manner. Ensure compliance to national core standards and ten-point plan. Management of assets. Identify, manage control risks. Data management and report writing.
<u>ENQUIRIES</u>	:	Mr Molehe Tel No: (058) 913 1044
<u>APPLICATIONS</u>	:	To The Chief Executive Officer, Phumelela District Hospital, PO Box X86, Vrede, 9835 or hand delivered Phumelela District Hospital, Vrede, 9835.
<u>FOR ATTENTION</u>	:	Mr Molehe
<u>POST 25/261</u>	:	<u>CLINICAL PROGRAM COORDINATON PNA5: OCCUPATIONAL HEALTH & SAFETY REF NO: H/C/27</u>
<u>SALARY</u>	:	R444 276 per annum, (OSD)
<u>CENTRE</u>	:	Phuthuloha District Hospital
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of current registration for 2021/2022. Valid driver's license. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Previous experience and Qualification in Occupational Health & Safety will serve as a strong advantage. Good interpersonal relationship. Problem solving skills. Problem solving.
<u>DUTIES</u>	:	Ensure that holistic nursing care services is delivered to patients in a cost effective, efficient and equitable manner in a Unit. Ensure compliance to professional and ethical practice. Obtain quality data on health information from Section to inform managerial decision making at all levels in the District Health Services (DHS) Capture Health Information into Soft System in the facility / district to ensure availability of quality data for managerial decision making and planning. Provide quality data for managerial decision making and planning and compliance with the Health Act 2003 Section 74. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients and employees. Maintain a filing system according to the Information Act and according to financial years. Implement preventative measures to reduce or control the spread of infections under employees.
<u>ENQUIRIES</u>	:	Me. SM Veleko Tel No: (051) 933 2284
<u>APPLICATIONS</u>	:	To The Chief Executive Officer, Phuthuloha District Hospital, PO Box X05, Ficksburg, 9730 or hand delivered Phuthuloha District Hospital, Ficksburg, 9730
<u>FOR ATTENTION</u>	:	Mrs Ina Du Toit

<u>POST 25/262</u>	:	<u>INFECTION PREVENTION AND CONTROL COORDINATOR (PNA5) REF NO: H/I/2</u>
<u>SALARY</u>	:	R444 276 per annum, (OSD)
<u>CENTRE</u>	:	Magaung Metro District Health Services: Bloemfontein
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Proof of current registration for 2021/2022. Valid driver's license. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource Knowledge and Skills: Experience in Quality assurance and infection prevention control, good Communication and internal skills. Knowledge and understanding of the National core standards and Ideal clinic realization program, strong coordination and leadership skills and computer literacy.
<u>DUTIES</u>	:	Provide technical support and mentorship to health facilities, ensure that budget is established to support implementation of IPC activities. Monitor that IPC equipment and materials are available at health. Provide guidance with development & review of IPC guidelines & policies. Assist with containment of community outbreak to prevent further transmission where possible. Monitor & Audit IPC standards and practices in health facilities and Submit quarterly IPC reports to the province.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr WA Maletle Tel No: (060) 969 4559
	:	To The District Manager, Mangaung Metro Health Services, FSPC, no 4 President Brand street, Bloemfontein, 9300 or hand delivered at: Mangaung Metro Health Services, FSPC, no 4 President Brand street, Bloemfontein, 9300
<u>FOR ATTENTION</u>	:	Mr KP Mafabatho
<u>POST 25/263</u>	:	<u>CLINICAL PROGRAM CO-ORDINATOR: PNA5: REF NO: H/C/28</u>
	:	Re-Advertisement those who previously applied are encourage to apply
<u>SALARY</u>	:	R444 276 per annum, (OSD)
<u>CENTRE</u>	:	Phekolong District Hospital: Bethlehem
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Current Registration with South African Nursing Council as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Current registration with the South African Nursing Council (SANC). Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource Proof of current registration for 2021/2022. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Good communication and interpersonal relations. Ability to function with a multidisciplinary team.
<u>DUTIES</u>	:	Policy formulation, review and implementation. Compilation and analysis of statistics. Develop & implement Occupational Health & Safety programmes, protocols, norms and standards, to ensure quality services and standards. Provide safety, health and environment programme to ensure the health and safety of employees and other stakeholders. Advice and provide safety, health and environment information sessions within the facility and ensure legal compliance. Collate, monitor and report all work-related incidents, accidents and conduct appropriate investigations to inform management. Maintain standards and norms of nursing practice to promote the health status of health care users.
<u>ENQUIRIES APPLICATIONS</u>	:	Me MME Rakhetla Tel No (058) 303 5123/2013
	:	To Be Sent To: HR Office, Phekolong District Hospital, PO Box X1, Bethlehem, 9700 or hand delivered @ Phekolong District Hospital, Bethlehem, 9700.
<u>FOR ATTENTION</u>	:	Me MG Mareka
<u>POST 25/264</u>	:	<u>CLINICAL NURSE PRACTITIONER PNB1: GRADE 1-2 REF NO: H/C/32</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum Grade 2: R471 333 - R579 696 per annum
<u>CENTRE</u>	:	Diamant District Hospital: Jagersfontein
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic

nursing qualification with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification of the period referred to above. Attach proof of working experience endorsed by Human Resource Department/ Employer. Knowledge And Skills: An additional post basic qualification of one- year duration. Knowledge of the management of people, financial and conflict management. Computer literacy must be willing to work shifts, ability to provide holistic care.

DUTIES : Perform specialized clinical nursing practice in accordance with the scope of practice and nursing standards, implement knowledge and skills in managing high risks of patients in the maternity unit. Participate in the implementation of service delivery policies and procedures in relations to health programs to ensure that they conform to the department service delivery strategies. Improved perinatal mortality through implementations of the priority program, participate in quality improvements programs. Support and facilitate the implementation of strategies that reduces mobility and mortality programs as per national and provincial guidelines.

ENQUIRIES : Mr MM Mdala Tel No: (051) 724 9311
APPLICATIONS : To: The Chief Executive Officer, Diamant Distict Hospital, PO Box X06, Jagersfontein, 9974 or hand delivered Diamant Distict Hospital, Jagersfontein, 9974.

FOR ATTENTION : Ms CK Lenona

POST 25/265 : **LECTURER: PND 1: GRADE 1 REF NO: H/L/9**
 Re-Advertisement those who previously applied are encouraged to apply

SALARY : R383 226 - R444 276 per annum
CENTRE : Free State School Of Nursing: Eastern Campus: Qwa Qwa
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Attach proof of working experience endorsed by Human Resource Department/ Employer. Valid (Code B Eb) Driver's Licence. Knowledge And Skills: Presentation skills. Ability to offer tuition to students.

DUTIES : Provide education and training for student nurses. Co-ordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of FSSON. Implement assessment strategies to determine learner's competencies. Exercise control over students.

ENQUIRIES : Mrs S.J. Mosia Tel No: (058) 718 3259
APPLICATIONS : To The Campus Head, Free State School of Nursing, Private Bag X 833, Witsieshoek, 9870.Or hand delivered to: FSSON Eastern Campus, MMMRH, Witsiehoek.

FOR ATTENTION : Mr M.A. Manyarela

POST 25/266 : **LECTURER: PND 1: GRADE 1 REF NO: H/L/10 (X4 POSTS)**
 Re-Advertisement those who previously applied are encouraged to apply

SALARY : R383 226 - R444 276 per annum
CENTRE : Free State School Of Nursing: Northern Campus: Welkom
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Attach proof of working

		experience endorsed by Human Resource Department/ Employer. Valid (Code B Eb) Driver's Licence. Knowledge And Skills: Presentation skills. Ability to offer tuition to students.
<u>DUTIES</u>	:	Provide education and training for student nurses. Co-ordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of FSSON. Implement assessment strategies to determine learner's competencies. Exercise control over students. Provide Occupational Health services to FSSON Staff and students. Manage and monitor proper utilisation of human, financial and physical resources.
<u>ENQUIRIES</u>	:	Ms M.M.J Mokhomoto Tel No: (057) 396 3710
<u>APPLICATIONS</u>	:	To The Campus Head, Free State School of Nursing, (Private Bag X290, Welkom, 9460.Or hand delivered to: FSSON Bongani Hospital, Mothusi road, Thabong.
<u>FOR ATTENTION</u>	:	Nomsa Dick
<u>POST 25/267</u>	:	<u>LECTURER: PND 1: GRADE 1 REF NO: H/L/11 (X4 POSTS)</u> Re-Advertisement those who previously applied are encouraged to apply
<u>SALARY</u>	:	R383 226 - R444 276 per annum
<u>CENTRE</u>	:	Free State School Of Nursing: Southern Campus: Bloemfontein
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Attach proof of working experience endorsed by Human Resource Department/ Employer. Valid (Code B Eb) Driver's Licence. Knowledge And Skills: Presentation skills. Ability to offer tuition to students.
<u>DUTIES</u>	:	Provide education and training for student nurses. Co-ordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of FSSON. Implement assessment strategies to determine learner's competencies. Exercise control over students. Manage and monitor proper utilisation of human, financial and physical resources. Participate in programs for occupational rehabilitation of staff and students. Implement strategies specific to risk as required by the WHO. Provide primary health care to officials and students.
<u>ENQUIRIES</u>	:	Mrs M Leburu Tel No: (051) 403 9833
<u>APPLICATIONS</u>	:	To Acting Campus Head, Free State School of Nursing, Southern Campus, Private Bag X20520, Bloemfontein, 9300.or hand delivered to: FSSON Southern Campus, Kolbe Avenue Oranjesig Bloemfontein.
<u>FOR ATTENTION</u>	:	Mrs Thandeka Magqaza
<u>POST 25/268</u>	:	<u>CLINICAL NURSE PRACTITIONER PNB1: GRADE 1-2 REF NO: H/C/29 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276.per annum Grade 2: R471 333 - R579 696 per annum
<u>CENTRE</u>	:	Thebe District Hospital: Harrismith
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current rregistration with the South African Nursing Council (SANC) as Professional Nurse. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post – basic qualification of the period referred to above. Attach proof of working experience endorsed by Human Resource Department/ Employer. Knowledge And Skills: Ability to work under pressure. Ability to implement and manage change. Good written and verbal communication skills. Confidentiality. Good interpersonal relations.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with standards and within a professional/ legal framework. Effective utilization of resources. Participation

		in training and research. Provision of support to nursing services. Maintain a professional growth/ethical standards and self-development. Detailed key performance areas can be obtained from the contract person.
<u>ENQUIRIES</u>	:	Mr T.V. Matlhare Tel No: (058) 624 1806.
<u>APPLICATIONS</u>	:	To The Chief Executive Officer, Thebe District Hospital, PO Box X871, Harrismith, 9880 or hand delivered Thebe District Hospital, Harrismith, 9880.
<u>FOR ATTENTION</u>	:	Mrs PP Twala
<u>POST 25/269</u>	:	<u>CLINICAL NURSE PRACTITIONER PNB1: GRADE 1-2 REF NO: H/C/30 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276.per annum Grade 2: R471 333 - R579 696 per annum
<u>CENTRE</u>	:	Thusanong District Hospital: Ondendaalrus
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current rregistration with the South African Nursing Council (SANC) as Professional Nurse. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post – basic qualification of the period referred to above. Attach proof of working experience endorsed by Human Resource Department/ Employer.Knowledge and Skills: Ability to work under pressure. Good communication skills, function as a member of the Nursing team. Willingness to work shifts and standby and Ensure Client satisfaction.
<u>DUTIES</u>	:	Demonstrate effective communication with patients, supervisor and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care including awareness to respond to patient's needs, requirements and expectations.
<u>ENQUIRIES</u>	:	Mr KJ Matli Tel No: (057) 391 7900
<u>APPLICATIONS</u>	:	To Head of Nursing, Thusanong District Hospital, Private Bag X1, Odendaalrus,9480.
<u>FOR ATTENTION</u>	:	Mr TD Tsotetsi
<u>POST 25/270</u>	:	<u>DIAGNOSTIC RADIOGRAPHER: GRADE 1-3 REF NO: H/D/17</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R 361 872 per annum Grade 2: R401 640 - R 426 291 per annum Grade 3: R439 164 - R 532 959 per annum
<u>CENTRE</u>	:	Diamant District Hospital: Jagersfontein
<u>REQUIREMENTS</u>	:	Relevant or equivalent Registration with HPCSA as Nuclear Medicine Radiographer, Radiation Oncology Radiographer, Ultrasound Radiographer. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource Grade 1: A minimum of 4 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer Grade 2: A minimum of 14 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer Grade 3: A minimum of 24 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer Attach proof of working experience endorsed by Human Resource Department/ Employer. Knowledge And Skills: Ability to work under pressure. Communication skills. Interpersonal skills.
<u>DUTIES</u>	:	Patient care and clinical services rendering. Take part in research and training for development of the department, as well as CPD programmers. Participate in planning, organizing and implementations of departmental policies/ procedures. Safe radiation Practice.
<u>ENQUIRIES</u>	:	Mr MM Mdala Tel No: (051) 724 9311
<u>APPLICATIONS</u>	:	To The Chief Executive Officer, Diamant District Hospital PO Box X06, Jagersfontein, 9974 or hand delivered No 11 Weil Street, Diamant District Hospital, Jagersfontein, 9974.
<u>FOR ATTENTION</u>	:	Ms CK Lenona

<u>POST 25/271</u>	:	<u>ENVIRONMENTAL HEALTH PRACTITIONER REF NO: H/E/115</u>
<u>SALARY</u>	:	Grade 1: R317 976 - R361 872 per annum Grade 2: R372 810 - R426 291 per annum Grade 3: R439 164 - R532 959 per annum
<u>CENTRE REQUIREMENTS</u>	:	Thebe District Hospital: Harrismith National Diploma/ Btech in Environmental Health. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession. Valid drivers licence. Proof of current registration with HPCSA (2021/2022). Attach proof of working experience endorsed by Human Resource Grade 1: None after registration with the HPCSA in the relevant profession in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Knowledge of environmental health, computer skills.
<u>DUTIES</u>	:	Provide environmental Health programs to ensure the health and safety of patients, employees and other stakeholder. Facilitate nominations/elections process of environmental health representatives in the institutions. To attend/convene institutional health and safety representatives meeting. Audit and monitor the effectiveness of environmental health committees. Facilitate risk assessment process and be part of risk assessment team. Advise and provide health and development of environment policy and standard operation procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Epule O (CMO) Tel No: (058) 624 1803
<u>FOR ATTENTION</u>	:	To The Chief Executive Officer, Thebe Distict Hospital, PO Box X871, Harrismith, 9880 or hand delivered Thebe Distict Hospital, Harrismith, 9880. Dr Epule O (CMO)
<u>POST 25/272</u>	:	<u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1-3: REF NO: H/E/116</u>
<u>SALARY</u>	:	Grade 1: R317 976 - R361 872 per annum Grade 2: R372 810 - R426 291 per annum Grade 3: R439 164 - R532 959 per annum
<u>CENTRE REQUIREMENTS</u>	:	Phuthuloha District Hospital: Ficksburg National Diploma/ Btech in Environmental Health. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession. Proof of current registration with HPCSA (2021/2022). Valid driver's license. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Grade 1: None after registration with the HPCSA in the relevant profession in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession (where applicable)

		in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Good interpersonal and communication skills. Computer Literacy.
<u>DUTIES</u>	:	Provide Environmental Health Services including but not limited to: Comprehensive Management of Health Care Waste Services. The implementation of the Health Care Waste Management Plan. Compliance Monitoring and Implementation of the Free State Health Care Waste Management Policy of 2015 as well as the Free State Health Care Waste Management Strategy. Compliance Monitoring of all Public Health Facilities with all health, safety and environmental legislative requirements. Compliance monitoring of all Licensed Hazardous Substances Dealerships and Water quality monitoring in the institution. Participation in the District Disease Outbreak Response Team.
<u>ENQUIRIES</u>	:	Me. Khotha Mankekere Tel No: (051) 933 2284
<u>APPLICATIONS</u>	:	To The Chief Executive Officer, Phuthuloha District Hospital, (For attention Mrs Ina Du Toit), PO Box X05, Ficksburg, 9730 or hand delivered Kestell street, Phuthuloha District Hospital, Ficksburg, 9730
<u>POST 25/273</u>	:	<u>PHYSIOTHERAPIST: GRADE 1-3: REF NO: H/P/41</u>
<u>SALARY</u>	:	Grade 1: R317 976 - R361 872 per annum Grade 2: R372 810 - R426 291 per annum Grade 3: R439 164 - R532 959 per annum
<u>CENTRE</u>	:	Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Baccalaureus Degree. Registration with the Health Professions Council of South Africa (HPCSA) as a physiotherapist. Valid Driver's Licence. Proof of registration for 2021/2022. Attach proof of working experience endorsed by Human Resource. Experience Grade 1: None after registration with the HPCSA in the relevant profession as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Offer will be based on proven years of experience Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: ICU Knowledge and experience. Young and healthy enough to treat Covid 19 patients- letter from Physician to declare employee fit to treat confirmed Covid-19 patients. Willing and skilled to treat all type of patients seen in the wide spectrum of the Physiotherapy Profession, e.g Acutely ill patients, Neurology, Orthopaedics, Cerebral, Palsy, etc. Refer specifically to any training (attach proof) and experience in the field of Cerebral Palsy.
<u>DUTIES</u>	:	Render a Physiotherapy at a Tertiary Hospital. Liaison with the multidisciplinary team. After hour responsibilities, Health Promotion. Administrative task applicable to the service area and implementation of quality control measures. Marketing of the Profession. Supervision of student/ assistants/ Community Service Physiotherapists/ Support staff. Personal and Profession Development- Tutition to Physiotherapy students/ health workers – Profession specific training, In-service training.
<u>ENQUIRIES</u>	:	Me L Jansen Van Vuuren Tel No: (058) 405 3366
<u>APPLICATIONS</u>	:	To: Chief Executive Officer, Universita Academic Hospital, (P O Box 20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First floor, Universitas Academic Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Mr MJ Baleni

<u>POST 25/274</u>	:	<u>PHYSIOTHERAPIST GRADE 1-3: REF NO: H/P/42</u>
<u>SALARY</u>	:	Grade 1: R317 976 - R361 872 per annum Grade 2: R372 810 - R426 291 per annum Grade 3: R439 164 - R532 959 per annum
<u>CENTRE REQUIREMENTS</u>	:	Thebe District Hospital: Harrismith Baccalaureus Degree. Registration with the Health Professions Council of South Africa (HPCSA) as a physiotherapist. Attach proof of working experience endorsed by Human Resource. Valid driver's license. Experience Grade 1 : None after registration with the HPCSA in the relevant profession as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. A Valid driver's license. Grade 2 : Minimum of 10 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3 : Minimum of 20 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Proof of registration for 2021/2022. Knowledge and Skills: Computer Skills. Good communication skills.
<u>DUTIES</u>	:	Provision of effective and comprehensive assessment and treatment for patients. Assessment and issuing of assistive devices. Comprehensive care giver training, patient education and related concerns. Perform outreach services when required. Conduct group and therapy as identified. Confidential and ethical multidisciplinary approach and treatment of patients. Provide experts advice for environment redesigns, conduct home and school visits and other community visits when required. Contribute and participate in health promotion activities in the district. Administrative work related patients care: patient's records, statistics, meetings, case conference, as needed, data collection and capturing. Implement quality assurance policies and guidelines and develop appropriate quality improvement plan for the Physiotherapy services. Attend all relevant meetings at institutional and District level. Ensure professional development in line with patient care profile. Care profile. Perform delegated clinical and management responsibilities within applicable legislation.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Epule O (CMO) Tel No: (058) 624 1803
<u>FOR ATTENTION</u>	:	To: The Chief Executive Officer, Thebe District Hospital, PO Box X871, Harrismith, 9880 or hand delivered Thebe Distict Hospital, Harrismith, 9880. Dr Epule O (CMO)
<u>POST 25/275</u>	:	<u>SPEECH THERAPIST & AUDIOLOGY GRADE 1-3: REF NO: H/S/27</u>
<u>SALARY</u>	:	Grade 1: R317 976 - R361 872 per annum Grade 2: R372 810 - R426 291 per annum Grade 3: R439 164 - R532 959 per annum
<u>CENTRE REQUIREMENTS</u>	:	Universitas Academic Hospital: Bloemfontein Baccalaureus Degree. Registration with the Health Professions Council of South Africa (HPCSA) as a speech therapist. Attach proof of working experience endorsed by Human Resource. Experience Grade 1 : None after registration with the HPCSA in the relevant profession as a speech therapist and Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as a speech therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human

Resource **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as a speech therapist and Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a speech therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a speech therapist and Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a speech therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Proof of registration for 2021/2022 Knowledge and Skills: Be able to work within a multidisciplinary team. Know patients' rights and the rights of the disabled patients with Batho Pele principals in mind.

DUTIES : Provide effective and efficient services to in-patients in need of speech, language, hearing and feeding screening/ assessment and treatment.
ENQUIRIES : Dr. R Nathan Tel No: (051) 405 3496
APPLICATIONS : To The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1091, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
FOR ATTENTION : Mr R Nathan

POST 25/276 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: H/O/22**

SALARY : R316 791 per annum
CENTRE : Mangaung Metro District Health Services
REQUIREMENTS : National Diploma in Environmental Health or Safety Management. Knowledge and Skills: Knowledge of related policies, protocols, directive and legislation. Communication and interpersonal skills. (Verbal and Written) Be able to work under pressure and excessive hours, be prepared to travel. Computer literacy. Commitment, Integrity, Professional, Loyal and Confidentiality. Problem solving.

DUTIES : Provide Safety, Health and Environment to ensure the health and safety of employees and other stakeholder. Facilitate nominations/elections process of Health and Safety (H&S) Representatives in the institutions. Convene and attend institutional health and safety representatives meeting. Audit and monitor the effectiveness of the H&S representatives and H&S committees. Advise and provide safety, health and environment information sessions within the facility and ensure legal compliance. Provide inputs into the development of Occupational Health and Safety policy and standard operational procedures. Collate, monitor and report all work-related incidents, accident and conduct appropriate investigation to inform management. Plan, coordinate and lead safety drill activities. Perform inspection of the workplace and write reports to management.

ENQUIRIES : Mr. TJ Mothibi Tel No: (051) 271 0083
APPLICATIONS : To: The District Manager, Mangaung Metro Health Services, Private Bag X 441, Old Ward 5 Building, Free State Psychiatric Complex. No 17 Victoria Road, Bloemfontein, 9300.

FOR ATTENTION : Mr. TJ Mothibi

POST 25/277 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: H/O/23**

SALARY : R316 791 per annum
CENTRE : Bongani Hospital: Welkom
REQUIREMENTS : National Diploma in Environmental Health or Safety Management. Valid driver's license. Knowledge And Skills: Knowledge Health and Safety, Computer literacy.

DUTIES : Provide Safety, Health and Environment to ensure the health and safety of employees and other stakeholder. Facilitate nominations/elections process of Health and Safety (H&S) Representatives in the institutions. To attend/convene institutional health and safety representatives meeting. Audit and monitor the effectiveness of H&S Committees. Facilitate risk assessment process and be part of risk assessment team. Advise and provide safety, health and environment information sessions within the facility and ensure legal compliance. Provide inputs into the development of OH&S policy and standard

		operation procedures. Collate, monitor and report in writing all work-related incidents, accidents and conduct appropriate investigations to inform management. Plan, coordinate and lead safety drill activities. Perform inspection of workplace and write reports to management.
<u>ENQUIRIES</u>	:	Mr. T Tsoho Tel No: (057) 916 8285
<u>APPLICATIONS</u>	:	To The Chief Executive Officer, Bongani Regional Hospital, , Private Bag X 29, Welkom.
<u>FOR ATTENTION</u>	:	Me T Venter
<u>POST 25/278</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: H/O/19</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Free State Psychiatric Complex: Bloemfontein
<u>REQUIREMENTS</u>	:	National Diploma in Environmental Health or Safety Management. Valid driver's license. Computer skills. Attach proof of working experience endorsed by Human Resource Knowledge and Skills: Knowledge of Occupational Health & Safety will serve as a strong advantage. Computer skills.
<u>DUTIES</u>	:	Provide Safety, Health and Environment programme to ensure the Health and safety of employees and other stakeholders. Facilities nominations/elections process of Health and Safety (H&S) preventatives in the institution. Attend/convene institutions H&S meetings. Audit and monitor the effectiveness of H&S committees. Facilitate risk assessments process and be part of risk assessment team. Advise and provide safety, health and environment information sessions within the facility and ensure legal compliance. Provide inputs into the development of OH&S policy and standards operation procedures. Collate, monitor and report in writing all work related incidents, accidents and conduct appropriate investigations to inform management. Plan, coordinate and lead safety drill activities. Perform inspection of workplace and write reports to management.
<u>ENQUIRIES</u>	:	Me M Mere Tel No: (051) 407 9272
<u>APPLICATIONS</u>	:	To The Chief Executive Officer, Free State Psychiatric Complex, P O Box 20607, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	NV Mokopanele
<u>POST 25/279</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: H/S/28</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Emergency Medical Services at Control Center
<u>REQUIREMENTS</u>	:	Relevant Diploma/Degree (NQF Level 6). LOGIS / BAS Training. 4 - 5 years relevant experience Knowledge and Skills: Computer Skills, Planning and organizing, Time Management. Be able to work under pressure. Establish and maintain a sound interpersonal relationship at all levels. Ability to function responsibly, efficiently and effectively.
<u>DUTIES</u>	:	Administration of Patients form on PADS, Management of Road Accident funds accounts, SANDF and foreign accounts, manage work related queries follow ups on outstanding accounts form Medical AI. Complete Admission discharge, reclassify and Billing of Patients. Problem Solving, working under pressure, be committed and dedicated. Knowledge of public Service policies. Good Communication Skills. Coordinated revenue Collection Confirm receipt on BAS as per PFMA & TR15.5.1 daily, prepare Financial Statements. Allocate ICD 10 code. Provide Statistics for all account. Manage and Control events requests. Managements of Assets and control Petty Cash.
<u>ENQUIRIES</u>	:	Mr. S Gatri Tel No: (051) 412 0172
<u>APPLICATIONS</u>	:	To: Pr22 James Dirck Straat, Wilgehof, Bloemfontein 9300, Government Mortuary. P.O. Box 227. Bloemfontein 9300, or hand delivered@ Entrance, Bophelo House, Cnr Charlotte Maxeka and Harvey Roads, Bloemfontein.
<u>POST 25/280</u>	:	<u>SENIOR ADMINISTRATION OFFICER REF NO: H/S/29</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Mofumahadi Manapo Mopeli Regional Hospital
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's Degree, Diploma or Certificate requiring a minimum period of study of three years. Extensive supervisory experience. Appropriate experience in the Public Sector. Valid driver's license. Knowledge And Skills: Good communication and interpersonal relation skills. Ability to work under pressure.

<u>DUTIES</u>	:	Planning, monitoring and evaluation of Administration and Support components in order to Ensure prudent management of resources. Provide operational support and leadership service in the Auxiliary service elements. Ensure trained and efficient staff members in the hospital. Planning, monitoring and evaluation of Administration and Support Components Mortuary, Porters: Switchboard: Housekeeping service and Laundry Services. Risk Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Mzangwa BE: Acting CEO Tel No: (051) 058 718 3200
	:	To: Private Bag X 820, Witsieshoek, 9870 or hand delivered @ Room 246, 1 st floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek, P O Box X 820, Witsieshoek, 9870.
<u>FOR ATTENTION</u>	:	Mr. SR Makoko
<u>POST 25/281</u>	:	<u>SUPPLY CHAIN PRACTITIONER REF NO: H/S/30</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Free State Psychiatric Complex: Bloemfontein
<u>REQUIREMENTS</u>	:	Relevant 3-year tertiary qualification or equivalent qualification. Plus 2 years' functional experience LOGIS /BAS certificate. Valid Driver's license. Public Management/ Financial Management/ Economics will be added as an advantage. Knowledge And Skills: Extensive knowledge of SCM in Public Sector. Understanding of PFMA, Treasury Regulations.
<u>DUTIES</u>	:	Supervise the activities of the Supply Chain Management Clerks to contribute to the rendering of a professional supply chain management services. Supervise the implementation and maintenance of Supply Chain Management Practices concerning Logistics and Stores and maintenance of supply management processes in the institutions to contribute to the rendering of a professional Supply Chain Management Service. Logistics, Assets, Loss control, Demands and Acquisitions. Render Supply Chain Management Advisory service by investigating, analyzing, benchmarking and interpreting legislations and prescripts and other Supply Chain Management related issues to promote an effective Supply Chain Management environment. Promote effective Supply Chain Management by research, analyzing, developing, monitoring and reviewing departmental policies, strategies, guidelines, procedures and circulars to contribute to the effective application to Supply Chain Management practices. Monitor and evaluate Supply Chain Management policies, procedures and practices. Approve and verify all documents and transactions on logis according to delegations. Prepare reports on Supply Chain Management issues and statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. MP Pitso Tele No: (051) 407 9226
	:	To: The Chief Executive Officer, Free State Psychiatric Complex, P O Box 20607, Bloemfontein, 9300
<u>FOR ATTENTION</u>	:	NV Mokopanele
<u>POST 25/282</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) REF NO: H/P/43 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R208 383 – R234 738 per annum Grade 2: R241 839 - R256 686 per annum Grade 3: R262 068 - R 299 658 per annum
<u>CENTRE</u>	:	Pharmaceutical Services, Universitas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Registration with the SAPC as a Pharmacist Assistant (Post basic). Attach proof of working experience endorsed by Human Resource Grade 1: None after registration with the SAPC as Pharmacist's 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. Registration with the SAPC as Pharmacist Assistant Grade 3: A minimum of 13 years appropriate experience as. Pharmacist Assistant after registration as a Pharmacist Assistant (Post- Basic) with the SAPC. Knowledge and Skills: Qualified Post Basic Pharmacist Assistant registered with the SAPC.
<u>DUTIES</u>	:	Key responsibilities according to their scope of practice, assists with the delivery of a good pharmaceutical service to patients, the provision of information to individuals in order to promote health. Assist with the compounding, manipulation, preparation and manufacturing of non-sterile and sterile medicine or scheduled substances according to formulas and SOP's approved by the responsible pharmacist. Reading and preparation of prescripts, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Provision of

		instructions regarding the correct use of medicine supplied, Counselling of patients. Issuing of pharmaceutical products (ward stock, clinics). Pre packing or re-packing of medicines. Well-disciplined and good work ethics.
<u>ENQUIRIES</u>	:	Me Z Loots Tel No: (051) 405 35467
<u>APPLICATIONS</u>	:	To The Chief Executive Officer, Universitas Academic Hospital, Private Bag x 20660, Bloemfontein, 9300 or hand delivered at: Room 1091, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein
<u>FOR ATTENTION</u>	:	Me PM January
<u>POST 25/283</u>	:	<u>DENTAL ASSISTANT GRADE 1-3 REF NO: H/D/15</u>
<u>SALARY</u>	:	R168 429 per annum, (OSD)
<u>CENTRE</u>	:	Phuthuloha Hospital: Ficksburg
<u>REQUIREMENTS</u>	:	Appropriate qualification or prescribed in-service training (with a duration of less than 2 years) that allows for the required registration with HPCSA where applicable in the relevant profession. Attach proof of working experience endorsed by Human Resource Dentist Grade 1 : None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with HPCSA where applicable in the relevant profession. Dentist Grade 2 : 10 Years and More appropriate experience gained after registration as a Dental Assistant with the HPCSA. Attach proof of working experience endorsed by Human Resource Department/ Employer. Knowledge and Skills: Good people skills, work under pressure.
<u>DUTIES</u>	:	Provide chair side assistance to the Dentist and Dental Therapist and Oral Hygienist as required. Provide accurate measurements of dental material to allow for safety treatment of patients. Prepare dental surgery and make sure that the required equipment is functional to allow for effective service delivery. Maintain accurate patients records and necessary administration functions thereof. Maintain proper infection control. Autoclaving of instruments. Utilize resources optimally and to report malfunctioning equipment to supervisor. Facilitate with health education to patients, communities and families. To be able to utilize equipment relating to level of work performed. To assist dentists outlying clinics.
<u>ENQUIRIES</u>	:	Me. Ina Du Toit Tel No: (051) 933 2284
<u>APPLICATIONS</u>	:	To: The Chief Executive Officer, Phuthuloha District Hospital, P O Box 05, Ficksburg, 9730 or hand delivered @ entrance, Phuthuloha District Hospital, Kestell Street, Ficksburg, 9730.
<u>FOR ATTENTION</u>	:	Me. Ina Du Toit

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 25/284</u>	:	<u>MEDICAL SPECIALIST GRADE 3 REF NO: CHBAH 445 – (OBSTETS AND GYNAE) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 467 651 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Appropriate qualifications that allow registration with HPCSA as Medical Specialist in normal Specialty Registration. HPCSA registration as Medical Specialist in a normal Specialty. A Minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal specialty or a recognized foreign Health Professional Council in respect of foreign qualified. Proof of current registration with HPCSA (2021/2022).
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
<u>ENQUIRIES</u>	:	Dr S Mankupane Tel No: (011) 933 9154/8154
<u>APPLICATIONS</u>	:	should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
<u>NOTE</u>	:	must be submitted on a new Z83 form and must completed in full, 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,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.
<u>CLOSING DATE</u>	: 30 July 2021
<u>POST 25/285</u>	: <u>MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 444 – (OBSTETS AND GYNAE (X3 POSTS))</u>
<u>SALARY</u>	: Grade 1: R1 106 040 per annum, (all-inclusive package)
<u>CENTRE</u>	: Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration (2021/2022). No experience.
<u>DUTIES</u>	: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
<u>ENQUIRIES</u>	: Dr S Mankupane Tel No: (011) 933 9154/8154
<u>APPLICATIONS</u>	: should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
<u>NOTE</u>	: Applications must be submitted on a new Z83 form and must completed in full, 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,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.
<u>CLOSING DATE</u>	: 30 July 2021

<u>POST 25/286</u>	:	<u>DENTAL SPECIALIST GRADE 1/2/3 (ORTHODONTICS) (X1 POST)</u> Directorate: Orthodontics
<u>SALARY</u>	:	R1 106 040 – R1 467 651 per annum, (inclusive package) excl commuted overtime
<u>CENTRE</u>	:	Wits Oral Health Centre
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Orthodontics. Registration with HPCSA as a Dental Specialist within the relevant discipline Orthodontics. Appropriate Clinical experience as Specialist in Orthodontics after registration with Health Professional Council of South Africa. Experience in teaching and training of undergraduate and postgraduate students after qualifying as a specialist will be an added advantage.
<u>DUTIES</u>	:	Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department.
<u>ENQUIRIES</u>	:	HR Manager- Mr. P.F Monama Pulankana.Monama@gauteng.gov.za
<u>APPLICATIONS</u>	:	Applications must be send via email to pulankana.monama@gauteng.gov.za OR via post to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017.No faxed or hand delivery applications will be accepted.
<u>NOTE</u>	:	Prospective applicants must please use the New Z83 which is effective as at 01 January 2021 and Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/287</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3 REF NO: SBAH 72/2021</u> Directorate: Psychiatry Re-Advertisement
<u>SALARY</u>	:	R1 106 040 per annum (plus benefits)
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB with either Mmed (Psych) or FC Psych qualification and 2 years' experience post qualification as a specialist. Current registration with the HPCSA as an independent specialist practitioner is compulsory. This is a joint-appointment position with both the Gauteng DoH (Steve Biko Academic Hospital) and the Faculty of Health Sciences at the University of Pretoria. Compliance with the minimum requirements for appointments as a lecturer/senior lecturer, as per the University of Pretoria's clinical joint appointments criteria will include evidence of: Minimum of 1 accredited scientific publication and/or presentation(s) at scientific conference(s), Two years teaching experience as a registrar, Engagement in Master's level supervision will be viewed favorably, Community engagement is recommended. Teaching portfolio must be provided. A recommendation by the Head of Academic Department (Psychiatry) from a South African university will be viewed favorably.
<u>DUTIES</u>	:	Service delivery at the Psychiatry Unit, ward 2.1 of Steve Biko Academic Hospital (inpatient and outpatient care, including 72 hours' observations in accordance with Mental Healthcare Act). Afterhours service as per contract. Delivering of consultation-liaison psychiatry service to all departments and units of Steve Biko Academic Hospital and the Department of Family Medicine at Tshwane District Hospital as the need arises. Involvement in undergraduate and post-graduate training of medical students as well as students from other disciplines. Participation in academic research and publication of the clinical unit and academic department. Additional service delivery as decided upon by the unit from time to time.
<u>ENQUIRIES</u>	:	Prof. GP Grobler Tel No: (012) 354 3191

<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/288</u>	:	<u>MEDICAL REGISTRAR REF NO: SBAH 73/2021</u> Directorate: Plastic Surgery
<u>SALARY</u>	:	R821 205 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB or equivalent. Current registration with HPCSA as an independent Medical Practitioner. Surgical Primaries and Intermediates will be an added advantage. The many and diverse functions of this position encompass aspects of patient care, education, research (should participate in original basic or clinical research). The service aspects include ensuring correct surgical treatment of patients. The academic programme will include patient care presentations, subject discussions and attendance of the post graduate academic programme. This position is intended for grooming of candidates who are pursuing a surgical career.
<u>DUTIES</u>	:	Locate work in a public service context. Plan & organize work to achieve objectives that meet service standards. Lead a team to solve workplace problems and conflict. Identify performance requirements and improve work team performance. Manage own performance and development. Communicate in the work place and work team. Lead change in a team in the workplace. Produce data and analyses statistics for workplace operations in the Department-Logbook. Deliver and monitor client service. Secure & allocate resources and a budget to achieve workplace objectives. Maintain physical and/or electronic information records. Use computer and/or equipment to achieve work team objectives.
<u>ENQUIRIES</u>	:	Prof. T Mulaudzi Tel No: (012) 354 2099
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/289</u>	:	<u>MEDICAL REGISTRAR REF NO: SBAH 74/2021</u> Directorate: Orthopaedics
<u>SALARY</u>	:	R821 205 per annum, (plus benefits)
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB or equivalent. A Valid registration with HPCSA as an independent Medical Practitioner.
<u>DUTIES</u>	:	The many and diverse functions of this position encompass aspects of patient care, education, research (should participate in original basic or clinical research) and counsel during orthopaedic surgery emergencies. The service aspect includes ensuring correct orthopaedic surgical treatment of patients. The academic programme will include teaching under graduate students, patient case presentations, subject discussion and attendance of the postgraduate programmes. The academic and training requirements include passing primary and intermediate exams of University of Pretoria or College of Medicine South Africa.
<u>ENQUIRIES</u>	:	Prof. MV Ngvelwane Tel No: (012)354 2851
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 July 2021

<u>POST 25/290</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: SBAH 75/2021</u> Directorate: Medical Oncology
<u>SALARY</u>	:	R821 205 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as a Medical Officer. Appropriate computer literacy. Willingness to do Clinical Research.
<u>DUTIES</u>	:	Wards rounds, Outpatients clinics, Lectures. Must Participate in Clinical Research.
<u>ENQUIRIES</u>	:	Dr. RM Khanyile Tel No: (012) 354 1054
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/291</u>	:	<u>REGISTRAR FAMILY MEDICINE REF NO: TDHS/A/2021/55 (X2 POSTS)</u> Directorate: Family Medicine - University of Pretoria and Sefako Makgatho Health Sciences University
<u>SALARY</u>	:	R821 205 – R858 711 per annum
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	Matric, MBChB or equivalent. Candidate must be registered with the Health Professions Council of South Africa (HPCSA). A minimum of 1-year experience as a Medical Officer (excluding Community Service) is required. An applicant must be a permanent / naturalized South African resident. Other Skills / Requirements: Own discipline, knowledge of relevant legislations, regulations, health programs and policies, program planning, implementation and evaluation. Information management, quality assurance and improvement programs, leadership, communication, problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy.
<u>DUTIES</u>	:	Registrar will, inter alia, be responsible for rendering clinical service, assessment and treatment of patients. A registrar is expected to carry out related administrative duties, to participate in all activities of Family Medicine which relate to teaching and research. S/he will participate in departmental audit activities, prepare and write reports. The registrar will be rotated through related departments at various hospital complexes in their specific outreach programs, including community health centres and clinics.
<u>ENQUIRIES</u>	:	Prof. JV Ndimande Tel No: (012) 451 9247/9229
<u>APPLICATIONS</u>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<u>NOTE</u>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/292</u>	:	<u>MEDICAL OFFICER GRADE 1/2/3 (MENTAL HEALTH) REF NO: MO/SRH/02/21</u> Directorate: Medical
<u>SALARY</u>	:	R821 205 – R1 089 693 per annum (All inclusive package)
<u>CENTRE</u>	:	South Rand Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Grade 1 : One must have completed community service, registered and have proof of the current registration with the HPCSA. Grade 2 : A minimum of 5-year appropriate experience as Medical Officer with the HPCSA is required. Grade 3 : A minimum of 10-year appropriate experience as Medical Officer after registration with the HPCSA is required. Must have experience working with Inpatient and Outpatient Mental Health Care Users and must be able to function within a multi-disciplinary team. Experience in a public health service environment would be an advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for management and coordination of clinical care and treatment of Mental Health Care Users both inpatient and outpatient. Supervision and training of Community Service Doctors. Improve the quality of

		care and reduce the medical litigation by practicing evidence based psychiatry. Attend all the clinical audit and peer review meetings like Morbidity and Mortality. Complete Medico-Legal documents timeously and submit monthly statistics. Participation in hospital committees such as Infection Control and Occupational Health and Safety. Be willing to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. ME Letwaba Clinical Manager Tel No: (011) 681 2008 / 062 866 1865
	:	Quote the relevant reference number and direct the applications to South Rand Hospital Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road application box or email application at Recruitment2.Southrand@gauteng.gov.za
<u>NOTE</u>	:	NB attach NEW Z83, curriculum vitae with three references. According to Circular 5 of 2021, copies of your qualifications and Identity book do not need to be certified upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card copy must show both sides of the ID card. 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.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/293</u>	:	<u>PSYCHOLOGIST GRADE 1 REF NO: PSYCHOL/SRH/03/21</u> Directorate: Medical
<u>SALARY CENTRE REQUIREMENTS</u>	:	R713 361 – R784 278 per annum, (All inclusive package) South Rand Hospital
	:	Applicant must have the Master's Degree in Clinical Psychology. Registration with the HPCSA as a Clinical Psychologist (Independent Practice) is essential. Have good analytical, report writing and verbal communication skills. Sound knowledge of current health and public service legislation, regulations, and professional ethics. Teaching, training, research, IT and time management skills. In possession of a valid driver's license. Must have experience working with Inpatient and Outpatient Mental Health Care Users and must be able to function within a multi-disciplinary team. Experience in a public health service environment would be an advantage.
<u>DUTIES</u>	:	Provide psychological services to adult inpatients and outpatients (assess, treat, rehabilitate and refer to ensure continuity of care). Conduct psychometric assessments and neuropsychological assessments. Work within a multidisciplinary team. Provide consultation-liaison psychology services within the hospital. Coordinate and manage provision of psychology services. Research and teaching responsibilities, including training and/or supervision of intern and community service psychologists. Carry out administrative duties. Plan and prepare for all internal and external audits in the hospital. Administer PMDS and evaluation of junior level staff. Participate in the mentorship and training of students. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery in line with National Standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr ME Letwaba Clinical Manager Tel No: (011) 681 2008 / 062 866 1865
	:	Quote the relevant reference number and direct the applications to South Rand Hospital Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road application box or email application at Recruitment2.Southrand@gauteng.gov.za
<u>NOTE</u>	:	NB attach NEW Z83, curriculum vitae with three references. According to Circular 5 of 2021, copies of your qualifications and Identity book do not need to be certified upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card copy must show both sides of the ID card. 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.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/294</u>	:	<u>OPERATIONAL MANAGER – ASSISTANT MANAGER (SPECIALTY) REF NO: JHDD06</u> (Re-Advertisement)
<u>SALARY</u>	:	R614 991 per annum, (Plus benefits)

<u>CENTRE REQUIREMENTS</u>	: JHB Health District Place Of Work: Lilian Ngoyi Chc : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy is mandatory. Driver's licence will be an added advantage.
<u>DUTIES</u>	: To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to Office of the Health Standard Compliance and ensure effective achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of day, weekly, monthly, quarterly and annual reports. Manage and implement COVID 19 guidelines. General administration duties and management soft skills is mandatory.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. M. Mazibuko Tel No: (011) 984 4120 : Application on Z83 form with attached copies of required qualifications, ID, etc. and CV to be emailed at JhbHealth.DistrictJobApplications@Gauteng.gov.za
<u>NOTE</u>	: (HR will communicate with shortlisted candidates to either bring certified copies during interviews or before interviews). Applicants must indicate the post reference number in their applications.
<u>CLOSING DATE</u>	: 30 July 2021
<u>POST 25/295</u>	: <u>OPERATIONAL MANAGER (SPECIALITY UNIT): (PN-B3) REF NO: CHBAH-446 (X1 POST)</u> Directorate: Obstetrics and Gynaecology (Nursing)
<u>SALARY CENTRE REQUIREMENTS</u>	: R562 800 – R633 432 per annum, (plus benefits) : Chris Hani Baragwanath Academic Hospital (CHBAH) : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic Nursing Qualification, with a duration of at least 1 year in Midwifery and Neonatal Science (Advanced Midwifery) accredited with SANC. 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/recognizable experience in the Midwifery and Neonatal Science filed after obtaining the 1-year post-basic qualification in the Midwifery and Neonatal Science (Advanced Midwifery). A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council for 2021. Ability to

take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Knowledge of administrative policies, institutional policy framework and Guidelines. Knowledge of legal prescripts that regulate nursing and health services. Ability to work independently and innovatively. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, reactivity, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework.

ENQUIRIES : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
APPLICATIONS : Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. NO HAND Delivery.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, 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,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.

CLOSING DATE : 30 July 2021

POST 25/296 : **OPERATIONAL MANAGER (SPECIALTY UNIT): (PN-B3) REF NO: CHBAH-447 (X1 POST)**
 Directorate: Paediatrics (Nursing)

SALARY : R562 800 – R633 432 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

- : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic Nursing Qualification, with a duration of at least 1 year in Critical care or Child Nursing Science accredited with SANC. 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 the Critical care or Child Nursing Science filed after obtaining the 1-year post-basic qualification in the Critical care or Child Nursing Science. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council for 2021. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Knowledge of administrative policies, institutional policy framework and Guidelines. Knowledge of legal prescripts that regulate nursing and health services. Ability to work independently and innovatively. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, reactivity, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

- : Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Perform as an operational manager in accordance with the scope of practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stakeholders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.

ENQUIRIES

APPLICATIONS

- : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
: should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.

NOTE

- : Applications must be submitted on a new Z83 form and must be completed in full, 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, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.

CLOSING DATE

: 30 July 2021

POST 25/297

: **OPERATIONAL MANAGER GRADE 1 NURSING REF NO: CHBAH-448 (X1 POST)**

Directorate: Palliative Care (Nursing)

SALARY

: R444 276 - R500 031 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council. A minimum of nine (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Post basic training in Palliative Care or Oncology Nursing. A Postgraduate Diploma in Palliative Care and. Diploma/Degree in Nursing Administration will be of added advantage. At least five (5) years of the period referred to above must be appropriate/recognizable experience in Palliative Care after obtaining Palliative Care or Oncology training. Current registration with South African Nursing Council for 2021. Knowledge of Nursing Care processes and procedures, nursing strategy, nursing statutes, Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues. Work effectively and amicably as part of the multidisciplinary team, with persons of diverse intellectual, cultural, racial, or religious differences. Demonstrate good understanding of the National Policy Framework and Strategy for Palliative Care and its priorities. Ability and experience in training health care professionals. Demonstrate basic computer literacy as a support to enhance service delivery. Understanding of Nursing Core Values, National Core Standards, Ideal Hospital Realization and Maintenance Framework, Occupational Health and Safety and Infection Prevention and Control. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, reactivity, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

DUTIES

: Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Perform as an operational manager in accordance with the scope of practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with

		nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Mpho Ratshikana Tel No: (011) 933 0051
	:	should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form and must completed in full, 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,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/298</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB1 (PSYCHIATRY) REF NO: PROFNURPNB1/SRH/05/21</u> Directorate: Nursing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R383 226 – R444 276 per annum
	:	South Rand Hospital
	:	Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC. A post basic qualification with duration of at least One year accredited with SANC in Advanced PSYCHIATRY. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. Knowledge of prescripts governing Mental Health services. Previous experience in Mental Health Services will be an added advantage.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Perform clinical nursing practice in accordance with the scope of practice and nursing standards of required speciality. Work as part of a multidisciplinary team to ensure good nursing care. Work as a team leader in the department. Effective communication with patients, supervisors and clinicians. Able to plan and organise own work and that of support personnel to ensure quality nursing care. Good communication and report writing skills. Ability to develop staff and self. Willing to work shifts and over weekends when there is a need. Knowledgeable in aspects of Ideal Hospital, Complaints Management and management of Patients Safety Incidents.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs E.K Kgomongwe Tel No: (011)681 2018
	:	Quote the relevant reference number and direct the applications to South Rand Hospital Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars

	Hill Road application box or email application at Recruitment2.Southrand@gauteng.gov.za
<u>NOTE</u>	: NB attach NEW Z83, curriculum vitae with three references. According to Circular 5 of 2021, copies of your qualifications and Identity book do not need to be certified upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card copy must show both sides of the ID card. 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.
<u>CLOSING DATE</u>	: 30 July 2021
<u>POST 25/299</u>	: <u>LECTURER PND1/PND2 IN MIDWIFERY NURSING SCIENCE REF NO: CHBC/MNS/JULY2021 (X3 POSTS)</u> Directorate: Gauteng College of Nursing (GCON)
<u>SALARY</u>	: PND1: R383 226 per annum, (plus benefits) PND2: R471 333 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	: Chris Hani Baragwanath Campus : Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Degree in Nursing Education registered with the SANC. Degree in Nursing Administration registered with the SANC. Post basic qualification in Midwifery and Neonatal nursing science registered with the SANC will be an added advantage. Current SANC registration receipt. PND1 , minimum of four (4) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General nursing and Midwifery. Five (5) years' experience in Midwifery clinical practice. PND2 , minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse, five (5) years' experience in Midwifery clinical practice and ten (10) years of appropriate/recognizable experience in nursing education. Knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards, Scope of Practice and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Midwifery Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student's competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities. Promote the image of the College; participate in research relevant to Nursing Education. Develop, review and evaluate curriculum, and engage in own continuous Professional development (CPD) related to own area of practice and to Nursing Education.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. P.C Sithole Tel No: (011) 983 3009 : Applications should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.
<u>NOTE</u>	: All applications must be submitted on a new Z83 (81/971431) and can be obtained from Department of Public Service and Administration (DPSA) website. Job application form with your C. V., copies of your I.D, current SANC receipt, valid driver's license and qualifications must be attached. Copy of service record in Nursing Education. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. Contactable referees quoted on the CV. State all your competencies including computer literacy in your C.V. Smart card must be copied both sides (Driver's license and ID). 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 have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.

<u>CLOSING DATE</u>	:	30 July 2021 @ 12h00 am
<u>POST 25/300</u>	:	<u>OCCUPATIONAL HEALTH NURSE PRACTITIONER GRADE 1 REF NO: OHNP-01/07</u> Directorate: Nursing Department
<u>SALARY</u>	:	R383 226 - R444 276 per annum, (excluding benefits)
<u>CENTRE</u>	:	Wits Oral Health Centre
<u>REQUIREMENTS</u>	:	Registered with SANC as a Professional Nurse with 5 years' experience in Nursing and registered with SANC as a specialist in Occupational Health and Safety Nursing. Knowledge/ course in an integrated Employee Health and Wellness programme will be an added advantage. Strong writing and policy development skills. Ability to work under pressure and in changing environment. Ability to work independently with good interpersonal skills. Knowledge and understanding of all Nursing Legislation and Health Acts.
<u>DUTIES</u>	:	Plan, develop and administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department's Occupational Health and Safety Services to employees that lead to the promotion, protection and restoration of the employees and student's health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administrative duties. Develop a risk assessment to identify and prevent health care problems, immediate management of the situation and take remedial steps to ensure safety of employees and students. Ensure that the institution complies with OHS rules to ensure safe working environment by identifying worker and work place hazards. Education of all employees and students on preventative measures against occupational hazards. Promote healthy living and working conditions. Develop relevant Occupational Health and Safety protocols and SOPs. Establish a referral system for the institution, program development and marketing of marketing of OHS services. The incumbent will also responsible to do operational work such as Medical Surveillance, management of injury on duty. Management of medical emergency for staff and participate in Disaster Management. Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for OHS, identify training needs and develop programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	HR Manager- Mr. P.F Monama Pulankana.Monama@gauteng.gov.za must be send via email to pulankana.monama@gauteng.gov.za OR via post to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017.
<u>NOTE</u>	:	Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of SANC. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified. Applications: Prospective Applicants Must Please Use the New Z83 Which Is Effective as at 01 January 2021 No faxed or hand delivery applications will be accepted.
<u>CLOSING DATE</u>	:	30 July 2021

<u>POST 25/301</u>	:	<u>LECTURER PND1/PND2 IN SOCIAL SCIENCES AND PSYCHIATRIC NURSING SCIENCE REF NO: CHBC/PNS/JULY2021 (X2 POSTS)</u> Directorate: Gauteng College of Nursing (GCON)
<u>SALARY</u>	:	PN-D1: R383 226 per annum, (plus benefits) PN-D2: R471 333 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Baragwanath Campus Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Degree in Nursing Education registered with SANC. Degree in Nursing Administration registered with SANC. Current SANC registration receipt. A minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing for PND1 . A minimum of two (2) years' experience in Clinical Psychiatric Nursing. Minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate/recognizable experience in nursing education for PND2 . Valid drivers' license. Computer literate. Sound communication, supervisory, word and presentation skills. Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Involvement in the planning, coordination and implementation of Psychiatric Nursing Science training programmes. Provide theoretical and clinical instruction, and evaluation of Social Sciences and Psychiatric Nursing Science. Clinical accompaniment which include clinical teaching and evaluation to determine students' competencies. Exercise control over students. Provide student with clinical guidance and support. Support the mission of the College by serving in Committees, attending and participating in meetings and College activities. Promote the image of the College. Participate in research relevant to Nursing Education. Develop, review and evaluate curriculum. Engage in own continuous Professional development (CPD) related to own area of practice and to Nursing Education.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. H.R Letlape Tel No: (011) 983 3007 should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.
<u>NOTE</u>	:	All applications must be submitted on a new Z83 (81/971431) and can be obtained from Department of Public Service and Administration (DPSA) website. Job application form with your C. V., copies of your I.D, current SANC receipt, valid driver's license and qualifications must be attached. Copy of service record in Nursing Education. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. Contactable referees quoted on the CV. State all your competencies including computer literacy in your C.V. Smart card must be copied both sides (Driver's license and ID). 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 have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.
<u>CLOSING DATE</u>	:	30 July 2021 @ 12h00 am

<u>POST 25/302</u>	:	<u>LECTURER PND1/PND2 IN COMMUNITY NURSING SCIENCE REF NO: CHBC/CNS/JULY2021 (X2 POSTS)</u> Directorate: Gauteng College of Nursing (GCON)
<u>SALARY</u>	:	PN-D1: R383 226 per annum, (plus benefits) PN-D2: R471 333 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Baragwanath Campus Senior Certificate or equivalent qualification Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Degree in Nursing Education and registered with the SANC. Degree in Nursing Administration and registered with the SANC. Diploma in Community Nursing Science. Primary Health Care qualification would be advantageous. Current SANC registration receipt. Minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse for PND1 . Minimum of four (4) years appropriate/ recognizable nursing experience after registration as a Professional Nurse and ten (10) years appropriate/recognizable experience in nursing education for PND2 . Minimum of two years' experience as Community Health Nurse. Knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards and Scope of Practice and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Community Nursing Science academic programs; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC. Support the mission of the College by serving in Committees, attending and participating in meetings and College activities. Promote the image of the College; participate in research relevant to Nursing Education. Develop, review and evaluate curriculum. Engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. C.T Mashamaite Tel No: (011) 983 3012 should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.
<u>NOTE</u>	:	All applications must be submitted on a new Z83 (81/971431) and can be obtained from Department of Public Service and Administration (DPSA) website. Job application form with your C. V., copies of your I.D, current SANC receipt, valid driver's license and qualifications must be attached. Copy of service record in Nursing Education. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. Contactable referees quoted on the CV. State all your competencies including computer literacy in your C.V. Smart card must be copied both sides (Driver's license and ID). 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 have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.
<u>CLOSING DATE</u>	:	30 July 2021 @ 12H00
<u>POST 25/303</u>	:	<u>LECTURER PND1/PND 2 -DIPLOMA IN NURSING REF NO: CHBC/MNS/JULY2021 (X6 POSTS)</u> Directorate: Gauteng College of Nursing (GCON)
<u>SALARY</u>	:	PND1: R383 226 per annum, (plus benefits) PND2: R471 333 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Baragwanath Campus Senior Certificate or equivalent qualification. Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Degree in Nursing Education and registered with the SANC. Current SANC registration receipt. Minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwifery for PND1 . Minimum of four (4) years appropriate/ recognizable nursing experience after registration as a Professional Nurse and ten (10) years appropriate/recognizable experience in Nursing Education for PND2 . A minimum two years' experience community nursing will be advantageous. knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards, Scope of Practice and all relevant regulations. Valid driver's license. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of General Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. D.N Kubeka Tel No: (011) 983 3003 should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.
<u>NOTE</u>	:	All applications must be submitted on a new Z83 (81/971431) and can be obtained from Department of Public Service and Administration (DPSA) website. Job application form with your C. V., copies of your I.D, current SANC receipt, valid driver's license and qualifications must be attached. Copy of service record in Nursing Education. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. Contactable referees quoted on the CV. State all your competencies including computer literacy in your C.V. Smart card must be copied both sides (Driver's license and ID). 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 have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.
30 July 2021 @ 12H00

CLOSING DATE

POST 25/304

DIETICIAN GRADE 1 REF NO: CHBAH-457 (X1 POST)

Directorate: Dietetics

SALARY

CENTRE

REQUIREMENTS

DUTIES

ENQUIRIES

APPLICATIONS

NOTE

R317 976 – R361 872 per annum, (plus benefits)
Chris Hani Baragwanath Academic Hospital
Dietetics Degree. Completed community service year as a Dietician. Registration with the Health Profession Council of South African (HPCSA) as a Dietician with independent practitioner status, plus renewed HPCSA card/membership for 2021/2022.

Assess and treat all patients within allocated clinical load. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Oversee allocated officials. Participate in CPD activities. Supervise and train Dietetic students. Exercise care with all consumables and equipment. Communicate with relevant stakeholders. Undergo training and development programs. Train all relevant personnel. Attend relevant meetings. Implement policies, guidelines and protocols relevant to dietetics services. Comply with standards and ethical requirements as set out by the HPCSA and the Public Sector Code of Conduct. Carry out duties as delegated to ensure patient care and excellent service delivery.

Ms. N. Mongoei Tel No: (011) 933 9016
should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.

Applications must be submitted on a new Z83 form and must be completed in full, 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, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.

CLOSING DATE

POST 25/305

OCCUPATIONAL THERAPIST PRODUCTION LEVEL GRADE 1 REF NO: CHBAH-458 (X1 POST)

Directorate: Occupational Therapy

SALARY

CENTRE

R317 976 – R361 872 per annum, (plus benefits)
Chris Hani Baragwanath Academic Hospital

<u>REQUIREMENTS</u>	:	National Senior Certificate and Degree in Occupational Therapy. Successful completion of community service year as an Occupational Therapist. Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist with independent practitioner status. Current annual HPCSA registration for the period 2021/2022. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and verbal communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making and problem-solving skills.
<u>DUTIES</u>	:	Assess and treat all adult neurological patients within allocated clinical load. Assist with other clinical loads as needed. Work experience or further training in the adult neuro-rehabilitation field would be advantageous. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Communicate effectively with all stakeholders. Follow the correct channels of communication. Oversee allocated officials. Participate in CPD activities. Supervise OT students. Exercise care with all consumables and equipment.
<u>ENQUIRIES</u>	:	Ms L. Soulsby Tel No: (011) 933 8187
<u>APPLICATIONS</u>	:	should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form and must be completed in full, 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, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/306</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 (MENTAL HEALTH) REF NO: OCCTHER/SRH/04/21</u> Directorate: Allied
<u>SALARY</u>	:	R317 976 – R361 872 per annum
<u>CENTRE</u>	:	South Rand Hospital
<u>REQUIREMENTS</u>	:	Occupational Therapy appropriate qualification that allows registration with the HPCSA as an Occupational Therapist. Currently registered with the HPCSA as an Independent Practice Occupational Therapist. One-year community service experience completed. Experience in Mental Health will be an added advantage.
<u>DUTIES</u>	:	Provide an Occupational Therapy service to Mental Health Care Users (Acute and chronic). Execute optimal and evidence based Occupational Therapy

individual and group treatment for in- and out- patients primarily for Psychiatric patients and in all other areas of OT if deemed necessary by the HOD. Administer standardised and clinical assessments to patients requiring FCEs and other clinical reports. Execute all patients and departmental related administrative tasks including data compilation, stock management, various internal and external meetings and submission of monthly reports. Plan and prepare for all internal and external audits in the hospital. Administer PMDS and evaluation of junior level staff. Participate in the mentorship and training of community service therapists and students. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery, in line with National Standards.

**ENQUIRIES
APPLICATIONS**

: Dr. ME Letwaba Clinical Manager Tel No: (011) 681 2008 / 062 866 1865
: Quote the relevant reference number and direct the applications to South Rand Hospital Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road application box or email application at Recruitment2.Southrand@gauteng.gov.za

NOTE

: NB attach NEW Z83, curriculum vitae with three references. According to Circular 5 of 2021, copies of your qualifications and Identity book do not need to be certified upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card copy must show both sides of the ID card. 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.

CLOSING DATE

: 30 July 2021

POST 25/307

: **ADMINISTRATION OFFICER: FACILITY REF NO: CHBC/ADMIN/JULY2021 (X1 POST)**
Directorate: Gauteng College of Nursing (GCON)

**SALARY
CENTRE
REQUIREMENTS**

: R257 508 – R303 339 per annum (Level 07), (plus benefits)
: Chris Hani Baragwanath Campus
: Degree/Diploma in Facility/Building Management, Project Management with a minimum of three (3) or more years' experience in Facility Management Department OR Grade 12 with a minimum of five (5) or more years' experience in a Facility Management Department. Knowledge of Public Finance Management Act (PFMA), Occupational Health and Safety Act (OHS) and other related legislations. Knowledge of government policies which include Supply Chain Management (SCM) processes and any other prescripts. Computer literacy certificate. Communication skills (verbal & written), organisational & problem-solving skills. Ability to work under pressure. A valid driver's license.

DUTIES

: Provide a day to day maintenance by ensuring that all fixtures are in a safe working condition inside and outside of the campus building. Adhere to Occupational Health and Safety Regulations by ensuring that maintenance is conducted. Manage the Day to Day Maintenance Budget. Compile implement and report on the Day to Day & Minor Projects Implementation Plan. Compile implement and report on the Statutory and Major Projects Implementation Plan. Provide a neat, safe and clean environment that complies with the OHS Act. Conduct periodic inspections of the Campus. Implement policy guidelines, norms and standards according to regulatory frameworks. Conduct building audits. Control building keys. Manage all statutory projects and onsite contractors, liaison with all stakeholders, draft specification and or scrutinize specification in consultation with Department of Infrastructure Development (DID) inspectors. Work closely with DID and Infrastructure: Health to implement a turnaround strategy of maintenance of health facility. Applying and interpretation of regulations and other legislative frameworks, procedures and policies. Assist with ensuring that the Campus meets OHS standards. Manage the FMU stock and storeroom, order day to day maintenance accessories of the section, control and organize all the activities of the section. Rendering the support in OHS, infection control and quality assurance committees. Take water and electricity meter readings on a monthly basis and submit to Finance Department for billing. Attend meetings, compile reports and motivations. Conduct monthly inspection of all critical areas and develop plan of action. Management of Parking allocation. Management of Cleaning, Horticulture, Pest control, Landscaping and Security.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P. Ndaba Tel No: (011) 983 3003
	:	Applications should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 (81/971431) job application form- which was implemented with effect from 01 January 2021 and can be obtained from Department of Public Service and Administration (DPSA). C.V., copies of your I.D and qualifications must be attached. Copy of service records. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. State all your competencies in your C.V. Contactable referees quoted on the CV. Smart card must be copied both sides (Driver's license and ID). 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. 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 have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.
<u>CLOSING DATE</u>	:	30 July 2021 12H00
<u>POST 25/308</u>	:	<u>PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-449 (X4 POSTS)</u> Directorate: Obstetrics and Gynaecology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R256 905 - R297 825 per annum, (plus benefits)
	:	Chris Hani Baragwanath Academic Hospital
	:	Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
<u>DUTIES</u>	:	Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr NB Mulaudzi Tel No: (011) 933 9779/8154
	:	Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form and must completed in full, 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,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/309</u>	:	<u>PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-450 (X4 POSTS)</u> Directorate: Paediatrics
<u>SALARY</u>	:	R256 905 - R297 825 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
<u>DUTIES</u>	:	Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
<u>ENQUIRIES</u>	:	Mr NB Mulaudzi Tel No: (011) 933 9779/8154
<u>APPLICATIONS</u>	:	Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form and must completed in full, 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,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.

CLOSING DATE

: 30 July 2021

POST 25/310

: **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-451 (X4 POSTS)**

Directorate: Surgery and Ophthalmology

SALARY

: R256 905 - R297 825 per annum, (Plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.

DUTIES

: Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.

ENQUIRIES

: Mr NB Mulaudzi Tel No: (011) 933 9779/8154

APPLICATIONS

: Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on a new Z83 form and must be completed in full, 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, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.

CLOSING DATE

: 30 July 2021

POST 25/311

: **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-452 (X3 POSTS)**

Directorate: Clinical Support

SALARY

: R256 905 - R297 825 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

<u>REQUIREMENTS</u>	:	Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
<u>DUTIES</u>	:	Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
<u>ENQUIRIES</u>	:	Mr NB Mulaudzi Tel No: (011) 933 9779/8154
<u>APPLICATIONS</u>	:	Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must be completed in full, 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, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/312</u>	:	<u>PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-453 (X3 POSTS)</u> Directorate: Medicine and Psychiatry
<u>SALARY</u>	:	R256 905 - R297 825 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
<u>DUTIES</u>	:	Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core

		Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
<u>ENQUIRIES</u>	:	Mr NB Mulaudzi Tel No: (011) 933 9779/8154
<u>APPLICATIONS</u>	:	Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form and must be completed in full, 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, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/313</u>	:	<u>PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-454 (X2 POSTS)</u> Directorate: Out Patient Department
<u>SALARY</u>	:	R256 905 - R297 825 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
<u>DUTIES</u>	:	Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
<u>ENQUIRIES</u>	:	Mr NB Mulaudzi Tel No: (011) 933 9779/8154
<u>APPLICATIONS</u>	:	Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form and must be completed in full, 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,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/314</u>	:	<u>FINANCE CLERK REF NO: TDHS/A/2021/56 (X1 POST)</u> (1 Year Contract) Directorate: Finance
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	Grade 12 with 1-year financial management/accounting experience or an appropriated Degree/National Diploma in Accounting/Finance.Other Skills / Requirements: Knowledge and experience in BAS, SAP, SRM and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes, Reporting and Accounts Payable. Sound accounting skills.
<u>DUTIES</u>	:	Compile and manage the budget of the institution in the district and Bronkhorstspuit Hospital. Monitor budget spending in accordance with the set policies and procedures. Provide assistance and Bas reports to management and institutions in the district in terms of budget, expenditure and reporting monthly. Manage and identify miscellaneous payments and the clearing of suspense/control accounts, Safekeeping of Basic Accounting records and face value documents. Approve shopping cart and confirmation of goods receive voucher (GRV) on SRM). Attend to supplier's queries and web cycle. Monitor commitment register. Perform Monthly reconciliations of transversal systems (BAS/PERSAL, BAS/SAP, BAS/MEDSAS and Revenue)
<u>ENQUIRIES</u>	:	Ms KA Ramonetha Tel No: (012) 451 9097
<u>APPLICATIONS</u>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<u>NOTE</u>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/315</u>	:	<u>FACILITY MANAGEMENT UNIT CLERK REF NO: CHBC/ADMIN/JULY2021 (X2 POSTS)</u> Directorate: Gauteng College of Nursing (GCON)
<u>SALARY</u>	:	R173 703 - R204 612 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Campus
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent certificate with 1- year experience in Facility Management Department. Office organization skills, communication skills (verbal and written). Computer literacy certificate. Knowledge of Public Finance

	Management Act (PFMA), Occupational Health and Safety Act (OHS) and other related legislations. Knowledge of government policies which include Supply Chain Management (SCM) processes and any other prescripts. Facility Management/Building Management/Project Management/qualification/certificate will be an added advantage. Valid driver's license.
<u>DUTIES</u>	: Provide a day to day maintenance by ensuring that all fixtures are in a safe working condition inside and outside of the campus building. Adhere to Occupational Health and Safety Regulations by ensuring that maintenance is conducted. Implement the Day to Day & Minor Projects Implementation Plan. Implement the Statutory and Major Projects Implementation Plan. Provide a neat, safe and clean environment that complies with the OHS Act. Conduct periodic inspections of the Campus. Provide administrative support in the Facility Management Unit. Communicate with Department of Infrastructure (DID) with regards to Building, Electrical, Plumbing and Mechanical. Log calls on E-Maintenance System and close them. Write Works Orders and submit to DID. Do walkabouts and identify defects in the entire campus for further attention. Compile weekly/monthly Reports. Ordering of Material, stock and equipment for the unit. Liaison with internal and external stakeholders. Perform any other duties delegated by the Supervisor.
<u>ENQUIRIES</u>	: Ms. P. Ndaba Tel No: (011) 983 3006
<u>APPLICATIONS</u>	: Should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.
<u>NOTE</u>	: Applications must be submitted on a new Z83 (81/971431) job application form-which was implemented with effect from 01 January 2021 and can be obtained from Department of Public Service and Administration (DPSA). C.V., copies of your I.D and qualifications must be attached. Copy of service records. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. State all your competencies in your C.V. Contactable referees quoted on the CV. Smart card must be copied both sides (Driver's license and ID). 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. 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 have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.
<u>CLOSING DATE</u>	: 30 July 2021 @ 12h00 am
<u>POST 25/316</u>	: <u>WARD CLERK REF NO: CHBAH-459 (X6 POSTS)</u> Directorate: Obstetrics and Gynaecology (Nursing)
<u>SALARY</u>	: R173 703 – R204 612 per annum, (plus benefits)
<u>CENTRE</u>	: Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	: Grade 12 or Accredited Equivalent with no experience. Computer literate (Ms Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in teams. Ability to communicate well with people at different levels. Ability to organise and plan. Sound verbal and communication skills. Ability to act with tact and discretion. Must be self-motivated. Good customer care skills and competencies. Knowledge and application of Batho Pele Principles. Must be prepared to rotate and work shifts which include weekends and public holidays. Knowledge of Medicom System will be added as advantage. Applicant should be prepared to undergo Medicals surveillance as an inherent job requirement.
<u>DUTIES</u>	: Ensure effective reception services. Handle telephone enquiries in the ward. Patient registration (admission, transfer and discharging) and filling of

documents. Booking of appointments for patients on the Medicom System. Assist in Compilation of statistics and timeous submission to relevant authority. Render administrative support to the Operational Manager (Ordering, Stock counting, typing and aiding of patient's records) Comply with the Performance Management and Development system contracting quarterly reviews and final assessment.

ENQUIRIES : Mrs N.F Ramela Tel No: (011) 933 8148
APPLICATIONS : Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must be completed in full, 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,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.

CLOSING DATE : 30 July 2021

POST 25/317 : **CLIENT INFORMATION CLERK REF NO: CHBAH-460 (X1 POST)**
 Directorate: Health Information Management Department

SALARY : R173 703 - R204 612 per annum, (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). 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. 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 manuals system. Ensure that data is received regularly and follow-up on non-submission. Safe keeping of 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.
<u>ENQUIRIES</u>	:	Ms R Letsoalo Tel No: (011) 933-8137
<u>APPLICATIONS</u>	:	Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form and must be completed in full, 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, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/318</u>	:	<u>DRIVERR REF NO: CHBC/SUPPORTS1/JULY2021</u> Directorate: Gauteng College of Nursing (GCON)
<u>SALARY</u>	:	R145 281 per annum (Level 04), (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath campus
<u>REQUIREMENTS</u>	:	Minimum qualification of Grade 10 or Standard 8 or Lever 4 ABET qualification. Must have a valid minimum B (Code 8) driver's license with two (2) or more years' working experience as a driver. Must be in possession of a recent PDP (renewed). Basic literacy and basic numeracy skills. Good command of English language. Ability to work under pressure. Good Interpersonal and safe driving skills. Knowledge of Transport Circular and Government Motor Transport Handbook.
<u>DUTIES</u>	:	Deliver and collect documents to and from stakeholders, deliver documents promptly and obtain signatures from recipients. Work as a messenger. Report any default to the transport officer. Take vehicles to dealers for service and repairs; provide driving services to staff that need to be transported on official trips. Wash and keep vehicles clean and tidy, Ensure sanitization of vehicle before and after every trip. Ensure that all relevant documents are recorded and maintained according to legislative prescripts.
<u>ENQUIRIES</u>	:	Ms. S Raphadu Tel No: (011) 983 3061
<u>APPLICATIONS</u>	:	Should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and

NOTE

15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.

: Applications must be submitted on a new Z83 (81/971431) job application form-which was implemented with effect from 01 January 2021 and can be obtained from Department of Public Service and Administration (DPSA). C.V., copies of your I.D and qualifications must be attached. Copy of service records. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. State all your competencies in your C.V. Contactable referees quoted on the CV. Smart card must be copied both sides (Driver's license and ID). 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. 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 have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.

CLOSING DATE

: 30 July 2021 @ 12h00 am

POST 25/319

: **MACHINE OPERATOR REF NO: CHBC/SUPPORTS2/JULY2021**
Directorate: Gauteng College of Nursing (GCON)

SALARY
CENTRE
REQUIREMENTS

: R102 534 per annum (Level 02), (plus benefits)
: Chris Hani Baragwanath Campus
: Minimum qualification of Grade 10 or Standard 8 or Lever 4 ABET qualification. No experience. One-year relevant experience and computer literacy will be added as an advantage. Sound communication skills. Must have passion for work, knowledge of customer care and self-motivated to work in a team.

DUTIES

: Photocopy documents as requested, fill in a photocopying form and provide all necessary information, binding, shredding and laminating documents as requested, check machine readings every morning before using the machine and every afternoon before switching off the machine Report any malfunctioning of Photostat machine and ordering of stationary on VA2. Inform the supervisor of any problems. Ensure adequate stock of paper, toner and ink as required. Record all Photostatting in the register, balance the register at the end of every month and submit the figures to the supervisor. Control economical usage of paper. Register all documents before it is sent to the E-government Department. Receive posted mail, post mail received and send faxes. Must be able to accept responsibility and able to work under pressure. Must be able to maintain confidentiality.

ENQUIRIES
APPLICATIONS

: Ms. E.C. Van Der Merwe Tel No: (011) 983 3072
: Should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.

NOTE

: Applications must be submitted on a new Z83 (81/971431) job application form-which was implemented with effect from 01 January 2021 and can be obtained from Department of Public Service and Administration (DPSA). C.V., copies of your I.D and qualifications must be attached. Copy of service records. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. State all your competencies in your C.V. Contactable referees quoted on the CV. Smart card must be copied both sides (Driver's license and ID). 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. 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 have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.

CLOSING DATE : 30 July 2021 @ 12h00 am

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 30 July 2021. No late applications will be considered.
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only 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. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

POST 25/320 : **PROGRAMME MANAGER: URBAN RENEWAL PROGRAMME REF NO: REFS/011473**
 (3-5 Years Contract)

SALARY : R1 057 326 per annum, (All inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 7 Qualification in Management or related, Project or Programme Management, the Built Environment or equivalent. Minimum 5 years' experience in Project Management or related role. SMS Pre-entry Certificate. The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Experience in large scale complex developments. Experience in working with the PFMA/MFMA and public entities.

DUTIES : Lead in the development and implementation of the URP Master Plan and Upgrade of Informal Settlements Programme (UISP). Ensure the alignment redevelopment Plan with provincial and municipal delivery plans. Review and provide guidance in the development of Redevelopment programmes operational plans. Manage and Coordinate the Programme Implementation plans. Manage the delivery of various programmes priorities. Track performance against performance targets. Gather data and analyse performance in line with the performance metrics. Provide leadership to the programme team in the management of key stakeholder relationships. Facilitate the establishment of social compact. Network with relevant role-players and make appropriate contacts with public and private sector organisations. Facilitate the establishment and functioning of community business forums and stakeholder engagement platforms. Identify and explore possible development opportunities with partners across the province. Lead and manage the teams assigned to the programme. Manage and report

performance of direct reports and measure performance against agreed goals and deal with areas of non-performance. Lead the development of direct reports to ensure that staff receive adequate and relevant training. Provide leadership to create a working environment which contributes to improved staff morale. Develop consolidated budget required for the Redevelopment programme. Manage expenditure against programme budget. Participate in the review and approval of the operational and capital budget required for the programme. Oversee the management of procurement in line with the relevant policies and procedures. Facilitate and support the work of the various development work streams established to the Redevelopment Programme. Attend and coordinate work stream meetings. Consolidates and report on the work of the work streams.

ENQUIRIES : Ms Alinah Mogaswa Tel No: 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

OTHE POST

POST 25/321 : **DEPUTY DIRECTOR: PROGRAMME COORDINATOR REF NO: REFS/011474**
 (3-5 Years Contract)

SALARY : R733 257 per annum, (All Inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 7/ Degree in Project and or Construction Project Management. Minimum 5 years' experience at Assistant Director/ Junior Management level in the project management and engagement environment. Knowledge and understanding of project management and concepts. Intergovernmental Management relations. Planning and management. Knowledge and information management. Effective communication.

DUTIES : Provide support in the coordination and compilation of the departmental business plan and project procurement plans. Develop and maintain best practice methodologies for project portfolio and project management processes (dashboards, templates) for URP and UISP. Develop monitoring and quality assurance procedures to ensure Completeness of Information. Provide support in efficient and effective of the Urban Renewal Programme and Upgrade of Informal Settlements programme. Manage effective and efficient project governance. Communicate project information to the Director: Programme Management.

ENQUIRIES : Ms Miyelani Tshabalala Tel No: (063) 691 4046
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

PROVINCIAL TREASURY

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



APPLICATIONS : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.

CLOSING DATE : 30 July 2021
NOTE : 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 Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be

required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 25/322</u>	:	<u>CHIEF DIRECTOR: RISK AND COMPLIANCE AUDIT REF NO: 2021/7/1 (X2 POSTS)</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R1 251 183 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
	:	An undergraduate qualification (NQF7 as recognised by SAQA) in internal Audit/Auditing/Accounting. A professional qualification e.g CIA/CA qualification would be an added advantage. At least eight years' experience in internal audit with five years senior management experience.
<u>DUTIES</u>	:	Assist the Deputy Director-General: GAS in developing, implementing and managing a risk-based audit strategy. Perform risk assessments in a portfolio of departments in the GPG. Develop and manage risk-based audit plans for a portfolio of department in the GPG. Ensure that audit findings are appropriately reported and that the required action is undertaken. Perform reviews of audit projects and reports, contributing expertise and industry knowledge to ensure that value is added. Ensure that all audits conducted in terms of the annual audit plan are properly scoped, planned, appropriately resourced and executed through close liaison with client managers. Ensure that performance, computer systems and forensic measurement and monitoring systems are implemented.
<u>ENQUIRIES</u>	:	Mr HR Tsotetsi Tel No: (011) 227 9000
<u>POST 25/323</u>	:	<u>CHIEF DIRECTOR: FINANCIAL ASSETS AND LIABILITIES REF NO: 2021/7/2</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY</u>	:	R1 251 183 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
	:	An undergraduate qualification (NQF Level 7) as recognised by SAQA in Economics or Finance or Accounting. 5 years' experience at a Senior Management level. A postgraduate qualification will be an added advantage.
<u>DUTIES</u>	:	Management of the Provincial Revenue Fund. Manage and report on performance of investments and liabilities. People Management. Financial Management.
<u>ENQUIRIES</u>	:	Mr HR Tsotetsi Tel No: (011) 227 9000
<u>POST 25/324</u>	:	<u>DIRECTOR: CASH MANAGEMENT REF NO: 2021/7/3</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY</u>	:	R1 057 326 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Johannesburg

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Finance/Accounting. 5 -10 years' experience at middle/senior management level. 5 years or more of experience in the Finance/Accounting field.
<u>DUTIES</u>	:	Facilitate and provide guidance, training and leadership in cash flow management in all GPG departments. Develop and implement a cash management system for the departments to facilitate sound cash management within GPG. Forecasting cash receipts and payments to provide adequate liquidity for outstanding and planned commitments. Monitor cash balances and cash reporting for all GPG bank accounts.
<u>ENQUIRIES</u>	:	Mr HR Tsotetsi Tel No: (011) 227 9000
<u>POST 25/325</u>	:	<u>DIRECTOR: SUPPLIER DEVELOPMENT AND MANAGEMENT REF NO: 2021/7/4</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R1 057 326 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A tertiary qualification Degree (NQF level 7) in Food Technology, Biotechnology, Engineering, Information Technology, Internal Auditing or Supply Chain Management. 5-10 years' experience at a Middle/Senior Management level. 5 – 10 years' experience in Quality Management and Supply Chain Management (SCM). Understanding Treasury Regulations and Acts. Understanding of current best practice and other developments in the field. Drivers licence.
<u>DUTIES</u>	:	Manage the development and control of specification requirements with end users, commodity Teams (including Open Tender Process) and Manage Supplier Site Visit reports on Open Tender Projects. Manage the Request for Proposal (RFP) packs compilation. Manage the efficient and accurate processing of data into the Central GPG supplier data base of Central Supplier Database (CSD) verified suppliers on SAP R3 and Manage / Assist with email, telephone and walk-in queries pertaining to SAP R3, SRM and CSD. Manage the Close-off on Web cycles. Manage Entity Registration (registration of individuals, NPO and NGO's). Manage reporting of procurement spend for GPG.
<u>ENQUIRIES</u>	:	Mr HR Tsotetsi Tel No: (011) 227 9000
<u>POST 25/326</u>	:	<u>DIRECTOR: COMPUTER AUDIT REF NO: 2021/7/5</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R1 057 326 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Three- year tertiary qualification (NQF level 7 as recognized by SAQA) e.g BSc Computer Science, BCom Information Systems. CISA/CISM/CRISC would be advantageous. 7 years' experience in IT Audit of which 5 years should be at middle/senior management level in IT auditing.
<u>DUTIES</u>	:	Development and execution of a three-year risk-based Computer Audit plan that has been agreed to with clients and approved by the various audit committees (GPG Departments / Entities). Implementation of Continuous Auditing / Monitoring (Data Analysis). Manage staff utilisation, including own productivity, and ensure adherence to benchmarks agreed to per staff level. Identify and manage the provision of staff development / improvement of their core competences / including self-development.
<u>ENQUIRIES</u>	:	Mr. HR Tsotetsi Tel No: (011) 227-9000
<u>POST 25/327</u>	:	<u>DIRECTOR: PERFORMANCE AUDIT REF NO: 2021/7/6</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	R1 057 326 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Three- year tertiary qualification (NQF 7 as recognized by SAQA) in Internal Auditing/Accounting. CIA/CA qualification would be an added advantage. Minimum of 7 years' experience in performance audit with 5 years Middle/Senior management experience. Knowledge and understanding of legislative environment and standards. Driver's license is a requirement.

DUTIES : Develop the departmental three-year risk-based audit plans for approval by the Audit Committee. Manage and implement the approved departmental three-year risk-based audit plans. Ensure that audits are conducted in accordance with GAS audit methodology and best practices. Identify and manage the provision of staff development and improvement of their core competencies. Manage the allocated project budget. Manage the risk within GAS operations.

ENQUIRIES : Mr. HR Tsotetsi Tel No: (011) 227-9000

POST 25/328 : **DIRECTOR: RISK AND COMPLIANCE AUDIT REF NO: 2021/7/7**
Directorate: Gauteng Audit Services

SALARY : R1 057 326 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : An undergraduate qualification (NQF 7 as recognised by SAQA) in internal Audit/Auditing/Accounting. A professional qualification e.g. CIA/CA qualification would be an added advantage. 7 years' experience in internal audit with 5 years of experience at middle/senior managerial level in internal audit.

DUTIES : Preparation of a strategic "business plan" for the Sub-unit taking technical, human resource, administrative and financial aspects into consideration. Compile an audit coverage plan and three-year rolling plan for each department in the cluster, agree the plans with the Accounting Officer of the department and obtain Audit Committee approval of the audit plans. Liaising with and reporting to the Audit Committees. Management of long-term strategic risk-based audit plan based on cluster specific audit strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the department in the cluster. Quarterly review of long-term plans achievements, amendments, etc. will be done. Detailed knowledge of the Public Finance Management Act (PFMA) and other relevant legislation. Knowledge of international developments and standards in these areas.

ENQUIRIES : Mr HR Tsotetsi Tel No: (011) 227-9000

POST 25/329 : **DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 2021/7/8**
Directorate: Corporate Services

SALARY : R1 057 326 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : An undergraduate qualification (NQF 7) as recognised by SAQA in Human Resource Management and any other relevant qualification where either Human Resource Management or Organisational Development were major subjects. 5 years' experience at middle/senior managerial level in the field of human resource management. At least 5 – 8 years in one or of the following HR fields; Human Resource Administration/ Organisational Development and HR Planning.

DUTIES : Manage the Provision of HR Administration services. Facilitate, coordinate and monitor Departmental HR Planning. Facilitate and coordinate organisational development. Manage HR related risk and audit findings. Manage the implementation of Employment Equity in the Department. Manage HR and financial resources allocated to the business unit.

ENQUIRIES : Mr HR Tsotetsi, Tel No: (011) 227-9000

OTHER POSTS

POST 25/330 : **ASSISTANT DIRECTOR: COMPUTER AUDIT REF NO: 2021/7/9**
Directorate: Gauteng Audit Services

SALARY : R470 040 per annum, (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A relevant tertiary qualification, e.g. BSc, BCom; National Diploma (Computer Science, IT Auditing, Internal Auditing, etc.). A professional qualification (e.g. CISA, CGEIT, CISM, CRISC accreditation) would be an added advantage. 3 - 5 years' experience in IT Auditing.

DUTIES : Planning for the audit projects. Compile audit programme. Performing work according to the ISACA standards. Reviewing the adequacy and efficiency of

controls using flowcharts and other methods of evaluation. Evaluating the IT control environment to ensure that controls are appropriate to address the identified risks. Completion of all working papers is in compliance with the IT audit methodology. All findings, conclusions and recommendations are properly and sufficiently supported in the documentation. Completing planned/ad-hoc projects efficiently, effectively, economically and in a timely manner. Perform technical review of work done by junior staff to ensure adequate working papers and audit files to substantiate findings and recommendations. Ensure that ISACA standards are adhered to. Prepare and/or review audit reports, discussing findings with management and following up on issues raised in the reports. Inform the computer audit manager and client manager of audit progress and findings. Comply with departmental administrative requirements. Maintaining accurate time records. Evaluate performance for lower level staff to feed into their training and development plan. Provide on the job training to junior staff with regard to their relevant computer audit skills and transfer skills to other staff as well.

<u>ENQUIRIES</u>	:	Mr. Sihle B Hlomuka, Tel No: (011 227 9000
<u>POST 25/331</u>	:	<u>SENIOR COMMUNICATION OFFICER: RESOURCE CENTRE REF NO: 2021/7/10</u> Directorate: Corporate Services
<u>SALARY</u>	:	R316 791 per annum, (Plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three-year National Diploma in Library and Information Sciences or equivalent qualification. 1 - 2 years' experience in the field of library and information management. Good customer service skills. A sound knowledge of information literacy theories and practices, planning and innovative skills and excellent communication skills (written and verbal). Knowledge and experience in communications, particularly communication research. Excellent computer skills.
<u>DUTIES</u>	:	Provide library and research services to the department and maintain the internal library and its collection. Manage requests and enquiries which are made in person, by telephone or in writing by researching information through computerised and non-computerised catalogues, bibliographical sources etc. Support staff in the use of electronic and paper-based resources and information sources, helping to meet their information requirements. Maintain records of materials loaned from the Resource Centre using the centre management system. Implement programmes in support of research skills and information literacy and collaborate with other government departments and libraries to integrate information sharing. Assist with periodicals management using the Resource Centre Management System. Perform general procedures and clerical duties associated with the running of and development the Resource Centre and promote the utilization of the facility.
<u>ENQUIRIES</u>	:	Ms. B Sedibe Tel No: (011) 227 9000
<u>POST 25/332</u>	:	<u>SWITCHBOARD OPERATOR REF NO: 2021/7/11</u> Directorate: Corporate Services
<u>SALARY</u>	:	R145 281 per annum, (Plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	One-year Certificate in Office Administration or equivalent; with three to six months related and proven experience and/or training; or equivalent combination of education and experience.
<u>DUTIES</u>	:	Receive incoming telephone calls, determines purpose of calls, and forward calls to appropriate personnel or department. Take and deliver messages or transfers calls when appropriate personnel are unavailable. Answers questions about organisation and provide callers with address, directions, and other information. Produce data to measure performance of switchboard system. Perform other clerical duties as required by management.
<u>ENQUIRIES</u>	:	Ms. B Sedibe Tel No: (011) 227 9000

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.



APPLICATIONS : The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 14th Floor North Tower, Natalia 330 Langalibalele Street, Pietermaritzburg

FOR ATTENTION : Mr LA Nyilenda

CLOSING DATE : 30 July 2021 (Applications received after this date will not be accepted).

NOTE : All shortlisted candidates for SMS post 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 the technical exercise, the selection committee will recommend the 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 following posts of are being re-advertised:-Deputy Director: Audit, Deputy Director: Risk Management, Assistant Director: Municipal Governance (2 posts) and Engineer: Water (2 posts). All applicants who applied previously must re-apply if they wish their applications to be considered Note To Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with copies of qualifications, driver's licence (where appropriate) and ID and any other relevant documents. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the State Security on the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 25/333 : **DIRECTOR: CORPORATE COMMUNICATION REF NO: 1/2021 (CC)**
 Directorate: Communications

SALARY : R1 057 326 per annum, (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Communication/Public Relations/Journalism or a related qualification coupled with 5 years' experience at a middle/senior management level within the communication environment. Furthermore the recommended candidate will be required to produce his/her Nyukela SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of Public Service Acts and policies, Advanced knowledge of communications and public relations, Knowledge of generic management processes, Knowledge of the Constitution, Knowledge of the government communication system and event management, Problem solving and financial management skills, Decision making and leadership skills, Strategic communication and project management skills, Listening and time

management skills, Presentation, policy and strategy preparation skills, Language proficiency: English/Zulu, Good communication skills (written and verbal), Excellent writing skills, Computer literacy in MS Office, A valid driving licence.

DUTIES : The successful candidate will be required to manage the provision of communication services for the Department with the following key responsibilities: Manage the development of the communication policy framework for the Department in accordance with current legislation, provincial and national policies and procedures, Manage communication outreach and research programmes, which focus on service delivery at local government level, Provide a publications, translation and multimedia service to allow improved access to departmental information internally and externally, Manage public relations, marketing and advertising services to ensure a departmental brand is created and promoted, Manage the provision of the employee communication programme aimed at improving the morale of employees, Manage the effective utilization of resources allocated to the component, Provide technical support to the HOD and EXCO in terms of media liaison and communication matters.

ENQUIRIES : Ms BNN Ndlovu at Tel No: (033) 8975603

OTHER POSTS

POST 25/334 : **DEPUTY DIRECTOR: AUDIT REF NO: 3/2021 (IC)**
Office of the Head of Department
Directorate: Internal Control

SALARY : R733 257 per annum, (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a minimum Degree or NQF level 7 qualification as recognized by SAQA in Auditing/ Internal Auditing/ Internal Control/ Risk Management coupled with 3 years junior management experience in Internal Auditing environment. Furthermore the ideal candidate must be registered as a Certified Internal Auditor or (Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Knowledge of TeamMate will be an added advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge and understanding of PFMA and other relevant legislation, Awareness and understanding of cultural climate within the Public Service, Knowledge of policy analysis, project planning, audit planning; audit execution and risk management, Knowledge of standards for professional practice of internal auditors, Knowledge of Batho Pele principles, Good planning and team development skills, Decision making, problem solving and team development skills, Managerial and financial management skills, Project planning and management skills, Advanced computer skills in MS Office, internet and intranet, Report writing, presentation and facilitation skills, Good communication skills (verbal & written), A valid driver's licence.

DUTIES : The successful candidate will be required to ensure compliance with policy and prescripts with the following key responsibilities: Co-ordinate, formulate and submit audit information for the annual audit plan, Ensure the effective, efficient and economical implementation of annual audit programme, Co-ordinate the undertaking of the internal compliance and performance audit and approve the internal audit plan, Co-ordinate the reporting on the audit coverage and results of audit activities, Provide support service to the internal control oversight committees, Management of the units resources.

ENQUIRIES : Ms T Dinga at Tel No: (033) 395 2057

POST 25/335 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 4/2021 (IC)**
Office of the Head of Department
Directorate: Internal Control

SALARY : R733 257 per annum, (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a minimum Degree or NQF level 7 qualification as recognized by SAQA with Accounting and or Auditing/ Internal Auditing/Internal Control/ Risk Management as major subjects coupled

with 3-5 years junior Management experience in Accounting and or Auditing/ Internal Auditing/ Internal Control/ Risk Management environment. Qualification as a CFE, IRMSA Risk Practitioner and or CIA will be an added advantage as well as Knowledge of CURA Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Public Sector, Local Government and Public/ Private entities systems and relevant Legislation/ Statutes (including: Constitution of South Africa, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA), Service Delivery (Batho Pele), Treasury Regulations and Practice Notes, Public Service Regulatory Framework (PSRF) and Labour Relations Act, Knowledge of standards for the professional practice of internal auditing, Detailed knowledge of KZN Anti-Fraud and Anti-Corruption Framework; Public Service Risk Management Framework; KZN Provincial Risk Management Framework; Public Sector Integrity Management Framework; Public Service Anti-Corruption Framework; Minimum Anticorruption Capacity Standards. (MAC); Minimum Information Security System (MISS) and Prevention and Combating of Corrupt Activities Act (PRECCA), Knowledge of MTEF budget compilation and analysis as well as basic accounting system (BAS), Detailed knowledge of risk analysis/ management and risk management practices, Knowledge of Public Service Regulations and public service code of conduct, Problem-solving, analytical and numeracy skills, Analytical and quantitative method tools skills, Good research, report writing and investigation skills, Policy interpretation/ analysis and development skills, Project planning and management as well as change management skills, Good financial management skills, Presentation and facilitation skills, Management, statistical and quantitative analysis skills, Good communication (verbal & written) as well as interpersonal relations skills, Self-discipline and ability to work under pressure, Knowledge of advanced MS Office applications including internet and intranet, A valid driver's licence, Knowledge of TeamMate and CURA will be an added advantage.

DUTIES : The successful candidate will be required to manage and oversee the provisioning of effective and efficient Departmental internal risk management services in terms of legislative mandates with the following key responsibilities: Ensure monitoring, evaluation and reporting on the implementation of effective and efficient risk management systems and strategies within the Department, Ensure and oversee the development and implementation of effective and efficient risk management policies, frameworks and procedure manuals, Ensure the development, implementation and maintenance of risk management monitoring and evaluation mechanisms within the Department, Provide transversal support, advice and guidance in terms of risk management prescripts, Compile and issue reports to the executive authority on risk management compliance programmes, Ensure the management, development and supervision of staff and other resources.

ENQUIRIES : Ms T Dinga at Tel No: (033) 395 2057

POST 25/336 : **DEPUTY DIRECTOR: BUDGET SUPPORT REF NO: 6/2021(F)**
Chief Directorate: Finance
Directorate: Budget Control and Planning

SALARY : R733 257 per annum, (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Degree or NQF level 7 qualification as recognised by SAQA in Financial Management or a related qualification coupled with 3 years junior management administrative experience in a financial environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Prescripts (PFMA, Treasury Regulations, DoRA), Knowledge of policy analysis and project management, Team development, decision making and problem solving skills, Planning, financial management and budget planning skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to provide budget control services with the following responsibilities, Prepare departmental budget submissions, Direct and control expenditure and revenue, Compile reports on actual expenditure, Provide a budgetary support service to senior management and the Legislature, Prepare and make presentations on budget and expenditure

		<p>matters, Ensure alignment of the budget to strategic plan and annual performance plan, Management, training and development of staff.</p> <p>Ms Y Joli at Tel No: (033) 3953085TORE:</p>
<u>ENQUIRIES</u>	:	
<u>POST 25/337</u>	:	<p><u>ENGINEER: WATER REF NO: 2/2021 (MID) (X2 POSTS)</u></p> <p>Chief Directorate: Municipal Infrastructure</p> <p>Directorate: Infrastructure Development</p>
<u>SALARY</u>	:	R718 059 - R1 090 458 per annum, (OSD)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	<p>The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Engineering or a related qualification coupled with 3 years post qualification engineering experience and a valid code 8 driving license. Registration with ECSA as a Professional Engineer is a prerequisite. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: A sound knowledge and understanding of policy analysis, Knowledge of legislation (MPRA, MFMA, Municipal Systems Act), Knowledge of engineering design and analysis, Knowledge of research and development, Knowledge of computer-aided engineering applications, Knowledge of legal compliance, Knowledge of technical report writing, Ability to create a high performance culture, Good professional judgement, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, organising and presentation skills, Innovation, analytical and creativity skills, Self-management and financial management skills, Customer focus and responsiveness skills, People and change management skills, Programme and project management skills, Information management and reporting skills, Good communication skills (verbal & written), Computer literacy in MS Office.</p>
<u>DUTIES</u>	:	<p>The successful candidate will be required to perform all aspects of varied innovative and complex engineering and facilitate municipal infrastructure development programmes and projects with the following key responsibilities: Design new systems to solve practical engineering challenges, improve efficiency and enhance safety, Conduct research and development, Perform office administration and budget planning, Manage the effective utilization of resources.</p>
<u>ENQUIRIES</u>	:	Ms B Mgutshini at Tel No: (033) 8975672
<u>POST 25/338</u>	:	<p><u>ASSISTANT DIRECTOR: MUNICIPAL GOVERNANCE REF NO: 1/2021 (MG) (X2 POSTS)</u></p> <p>Chief Directorate: Municipal Administration and Governance Municipal Administration</p> <p>Directorate: Municipal Governance</p>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	<p>The ideal candidate must be in possession of a minimum Bachelor's Degree or NQF level 7 as recognised by SAQA in a legal field or related qualification coupled with 3 years working knowledge and supervisory experience in local government, public service or legal environment after qualification. A qualification or proven experience in legislative drafting is compulsory. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of relevant legislation, Knowledge of research and development of legislation, Knowledge of conflict resolution, Knowledge of policy analysis, Knowledge of project management, Planning and organising skills, Conflict resolution skills, Problem solving and decision making skills, Time management skills, Management of finances skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's license.</p>
<u>DUTIES</u>	:	<p>The successful candidate will be required to undertake processes in support of efficient municipal governance and compliance with the following key responsibilities: Undertake the assessment of the executive authority of municipalities, Undertake the assessment of the municipal council institutional framework and administer the legislative processes associated therewith, Process applications for by-elections in terms of timeframes, Provide support to municipalities with their legislative authority, Provide advice and legal guidance on municipal legislative framework, Undertake the drafting of legal documents, Management of resources.</p>

ENQUIRIES : Ms N Ngwenya at Tel No: (033) 355 6311

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

POST 25/339 : **CHIEF EXECUTIVE OFFICER REF NO: G100/2021**

Cluster: District Health Services

Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.

SALARY : R869 007 per annum (Level 12), (An all Inclusive MMS Salary Package

CENTRE : ST. Apollinaris Hospital

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

DUTIES : Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: •Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES : Mrs G.L.L Zuma Tel No: (039) 834 8200

APPLICATIONS : All applications should be forwarded to: The District Manager: Harry Gwala
District Office: KZN Department of Health, Private Bag X502, Ixopo, 3969 or
Hand delivered to: 111 Margaret Street, Ixopo 3279

FOR ATTENTION : Mrs Z.R Diadla Tel No: (039) 834 8284

<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, copies of certificates, Identity Document and Driver's License. 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, 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.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/340</u>	:	<u>MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: EGUM 09/2021 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per annum Grade 2: R938 964 – R1 026 693 per annum Grade 3: R1 089 693 – R1 362 366 per annum Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	E G & Usher Memorial Hospital
	:	Grade 12 or equivalent. A tertiary medical qualification: MBChB Degree or equivalent. Proof of Current registration with the Health Professional Council of South Africa as an Independent Medical Practitioner. Proof of current registration with the Health Professional Council of South Africa (HPCSA 2021 receipt). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. 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 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 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. 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 generalist. Experience in Outpatients, Casualty and Ward areas of a District Hospital, Good communication skills, leadership and decision making qualities, Management and organizational skills.
<u>DUTIES</u>	:	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, gynecological and obstetrics, PHC coverage. Provide after-hours 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.
<u>ENQUIRIES</u>	:	Ms. NF Mxhalisa Tel No: 039 - 797 8100

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Department
	:	<u>The following documents must be submitted:</u> Application for Employment Form (New Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za . Due to the National Level 4 Lockdown implementation, applicants are required to submit their applications copies of highest educational qualifications, Identity document, Drivers License (where applicable) and any other relevant qualifications without being certified. In addition, all shortlisted applicants will be requested to bring originals. 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.
<u>CLOSING DATE</u>	:	30 July 2021 at 16H00 afternoon
<u>POST 25/341</u>	:	<u>MEDICAL OFFICER REF NO: SAH 08/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R821 205 per annum, (All inclusive package) Grade 2: R938 964 per annum, (All inclusive package) Grade 3: R1 089 693 per annum, (All inclusive package) Other Benefits: 13 th Cheque, 22% Rural Allowance, Commuted Overtime, Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	ST Andrews Hospital: Medical And Surgical Wards
	:	Grade 1: Senior Certificate plus Appropriate qualification in Health Science-MBCHB plus Current registration with HPCSA as a Medical Practitioner or 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Senior Certificate plus Appropriate qualification in Health Science-MBCHB plus Current registration with HPCSA as a Medical Practitioner plus 5 years' experience after registration with the HPCSA as a Medical Practitioner or 6 years' experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Senior Certificate plus Appropriate qualification in Health Science-MBCHB plus Current registration with HPCSA as a Medical Practitioner plus 10 years' experience after registration with the HPCSA as a Medical Practitioner or 11 years' experience after registration as a Medical Practitioner with a 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 Skills: Ability to diagnose and manage common medical and surgical problems

	including emergencies in the major clinical disciplines. Surgical and Anesthetic skills. Sound knowledge and experience in the respective medical discipline. Sound knowledge of Human Resource Management, Information Management and Quality Assurance Programme. Knowledge of current health and public service legislation, regulations and policies. Sound Medical ethics and emphasis on budget control, epidemiology and statistics. Sound teaching and supervisory skills. Good communication and interpersonal skills.
<u>DUTIES</u>	: Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Assist with human resource development for medical staff. Conduct orientation and induction for new staff. Conduct continuous professional development by organizing information seminars. Ensuring correct patient management through the implementation of quality standards and practice and treatment protocols. Ensuring the development, maintenance and updating of clinical procedures. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide Medical Services at the department appointed to. Clinical responsibilities including examine, investigate, diagnose and oversee that treatment of patients in the relevant department. Provide guidance, training, evaluation and mentorship of junior medical staff. Participate in community health programmes. Monitor the cost effectiveness of medical examinations with due regard of effective patient care, and ethical decision making. Assist the evaluation of existing standards and effectiveness of health care. Assist with application of sound labour relations policy in accordance with relevant legislation and guidelines.
<u>ENQUIRIES</u>	: Dr SK Lumeya Tel No: (039) 433 1955 EXT 214
<u>APPLICATIONS</u>	: Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	: Human Resource Manager
<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, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). 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 July 2021
<u>POST 25/342</u>	: <u>DEPUTY DIRECTOR: FINANCE REF NO: AMAJ09/2021</u>
<u>SALARY</u>	: R733 257 – R863 748 per annum. Other Benefits: Rural allowance on a claim basis Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
<u>CENTRE</u>	: Amajuba Health District Office
<u>REQUIREMENTS</u>	: Senior Certificate (Grade 12) Bachelor's Degree / National Diploma in Finance or Accounting Plus 3-5 years of managerial experience in financial field. Proof of experience should be attached to the application. (Certificate of service of official letters of service from previous /current employers , signed and stamped by HR Applications in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications Valid Driver's License (Minimum code EB) Recommendations Valid Drivers License. Knowledge, Skills, Behavioural Attributes And Competencies Required Good knowledge of Public Finance

Management Act ,Supply Chain Management Framework Division of Revenue Act ,National Tertiary Services Grant Framework ,Treasury Regulations Solid experience in budgeting , financial planning & analysis , asset management, Vulindlela and Basic Accounting System (BAS) ave ability to perform independently and under pressure as well as report writing & presentation at short notice Skills: Decision –making , Problem solving, good Communication, Advance proficiency in Microsoft Excell with excellent quantitative & Analytical skills Attributes: Strong leadership, innovation , concern for excellence, drive and enthusiasm Ability to handle sensitive financial information in strictest confidence.Knowledge in budgeting, financial planning and analysis.

DUTIES

: Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital business plan Monitor and interpret cash flows and report on financial projections to District management and other relevant management officials within the department. Provide input towards the development of strategic, annual performance and business plans Ensure the effective management of budgetary and expenditure control functions for a District Take effective and appropriate steps to ensure maximum collection of revenue due to District Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the District Perform Employee Performance Management and Development(EPMDS)of staff as required Ensure appropriate management and utilisation of resources allocated to the component. Regulations /procedures and proper internal control / SOP's are in place and adhered to at all times. Overall responsibility and management of staff in Finance Component. Design, develop and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits. Ensure implementation of financial policies and management systems within broad Provincial guidelines and to counteract on going audit findings Assist Managers and clinical staff within the institution to implement central cost structures i.e cost centers. Actively assist Managers with budgetary control and the management of budget variances. Ensure compliance with Risk Management Policies. Ensure effective and efficient management of assets. Actively participate in infrastructure project management. Ensure cooperation and responsiveness to emergency service delivery situation-2-

ENQUIRIES APPLICATIONS

: Mrs. C.M Khumalo Tel No: (034) 328 7006
: All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle

FOR ATTENTION NOTE

: Mr V.J Khumalo
: 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, copies of certificates, Identity Document and Driver's License (Only shortlisted candidates will submit 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. Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post African Male, and peoples with disability may feel free to apply.

CLOSING DATE

: 30 July 2021

<u>POST 25/343</u>	:	<u>CLINICAL PSYCHOLOGIST REF NO: CLINPSYCHO/1/2021 (X1 POST)</u> Department: Clinical Psychology
<u>SALARY</u>	:	Grade 1: R713 361 per annum, (all-inclusive salary package) Grade 2: R832 398 per annum, (all-inclusive salary package) Grade 3: R966 039 per annum, (all-inclusive salary package)
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital (IALCH) Master's degree in Clinical Psychology. Registration Certificate with HPCSA and Proof of current registration as a Clinical Psychologist. (Registered as Independent Practitioner) Experience required: Grade 1: No experience required after registration with the Health Professional Council as a Clinical Psychologist 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 Clinical Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 2:- Minimum of eight (8) years relevant experience after registration with the Health Professional Council of South Africa as Clinical Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Nine (9) years relevant experience after registration with the Health Professional Council of South Africa as a Clinical Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3:- Minimum of sixteen (16) years relevant experience after registration with the Health Professional Council of South Africa as Clinical Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Seventeen (17) years relevant experience after registration with the Health Professional Council of South Africa as a Clinical Psychologist 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 theoretical knowledge of psychology theory, psychodiagnostic and treatment as a Clinical Psychologist. Psychotherapeutic consultations within a hospital setting as applicable to level of care rendered at Inkosi Albert Luthuli Central Hospital. In depth knowledge of policies, protocols and procedures as applicable to the profession and the hospital. Good verbal and written communication skills. Computer literacy. Good interpersonal, decision- making and problem solving abilities. Adaptable, empathetic, assertive, self-motivated.
<u>DUTIES</u>	:	Undertake psychodiagnostic consultations and management of patients referred for psychological services. To provide psychological therapeutic services in the various specialized area of clinical psychology. Provide feedback in the form of reports, case conferencing and ward rounds within the multidisciplinary setting. Provide staff development, supervision and support. Ensure the completion of administrative and departmental tasks (monthly reports, statistics, attendance of hospital meetings and deputising when delegated). To ensure that safe and effective policies and procedures are in place and fully implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Lokash Viranna Tel No: (031) 240 1439 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation

on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due to financial constraints, there will be no payment of S&T Claims.

<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/344</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY) OPERATING THEATRE</u> <u>REF NO: SAH 04/2021 (X1 POST)</u>
<u>SALARY</u>	:	R614 991 per annum. Other Benefits: 13 th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
<u>CENTRE</u>	:	ST Andrews Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate. Diploma / Degree in General Nursing and Midwifery PLUS 1 years post basic qualification in Operating Theatre Nursing Science. A minimum of 10 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery of which at least 6 years of the period referred to above must be appropriate / recognisable experience after obtaining the one year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate experience at Management level. Current registration with SANC as a General Nurse and Midwife. Proof of current and previous experience endorsed by Human Resource SKILLS: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing act, Health act, Occupational Health and Safety Act, Patients right charter, Batho Pele principles, etc. Knowledge and understanding of legislative framework governing the Public Service, Knowledge of HR and Financial Policies and Practices such as skills development Act, Public Service regulations, Labour Relations Act. Good communication skills. Co-ordination and liaison and networking skills. Report writing and facilitation skills. Leadership skills. Problem solving and negotiation skills. Planning and organizing skills. Computer Literacy.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate Nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter sectoral and multidisciplinary team work). Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures. Monitor and ensure all nurses are licensed to practice. Deal with grievances, labour relations issues in terms of the policies / procedures laid down i.e manage workplace discipline. Monitor and ensure proper utilization of financial and physical resources. Implement and monitor EPMDS Policies. Monitor and manage Human Resources
<u>ENQUIRIES</u>	:	Mrs MR Singh Tel No: (039) 433 1955 EXT 211
<u>APPLICATIONS</u>	:	Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<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, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). 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 July 2021
<u>POST 25/345</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY- ADVANCED MIDWIFERY) REF NO: PMMH/OM/ADM/01/2021 (X1 POST)</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum. Other Benefits: Home Owner Allowance (conditions apply) 13 th Cheque (conditions apply) Medical Aid (Optional) In-hospital Area Allowance (8% of basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital
	:	Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic nursing qualification in 'Advanced Midwifery and Neonatal Nursing Science' duration of at least 1 year, accredited with the SANC. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing At least 5 years of the period referred to above must be appropriate/recognizable nursing experience in the specialty (Advanced Midwifery) after obtaining the one year post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science' Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2021) Knowledge, Skills Training And Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and it impacts on service delivery. Demonstrate effective communication with patients, supervisors and other members of the multi-disciplinary team. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and standards as determined. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by management. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient needs, requirements and expectations (Batho Pele) Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit. NB: Must be prepared to work shifts as per allocation; includes night shift, weekends and public holidays.
<u>DUTIES</u>	:	Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Maternity component, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Trauma services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide relief services within the team and provide after hour cover and work shifts as required. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.
<u>ENQUIRIES</u>	:	Mrs NR Kubheka Tel No: (031) 907 8323
<u>APPLICATION</u>	:	All applications to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeneni; 4060
<u>FOR ATTENTION</u>	:	Mrs J Murugan
<u>NOTE</u>	:	Please note that due to financial constraints, there will be no payment of S&T Claims.

<u>CLOSING DATE</u>	:	06 August 2021
<u>POST 25/346</u>	:	<u>OPERATIONAL MANAGER NURSING: GENERAL STREAM (SURGICAL DEPARTMENT) REF NO: OPMAN (GEN NURS-VASC)/1/2021 AND OPMAN (GEN NURS-PLASTIC)/1/2021 (X2 POSTS)</u> Departments: Vascular ward and Plastic and Reconstruction surgery (Covid)
<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 a Professional Nurse. 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 ffective, 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 APPLICATIONS</u>	:	Miss NO Mkhize Tel No: (031) 241063 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za .Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/347</u>	:	<u>PROFESSIONAL NURSE: CRITICAL CARE (SPECIALTY NURSING STREAM) REF NO.: PN CRIT CARE (SPEC NURS STREAM) /2/2021 (X2 POSTS)</u> Department: Nursing Department
<u>SALARY</u>	:	Grade 1: R383 226 per annum, plus 13th cheque: Housing Allowance- Employee to meet prescribed requirements: Medical Aid: optional Grade 2: R471 333 per annum, plus 13th cheque: Housing Allowance- Employee to meet prescribed requirements: Medical Aid: optional
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital Degree/ Diploma in General Nursing and 1 year post basic qualification in Critical care Nursing Science. Current registration with SANC as General Nurse and Critical Care specialty. A minimum of 4 years appropriate/recognizable post registration experience as a General Nurse. Experience Grade 1 : A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. Experience Grade 2 : A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the Critical Care specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organize own work and that of support personnel to ensure proper nursing care.
<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 determined by IALCH. Provision of nursing care in critical care areas. Internal rotation of staff within the relevant specialty will be exercised according to patients need. The incumbent will also be expected to do night duty. Participate in quality improvement projects that will improve the patient-care outcomes. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.
<u>ENQUIRIES APPLICATIONS</u>	:	Miss NO Mkhize Tel No: (031)241063 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60

days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/348</u>	:	<u>PROFESSIONAL NURSE: PAEDIATRICS (SPECIALTY NURSING STREAM) REF NO: PN: PAEDIATRICS (SPEC NURS STREAM) /2/2021 (X1 POST)</u> Department: Nursing Department
<u>SALARY</u>	:	Grade 1: R383 226 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional Grade 2: R471 333 per annum, 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital Degree/ Diploma in General Nursing and 1 year post basic qualification in Child Nursing Science. Current registration with SANC as General Nurse and relevant specialty. A minimum of 4 years appropriate/recognizable post registration experience as a General Nurse. Experience Grade 1 : A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. Experience Grade 2 : A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the relevant specialty. : Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. In-depth knowledge on legislations and guidelines related to paediatric care. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.
<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 determined by IALCH. Provision of nursing care in Paediatric areas. Participate in the implementation of priority programs that promote positive outcomes in paediatric patients. Internal rotation of staff within the relevant specialty will be exercised according to patients need. The incumbent will also be expected to do night duty. Participate in quality improvement projects that will improve the patient-care outcomes. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.
<u>ENQUIRIES APPLICATIONS</u>	:	Miss NO Mkhize Tel No: (031) 241063 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification

process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

CLOSING DATE

: 30 July 2021

POST 25/349

: **PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE REF NO: SAH 06/2021 (X2 POSTS)**

SALARY

: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)

CENTRE

: ST Andrews Hospital: Theatre

REQUIREMENTS

: **Grade 1:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Operating Theatre. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Operating theatre technique
Grade 2: Diploma/ Degree in General nursing and Midwifery PLUS 1 year post basic qualification in Operating theatre. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in Operating theatre. Current registration with SANC as a General Nurse, Midwifery and registration in operating theatre. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.

DUTIES

: Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

ENQUIRIES

: Mrs MR Singh 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

: 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, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). 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 July 2021
<u>POST 25/350</u>	:	<u>CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 06/2021</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13 th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements), 12 % rural allowance Uniform allowance
<u>CENTRE REQUIREMENTS</u>	:	Gamalakhe CHC-Ntabeni Clinic STD 10 Certificate Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2021 Receipt) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year) Experience:- Grade 1 A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a 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 SANC in General Nursing of which 10 years must be 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 framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.
<u>DUTIES</u>	:	Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation. Participate in clinical records audits, Conduct outreach services to improve health outcomes. Ensure proper utilization and management of resources and integration of health services. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's, other governmental departments. Advocate Nursing Professionalism and Ethics.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N.O. Ndwendwe: Tel No: (039) 318 1113 All Applications Should Be Forwarded To: The HR Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe 4249
<u>FOR ATTENTION CLOSING DATE</u>	:	Human Resource Department 30 July 2021
<u>POST 25/351</u>	:	<u>CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 07/2021</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum

**CENTRE
REQUIREMENTS**

Other Benefits: 13th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements), 12 % rural allowance Uniform allowance

: Gamalakhe Chc-Braemar Clinic
: STD 10 Certificate Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2021 Receipt) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year) Experience:-**Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a 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 SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in Pimary Health Care. Knowledge, Skills And Competencies Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES

: Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation. Participate in clinical records audits, Conduct outreach services to improve health outcomes. Ensure proper utilization and management of resources and integration of health services. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's, other governmental departments. Advocate Nuersing Professionalism and Ethics.

**ENQUIRIES
APPLICATIONS**

: Ms. N.O. Ndwendwe Tel No: (039) 318 1113
: All Applications Should Be Forwarded To: The HR Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe 4249

**FOR ATTENTION
CLOSING DATE**

: Human Resource Department
: 30 July 2021

POST 25/352

: **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO:
SAH 07/2021 (X1 POST)**

SALARY

: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: ST Andrews Hospital: Maternity Ward
: **Grade 1:** Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science **Grade 2:** Diploma/ Degree in General Nursing and Midwifery plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the

	relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.
<u>DUTIES</u>	: Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
<u>ENQUIRIES</u>	: Mrs MR Singh Tel No: (039) 433 1955 EXT 211
<u>APPLICATIONS</u>	: Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	: Human Resource Manager
<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, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). 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 July 2021
<u>POST 25/353</u>	: <u>PROFESSIONAL NURSE SPECIALTY: CHILD NURSING SCIENCE REF NO: SAH 05/2021 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13 th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
<u>CENTRE</u>	: ST Andrews Hospital: Child Nursing Science
<u>REQUIREMENTS</u>	: Grade 1: Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Child Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Child Nursing Science. Grade 2: Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Child Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of

	the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in Child Nursing Science. Current registration with SANC as a General Nurse, Midwifery and registration in operating theatre. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.
<u>DUTIES</u>	: Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
<u>ENQUIRIES</u>	: Mrs MR Singh Tel No: (039) 433 1955 EXT 211
<u>APPLICATIONS</u>	: Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	: Human Resource Manager
<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, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). 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 July 2021
<u>POST 25/354</u>	: <u>CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 03/2021 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R383 226.per annum Grade 2: R471 333.per annum Other Benefits: 13 th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE</u>	: ST Andrew's Hospital: Elim Clinic
<u>REQUIREMENTS</u>	: Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable

	experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic 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.
<u>DUTIES</u>	: To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources.
<u>ENQUIRIES</u>	: Mrs VV Ncume Tel No: (039) 4331955 EXT 259
<u>APPLICATIONS</u>	: Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	: Human Resource Manager
<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, copy of Identity Document and Driver's Licence. Such copies need not be certified (certified documents will be limited to shortlisted candidates). 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 July 2021
<u>POST 25/355</u>	: <u>CLINICAL NURSE PRACTITIONER-(GRADE 1, 2) (MOPD, ACUTE DISEASE AND OPHTHALMIC) REF NO: PCHC 07/2021 (X4 POSTS)</u>
<u>SALARY</u>	: Grade 1: R383 226 per annum Grade 2: R471 333 per annum Benefits: 13 th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
<u>CENTRE</u>	: KZN Health -Phoenix Community Health Centre
<u>REQUIREMENTS</u>	: Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health Assessment, Treatment and Care Accredited by SANC. Proof of current registration with SANC as General Nursing and Primary Health Care (2021 receipt). Experience: Grade 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable

experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and care certificate of service from current / previous employers stamped by HR must be attached: Recommendations: A valid Driver's Licence (Code 08/ Code 10), Computer Literacy Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills.

DUTIES

: Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility, Promote quality of Nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility, Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment, Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences, Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment, Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit, Supervision of patients and provision of basic patient needs e.g. Oxygen, nutrition, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines, Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic, Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care, Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock, Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards, Encourage research by assisting in departmental projects and always ensuring that the community needs are taken into account, Strengthen and ensure implementation of Ideal clinic strategies.

ENQUIRIES APPLICATIONS

: Mrs. B.P Khanyile (Deputy Manager Nursing) Tel No: (031) 538 0808
: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300

FOR ATTENTION NOTE

: Mr V.S Mtshali
: Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV. The communication from HR of the department regarding the requirement for certified documents will be limited to Shortlisted candidates. Therefore only Shortlisted candidates for the post will be required to submit certified documents on or before the interview following communication form HR. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 07/2021. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply

CLOSING DATE

: 30 July 2021

POST 25/356

: **CLINICAL NURSE PRACTITIONER REF NO: CNPEMP01/2021; CNPROR02/2021 (X2 POSTS)**
Directorate: Dundee Hospital- Empathe Clinicx1; Rorkesdrift Clinicx1

SALARY

: Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum

**CENTRE
REQUIREMENTS**

Plus 12% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

: Dundee Hospital- Empathe Clinic
: STD 10/ Grade 12 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 (2021). Proof of previous and current work experience /Certificate of Service endorsed by Human Resource Department. Valid Driver's license B (Code 8) or C1 (Code 10). **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. 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, families 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 COVID-19, TB/ HIV/AIDS, MCWH and other communicable and non-communicable diseases. Maintain inter-sectoral collaboration with other government structures. Support Operation Sukuma Sakhe Activities. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Participate in the monitoring HR performance through EPMDS. Ensure data management is implemented and monitored.

**ENQUIRIES
APPLICATIONS**

: Ms. I D Khumalo Tel No: (034) 2121111 ext. 259/260
: 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.

CLOSING DATE

: 30 July 2021

POST 25/357

: **DIAGNOSTIC RADIOGRAPHER (EMMAUS HOSPITAL) REF NO: EMS/ 13/2021**

SALARY

: R317 976 – R361 872 per annum, Plus 13th Cheque, Plus Rural allowance (12%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Emmaus Hospital
: Matric/Grade12 Certificate, Diploma/Bachelor Degree in Radiography, Proof of current registration with the health Professions Council of South Africa as a Diagnostic Radiographer, Current registration with HPCSA receipt (2021), NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills: Knowledge of radiographic procedures , equipment and accessories associated with relevant techniques, Knowledge of basic quality assurance in diagnostic radiography, radiation effects and radiation protection on patients, Knowledge of relevant health and safety acts and policies, Knowledge of infection prevention and control procedures and patient care, Good interpersonal skills and the ability to perform effectively in a team, Sound communication and problem solving skills.

DUTIES

: Provide high quality diagnostic radiographs to assist in the correct diagnosis, Provide a high quality diagnostic service according to clinicians requests, Give factual information to patients and clients on Radiography, Execute all clinical procedures competently to prevent complications, Inspect and utilize equipment professionally to ensure that they comply with the radiation safety standards, Perform Quality Assurance tests and procedures as agreed in the department, Ensure optimal interpersonal relationships amongst patients, staff and colleagues, Perform shift work duties as per duty roster, Contribute to the overall processes of the department, Perform duties as allocated by the Assistant Director: Radiography, Promote Batho-Pele principles in the daily execution of duties for effective service delivery, Participate in general quality improvement programmes in the department.

ENQUIRIES

: Ms S Gayasingh Tel No: (036) 488 1570 EXT: 8340

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
NOTE**

: Human Resource Manager

: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and copies of qualification certificates, service certificate including ID, 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. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.

CLOSING DATE

: 30 July 2021

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

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

<u>APPLICATIONS</u>	:	Applications should be forwarded to the Head of Department; Department of Agriculture and Rural Development; Private Bag X9487; Polokwane 0700 or be Handed in at Office 48, Temo Towers Floor 2 at 67/69 Biccard Street; Polokwane 0699
<u>CLOSING DATE</u>	:	30 July 2021 at 16H30
<u>NOTE</u>	:	The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting. Applications should be submitted on the prescribed New 2021 Z83 form (Obtainable from any Public Service Department by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Application should be accompanied by a recent updated comprehensive Curriculum Vitae (CV) with experience or on the Internet at www.gov.za). Each application for employment (Z83 form) must be duly signed and initialed comprehensively detailed, i.e. positions held and dates). Applicants must submit copies of qualifications; identity document and driver's license and other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interviews. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. The employer reserves the right not to fill the posts. Failure to submit the requested documents will result in your application not being considered. NB: You Are Kindly Requested To Complete Part A, B And C Of The Z83 In Full. Applications received after the closing date, faxed or e-mailed will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 55 (1)(2) of the Promotion of Administrative Justice Act 3 of 2000. Copies of certified copies will be disqualified. All shortlisted candidates will be subjected to security clearance. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. The Department reserves the right to fill or not to fill the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.

OTHER POST

<u>POST 25/358</u>	:	<u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER: OFFICE OF THE MEC SUPPORT SERVICES REF NO: LDARD 01/2021</u>
<u>SALARY</u>	:	R733 257 per annum, (An All-Inclusive remuneration salary package which can be structured in terms of applicable rules and guidelines)
<u>CENTRE</u>	:	Head Office: Office of the MEC Support Services.
<u>REQUIREMENTS</u>	:	An appropriate Degree or equivalent qualification in Public Management/Human Resource Management or equivalent qualification at NQF level 7 as recognised by SAQA. 3-5 years' experience at management level. Broad knowledge and understanding of the functional areas covered by

the Member of the Executive Council (MEC) portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy. A valid driver's license (Attach copy). Knowledge, Competencies and Skills: Organizational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer Focus and Responsiveness, Developing Others, Planning and Organising, Problem Solving and Decision-Making, Project Management and Team Leadership.

DUTIES : Manage the administrative and coordination activities within the office of the Member of the Executive Council (MEC). Liaise with internal and external roleplayers with regard to matters relating to the portfolio of the Member of the Executive Council (MEC). Render a Cabinet/executive council support service to the Member of the Executive Council (MEC) Governance. Supervise employees.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Mrs. Thema T.M Tel No: (015) 294 3000

OFFICE OF THE PREMIER

APPLICATIONS : The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at Mowaneng Building, No. 40 Hans Van Rensburg Street in Polokwane at Office No. A013, General Records (Registry), Ground floor; Emailed to Maboyaj@premier.limpopo.gov.za

FOR ATTENTION : Ms. Suzan Mahlase / Mr. Junior Maboya, Ms M Mathole
CLOSING DATE : 12 August 2021

NOTE : Applicants must submit copies of qualification, Identity Document and Drivers license. Submission of certified copies will be limited to shortlisted candidates. Please clearly indicate the reference number of the position which you are applying for. All shortlisted candidates will be subjected to security clearance. The appointment is subjected to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The successful candidate must be willing to sign an oath of secrecy with the Department; Foreign nationals are requested to attach SAQA accreditation or any accredited service provider of their qualifications. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub – section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered; Candidates who previously applied need not re-apply as their applications will be taken into consideration; In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme; All shortlisted candidates for these post 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 Office of the Premier; The successful candidate will be expected to enter into a performance agreement with the Executive Authority and sign a five (5) year contract of employment upon assumption of duty with the Premier. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. Following the interview and technical exercise, the selection panel will recommend a candidate 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 recommended candidate will be subjected to security clearance procedures; Applications must be emailed/ submitted on or before the closing date and no late applications will be accepted. Failure to comply with the above will result in immediate disqualification.

MANAGEMENT ECHELON

<u>POST 25/359</u>	:	<u>HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF TRANSPORT AND COMMUNITY SAFETY REF NO: OTP/25/21/01</u> (Five (5) years fixed term contract)
<u>SALARY</u>	:	R1 521 591 per annum (SMS Grade D, salary level 15). Non-pensionable Head of Department allowance: 10% of the payable inclusive remuneration package.
<u>CENTRE</u>	:	Polokwane (Head Office)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF 7 and a post graduate qualification NQF level 8 as recognised by SAQA; At least eight to ten (8-10) years of experience at a senior management level (3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996); Post graduate qualification in Transport Management/Policing will be an added advantage; Valid driver's licence (with the exception of applicants with disabilities); Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication; Personal Attributes: Assertiveness; Self-Driven; Team Player; Quick Thinking/ Innovative Thinking; Cultural Understanding; Change Management; Conflict Resolution.
<u>DUTIES</u>	:	The successful candidate will be the Head of Department and Accounting Officer responsible for: Provide strategic leadership and direction to ensure efficient, effective and developmental support oriented system in the following: Establishing and implementing the strategic direction of the department to ensure alignment with departmental strategic objectives; Monitor and ensure the implementation of the strategic and business plans; Provide strategic leadership and high-level direction in the effective and efficient management and administration of the Department by giving direction toward the achievement of the Department's vision, mission, strategy, goals and objectives; Manage and ensure that resources are utilized effectively, efficiently, economically and in a transparent manner, which inter-alia include: Promotion of sound labour relations through management and maintenance of discipline; Efficient performance management system by ensuring the evaluation and monitoring of the performance of employees, thereby enhancing and maintaining employee motivation and cultivate a culture of performance management; Ensure that budget spending is maximized in line with strategic objective; Monitor and oversee memorandum of understanding, service level agreements and expenditure review; Formulate and direct the implementation of communication and media strategy for the Department within the broad framework of the provincial government communication policy; Ensure continuous improvements in internal control systems through risk management, corruption and fraud prevention strategies; Regulate and monitor transport services through transport licensing, public transport monitoring and intensified traffic law enforcement operations; Develop and implement transport and infrastructure plans and ensure such plans support current and future growth of the transport sector; Provide provincial police oversight services, establish and maintain partnerships with community safety stakeholders; Promote economic development through effective and efficient transport development and transport operator empowerment programs; Direct support to the MEC; Provide strategic leadership of the Department; Regional Integration Implementation of MISS; Managing a corporate/enterprise through leading people and task execution management; Design Strategic Planning Frameworks; Leadership and Management Strategy.
<u>ENQUIRIES</u>	:	Ms. Suzan Mahlase Tel No: 015 287 6030/ Mr. Junior Maboya Tel No: 015 287 6290/Ms M Mathole Tel No: 015 287 6360

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 August 2021
- 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 25/360** : **ENVIRONMENTAL OFFICER (PRODUCTION): AIR QUALITY MANAGEMENT REF NO: EADP 12/2021**
- SALARY** : Grade A: R272 739 - R302 691 per annum, (OSD as prescribed)
Grade B: R318 267 - R353 226 per annum, (OSD as prescribed)
Grade C: R373 209 - R473 574 per annum, (OSD as prescribed)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in the Natural/ Physical/ Environmental Sciences or equivalent qualification; A valid driving licence (Code B). Recommendation: Experience or training in any of the following: Environmental pollution / air quality management; Air quality monitoring; Air quality management planning / integrated environmental management; Implementation of air quality / environmental pollution related projects; Environmental legislation / policy; Environmental compliance monitoring and enforcement. Competencies: Knowledge of the following: Air quality / pollution management / environmental management; Implementation of specific projects related to pollution management, specifically air quality management; Compliance monitoring and enforcement or related environmental impact assessment; Administrative or related functions; Written and verbal communication skills; Strong report writing skills; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Planning and organisational skills; Must be able to meet strict deadlines; The ability to work well within a team; Must be able to travel for work purposes.
- DUTIES** : Contribute towards the development and administration of Air Quality Management systems and policies; Provide technical inputs and subject specific comment on air quality regulatory services / management planning; Contribute towards the development and implementation of specific projects, particularly relating to air quality / environmental pollution / environmental management; Provide support with regards to compliance monitoring and enforcement as it relates to air quality / environmental pollution management; Provide assistance with administrative and related functions.
- ENQUIRIES** : Dr J Leaner at Tel No: (021) 483 2888

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.
ERRATUM: Kindly note that the Job Title for the post of the Director: Information Management/Technology with Ref Post 24/135, advertised in Public Service Vacancy Circular 24, dated 2 July 2021, has been amended.

OTHER POSTS

<u>POST 25/361</u>	:	<u>ASSISTANT MANAGER NURSING: SURGERY (SPECIALTY: OPHTHALMOLOGY AND ORTHOPAEDICS)</u> Groote Schuur Hospital
<u>SALARY</u>	:	R614 991 per annum (PN-B4)
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in either Medical and Surgical Nursing Science: Ophthalmological Nursing or Medical and Surgical Nursing Science: Orthopaedic Nursing. (R212). Registration with professional council: Registration with the SANC as Professional Nurse. Experience: Minimum of 10 years appropriate/recognizable experience after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period must be appropriate recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint). In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution, leadership skills and ability to work independently and under pressure.
<u>DUTIES</u>	:	Provide innovative leadership in the allocated area to realize the strategic goals and objectives of the Nursing Division. Co-ordination of the provision of person-centered care by setting standards as well as involvement in policy and guideline development. Monitoring the standard of nursing care as well as guidance and participation in improvement projects with regard to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adherence to ethical standards. On call duties and after hour duties for the Nursing Division.
<u>ENQUIRIES</u>	:	Mr A Mohamed Tel No: (021) 404-2071
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/362</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY UNIT: OPERATING THEATRE)</u> Groote Schuur Hospital
<u>SALARY</u>	:	R614 991 per annum (PN-B4)
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional body: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable 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/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.

<u>DUTIES</u>	:	Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.
<u>ENQUIRIES</u>	:	Mr A Mohamed Tel No: (021) 404-2071
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidate may be expected to undergo a practical computer test.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/363</u>	:	<u>FACILITY MANAGER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Orthotic and Prosthetic Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year Diploma/ Degree in a health related or managerial field. Experience: Appropriate management experience. Inherent requirements of the job: Valid Code B/EB) driver's licence. Computer literacy (Microsoft Office Package). Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Strong leadership skills used to bring about positive cultural change and a highly productive and engaged workforce. Problem-solving, decision-making, negotiation and conflict-resolution skills. Competency in Public Sector People Management, Financial Management and Supply Chain Management. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) with the appropriate computer literacy skills.
<u>DUTIES</u>	:	Comprehensive Strategic and Operational Leadership and Management of Orthotic and Prosthetic services (including Orthopaedic footwear) for WCDOH (excluding Eden/Karoo). Operational and general management of the Orthotic and Prosthetic Centre and ensuring service delivery mechanisms in line with relevant key policy frameworks. Comprehensive Clinical Governance of O and P services, including the development and implementation of clinical protocols, NCS and OHS Act compliance, QA and QI. Liaison with internal (DOH) stakeholders (Metro East, West and Rural) to improve continuity of care. Liaison with external stakeholders (Tshwane University of Technology and other Western Cape Higher Education Institutions) in respect of training, research and innovation in the field. Comprehensive People Management and Development of all staff in the component, Financial-, Estate- and Asset Management of the Orthotic and Prosthetic service, within allocated resources and according to prescripts, in collaboration with the DD Finance of WCRC. Analysis and interpretation of data.
<u>ENQUIRIES</u>	:	Mr H Human Tel No: (021) 370-2313
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/364</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u> West Coast District
<u>SALARY</u>	:	R444 276 per annum (PN-A5)
<u>CENTRE</u>	:	Sonstraal Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2021). Experience: A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's

licence. Willingness to work shifts, overtime, weekends and public holidays on day and night duty depending on operational requirements. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards and knowledge and insight of relevant legislation and policies related to nursing within the public sector e.g. Labour relations, disciplinary codes etc. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy –MS Word, MS Excel, Outlook (proof must be attached). Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Supervise and delegate effective and efficient quality patient care through quality nursing care within set standards and legal framework by monitoring the implementation of nursing care plans and evaluation thereof. Participate in training, research and information management. Support and implement quality assurance programmes, initiatives, nursing guidelines, standards and procedures, adhere to National and Provincial policies and Core Standards (NCS, OHS, IPC, M&M). Efficient and effective Management and monitoring of financial, human and physical resources. Render support to the Nursing Manager and colleagues. Ensure sound Labour Relations.

ENQUIRIES : Ms MM Andrews Tel No: (021) 862-3176
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 July 2021

POST 25/365 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPHTHALMOLOGY)**
 Garden Route District

SALARY : Grade 1: R383 226 per annum (PN B1)
 Grade 2: R471 333 per annum (PN B2)
 (Plus, a non-pensionable rural allowance of 8 % of basic annual salary)

CENTRE : Oudtshoorn PHC
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmology. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Medical and Surgical Nursing Science: Ophthalmology after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Proficiency in Ophthalmic Clinical practice. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for operational management of Sub-district/s Ophthalmic Health Services, (i.e. Hospital; CDC's, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Ensure efficient planning, control and the effective use of all resources. Liaise with all role-players within the Oudtshoorn sub-district/s to ensure appropriate service delivery.

ENQUIRIES : Ms J Matyhila Tel No: (044) 203-7205
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE : No payment of any kind is required when applying for this post. “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of

		application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/366</u>	:	<u>MEDICAL TECHNOLOGIST GRADE 1 TO 3 (PHARMACOLOGY)</u> Groote Schuur Hospital
<u>SALARY</u>	:	Grade 1: R317 976 per annum Grade 2: R372 810 per annum Grade 3: R439 164 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist. Registration with a professional council: Registration with the HPCSA as a Medical Technologist (Chemical Pathology and/or Clinical Pathology). Experience: Grade 1: None after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Perform after hours and weekend duties as required. Competencies (knowledge/skills): Trained in appropriate laboratory techniques and their meticulous application. Trained in ISO 15189, with experience in an accredited laboratory. Ability to work in a team. Knowledge of basic computer skills.
<u>DUTIES</u>	:	Specimen receipt and handling. Electronic data capture (DISALAB) and clinician interface. Performance of laboratory assays. Maintenance of the internal quality control programme. Instrument maintenance. Research assistance.
<u>ENQUIRIES</u>	:	Prof G Maartens Tel No: (021) 406- 6008
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payments of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status"
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/367</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Rural Health Services
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in the procurement of goods and services, warehouse management, and asset management in a health care environment. Appropriate supervisory experience in a Supply Chain

	Management environment. Inherent requirements of the job: Ability to work after hours. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. An aptitude for working with financial figures and good organisational, managerial and leadership skills. Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (EPS) and Microsoft Office.
<u>DUTIES</u>	: Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. Responsible for Asset Management processes. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on EPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Manage all People Management related functions within the component.
<u>ENQUIRIES</u>	: Mr T Malgas Tel No: (044) 802-4347
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to competency testing. CV's should address experience and knowledge extensively with regard to duties above.
<u>CLOSING DATE</u>	: 30 July 2021
<u>POST 25/368</u>	: <u>STERILIZATION OPERATOR PRODUCTION (CSSD)</u> Overberg District
<u>SALARY</u>	: R122 595 per annum
<u>CENTRE</u>	: Worcester Regional Hospital
<u>REQUIREMENTS</u>	: Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience and appropriate knowledge of CSSD. Inherent requirement of the job: Willingness to work shifts (day and night), as well as public holidays. Willingness to work overtime when needed. Competencies (knowledge/skills): Knowledge of the sterilisation processes. Good interpersonal and numerical skills. The ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good communication skills in at least two of the three official languages of the Western Cape. Foundation courses in sterilisation and decontamination recommended.
<u>DUTIES</u>	: Deliver/collect soiled equipment to and from the theatres and various other departments with a heavy-duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilise of instruments, test instrument washing machines, autoclaves and other equipment, check linen and supplies as well as assisting with stock taking in the department. Operate autoclaves and instrument washing machines and ETO (gas sterilisation). Issue sterile stock according to departmental needs. Order, monitor, control and maintain stock levels. Handling and management of loan sets and report and assist with investigation of lost instruments/equipment. Fold and sterile linen packs, as well as condemning of linen.
<u>ENQUIRIES</u>	: Ms S Nieuwoudt Tel No: (023) 348-6455
<u>APPLICATIONS</u>	: The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
<u>FOR ATTENTION</u>	: Ms H Swart
<u>NOTE</u>	: Short listed candidates may be subject to competency testing. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 30 July 2021
<u>POST 25/369</u>	: <u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R102 534 per annum
<u>CENTRE</u>	: Alexandra Hospital
<u>REQUIREMENTS</u>	: Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience as a driver. Inherent requirement of the job: Code B/EB/C1 driver's licence. Valid Public Driver's Permit (PDP) Category "P & G".

Good physical health. Work overtime as per needs requirement, shifts and perform standby duties afterhours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of Transport Circular U2 of 2000. Good knowledge of road networks in the Peninsula. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal skills. Safe driving skills. Communication in at least two of the three official languages of the Western Cape. Ability to work among psychiatric patients.

DUTIES : Transport patients, goods, services and personnel from one point to another. Deliver and collect all daily post to the relevant institution on a daily basis. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Ensure that all vehicles are kept clean and tidy.

ENQUIRIES : Mr M van der Heever Tel No: (021) 503-5061

APPLICATIONS : The Chief Executive Officer: Private Bag X1 Maitland 7405.

FOR ATTENTION : Mr FB Leukes

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

CLOSING DATE : 30 July 2021

DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE : 02 August 2021

NOTE : Only applications submitted online will be accepted. 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. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 25/370 : **DIRECTOR: PROFESSIONAL AND PROJECT MANAGEMENT SERVICES**
REF NO: HS 22/2021

SALARY : R1 057 326 per annum (Level 13), (All-inclusive salary package)

CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; A valid driving licence, or alternative mode of transport for people with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Note: A requirement for appointment at Director Level is the 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 is applicable for appointments at SMS level. Recommendation: Post-graduation qualification; Professional registration with relevant bodies. Competencies: Maintain extensive knowledge and sound interpretation of the National and Provincial Housing Act, Western Cape Housing Development Act, National Housing Code, guidelines and other related housing policies and prescripts; Proven knowledge of the following: Latest Building Legislation; Building contracts and Contract Administration; Project design and project management in the built environment; Occupational Health and Safety; Engineering, legal and compliance; Strategic policies, guidelines, standard procedures and best practices relevant to Professional and Project Management Services; Human Settlements and Local Government delivery issues; Global and local political economics and social affairs impacting on the Province; Financial management processes and related Acts, regulations and the ability to set up budgets; Procurement and tendering processes; Public service procedures, processes and systems; Development, strategy management and strategy monitoring and review processes; Global, regional and local political, economic and social

affairs impacting on the provincial government of the Western Cape; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Excellent leadership skills with specific reference to the ability to display thought leadership in complex applications; Strong Project Management; Budgeting; Public speaking, team building, mediation and facilitation.

- DUTIES** : Render a building inspection support service; Render an engineering and project management support service; Render an architectural design and technical support service with regard to housing and building related projects; Coordinate and facilitate settlement upgrading in terms of emergency housing and housing support in times of disaster; Render an administrative support service; Strategic Management; Financial Management; People Management.
- ENQUIRIES** : Ms H Mzamo at Tel No: (021) 483 2512
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 02 August 2021

OTHER POSTS

- POST 25/371** : **ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: HS 26/2021**
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Department of Human Settlements, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher); A minimum of 3 years relevant experience in a general support services working environment; A valid code B (or higher code) driving licence. Recommendation: Must be willing to work irregular hours and meet tight deadlines. Competencies: Knowledge of the following: The Occupational Health and Safety Act (Act 85 of 1993), regulations and the implementation thereof; The Government Immovable Asset Management Act (Act 19 of 2007); The Government Motor Transport prescripts, policies and circulars; The Western Cape Government (WCG) Office Administration Accommodation procedures; The Public Finance Management Act (Act I of 1999) and National and Provincial Treasury Regulations; Human Resource Management legislation, regulations, prescripts, policies, collective agreements, guidelines, delegations, standards, procedures and best practices in the Public Sector; Telecommunications. Skills: Communication (written and verbal); Computer literacy in MS Office (Word, Access, PowerPoint and Excel); Managerial; Dispute, conflict resolution and problem-solving. Ability to work within specific timeframes and communicate well with people at different levels and from different backgrounds.
- DUTIES** : Supervising and exercising control over transport, accommodation and health and safety functions in the Department; Management of the following in the department: Transport services; Telephone services; Processes prescribed in the Occupational Health and Safety Act (OHASA); Functions as determined by Government Immovable Asset Management Act (GIAMA); Formulate and implement departmental policies; Operational management of the unit; Supervision and development of personnel in the unit.
- ENQUIRIES** : Mr S Moolman at (021) 483 4564
- 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>

<u>POST 25/372</u>	:	<u>ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HS 10/2021 R1</u> (12-Month Contract)
<u>SALARY</u>	:	R376 596 per annum (Level 09) plus 37% in lieu of service benefits.
<u>CENTRE</u>	:	Department of Human Settlements, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Public Relations or Public Management; A minimum of 3 years' relevant experience in a Stakeholder Management working environment; A valid code B driving licence. Recommendation: Proven experience of: Development of a departmental-wide stakeholder management strategy; Media liaising; Keeping up-to-date with the latest trends in communication products. Competencies: Knowledge of the following: Ability to interpret relevant legislation, acts, policies, codes, guidelines, standards, best practices, procedures, strategies and protocols relating to Human Settlements; Stakeholder Management procedures and processes in the department; Dispute, conflict resolution and problem-solving management; Proven computer literacy (MS Office); Communication skills (written and verbal); Time management, planning, organising and networking skills; Conceptual, interpretative, formulation and research skills.
<u>DUTIES</u>	:	Develop and implement a departmental-wide stakeholder management strategy; Execute stakeholder management research, analyse information and compile complex documents, reports and submissions for the department; Sensitise senior management of the Department and the Minister; Manage relationships with key clients or business influences in the local communities; Project profile to media with logistical support.
<u>ENQUIRIES</u>	:	Mr MM Giba at Tel No: (021) 483 498
<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

DEPARTMENT OF LOCAL GOVERNMENT

<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>CLOSING DATE</u>	:	02 August 2021
<u>NOTE</u>	:	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

<u>POST 25/373</u>	:	<u>ASSISTANT DIRECTOR: TRAINING CO-ORDINATION REF NO: LG 18/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher); A minimum of 3 years relevant experience. Recommendation: B-tech (or higher qualification) 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. Skills needed: Communication (written and verbal); Proven computer literacy; Conflict management; Management and leadership; Presentation.
<u>DUTIES</u>	:	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.

<u>ENQUIRIES</u>	:	Ms Z Mtyoko at email: zanele.mtyoko@westerncape.gov.za
<u>POST 25/374</u>	:	<u>PERSONAL ASSISTANT: INTEGRATED SERVICE DELIVERY REF NO: LG 17/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) Department of Local Government, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years relevant experience in rendering support services to management. Competencies: Knowledge of the following: Relevant policies and procedures; Archives Act; Operating office equipment (including a computer); Budget administration; Communication (written and verbal) skills.
<u>DUTIES</u>	:	Provide a secretarial support to the senior manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms N Zamxaka at Tel No: (021) 483 4449

DEPARTMENT OF THE PREMIER

<u>CLOSING DATE</u>	:	02 August 2021
<u>NOTE</u>	:	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

<u>POST 25/375</u>	:	<u>CHIEF RISK ADVISOR: ENTERPRISE RISK MANAGEMENT REF NO: DOTP 29/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (All-inclusive salary package) Department of the Premier, Western Cape Government An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years middle management level experience within risk management or similar environment; A valid (Code B or higher) driving licence. Recommendation: Experience in the design and implementation of risk assessment methodologies. Competencies: Extensive knowledge of Enterprise Risk Management (ERM) frameworks and working principles; Strategic planning skills that involves setting the ERM direction for the province and strategically positioning the ERM unit to align the direction; Communication skills at an executive management level (verbal and writing).
<u>DUTIES</u>	:	Manage and drive all Enterprise Risk Management (ERM) activities for allocated departments; Design ERM risk implementation plans and monitor and document progress against those plans for allocated departments; Support and advise on the embedding of risk management processes within allocated departments; Provide guidance with the identification, assessment, prioritisation and management of risks and risk profiles with allocated departments; Report on areas where risk tolerance is exceeded, ensure that the impact of risk to enterprise value is identified and managed; Data consolidation and trend analysis; Prepare and report to Executive Management and oversight committees (including ERM Committees, Audit Committees and parliamentary oversight committees).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Haq at Tel No: (021) 483 8318 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 25/376</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS (ORGANISATIONAL BEHAVIOUR) REF NO: DOTP 16/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Department of the Premier, Western Cape Government An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Social Work, Human Resource Management, Industrial or Organisational Psychology or related field of study; A minimum of 3 years relevant experience; A valid Code B(or higher) driving licence. Recommendation: Knowledge and experience of the following: Employee Health and Wellness (EHW) Programme monitoring and evaluation; Reasonable Accommodation in relation to Disability Management. Competencies: Knowledge of the following: Policies and frameworks regarding to employee wellness programmes in government; Quantitative and qualitative research methodologies; Latest advances in employee health and wellness theory and practice; Statutory framework governing the broad management of the Public Service; Employee health and wellness theory, practice and techniques; Appreciative inquiry; Project management; Contract management; Monitoring and evaluation tools; Skills: Proven computer literacy; Communication (written and Verbal); Consulting and networking; Planning and organising; Persuading and influencing. Ability to cope with pressures and setbacks.
<u>DUTIES</u>	:	Communication and awareness of EHW services and programme; Management of EHW advisory services, EHW Project plans and EHW calendars; Develop relevant EHW governance and standards; Supervising the EHW Practitioner(s); Conduction topic specific research.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Gallie at Tel No: (021) 466 9704 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 25/377</u>	:	<u>RISK ADVISOR: ENTERPRISE RISK MANAGEMENT REF NO: DOTP 22/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Department of the Premier, Western Cape Government An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years risk management experience; A valid Code B (or higher) driving licence. Recommendation: Experience in the facilitation of risk identification and analysis workshops. Competencies: Knowledge of the following: Risk Identification and assessment, monitoring and evaluation; Risk management processes, methodologies and techniques; Policy development and analysis; ERM concepts, frameworks and methodologies; Principles and practice/s of risk management; National Treasury Public Sector Risk Management Framework; National and Provincial policies and procedures and legislation pertaining to risk management; Applicable legislative and regulatory frameworks (ISO, COSO); Medium Term Strategic Framework (government priorities); Public Finance Management Act (PFMA), Treasury Regulations and guidelines; Excellent communication skills (verbal and written) and ability to deal with various levels of management and exercise utmost discretion in respect to sensitive and confidential information; Analytical thinking.
<u>DUTIES</u>	:	Participate in the development of the risk management framework for allocated departments; Responsible for implementing the relevant aspects of the risk management implementation plan for allocated departments; Facilitate risk identification and analysis workshops for allocated departments; Provide guidance and advice during the workshop; Monitor and review the identified risk response activities; Advocate and promote risk management in the allocated departments.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Aaqelah Haq at Tel No: (021) 483 8318 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 25/378</u>	:	<u>EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER REF NO: DOTP 27/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	: Department of the Premier, Western Cape Government : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years appropriate experience in the learning and development field. Recommendation: A valid (Code B or higher) driving licence; Registration as an Assessor and Moderator. Competencies: Knowledge of the following: Niche areas/subject matters which the Directorate is responsible for, i.e. Induction, Management and Leadership development, Service Delivery improvement and People Management development; Theory and practice of people development using various training methodologies, including eLearning; Assessment and moderation practices; Statutory and strategic people development frameworks of the public service; Implementation of people development interventions in an adult learning environment; Curriculum development using various training methodologies, including eLearning; Quality assurance in a people development environment; training and development impact assessment; constitutional, legal and institutional arrangements governing the South African public sector as well as policies of the government of the day; Skills needed: Communication (written and Verbal); Proven computer literacy; Planning and organising; Assessment and moderation.
<u>DUTIES</u>	: Provide input into the development, updating and review of innovative and future-focused training curricula in compliance with PSETA Quality Assurance Partner (QAP) and SAQA requirements; Present/facilitate learning programmes and other interventions ensuring alignment with SAQA and ISO 2001:2015 requirements; Ensure that Quality Management System is mainstreamed in all business processes of People Training and Empowerment and Provide input in respect of the operational management of the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	: Mr D. Fredericks at email: Dino.Fredericks@westerncape.gov.za : 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 25/379</u>	: <u>ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: DOTP 26/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R376 596 per annum (Level 09) : Department of the Premier, Western Cape Government : An appropriate 3 year tertiary qualification (National Diploma/B-Degree) in Auditing or Financial Accounting; A minimum of 3 years relevant experience in Internal Control or similar environment. Recommendation: Supervisory experience in Internal Control or similar environment. Competencies: Knowledge of the following: Financial norms and standards; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instruction and Public Service Regulations; Internal Control Frameworks; Risk management frameworks and Internal Control tools and techniques. Skills needed: Communication (written and verbal); Proven computer literacy; Analytical and strategic thinking; Monitoring, evaluation and reporting; Research. Ability to analyse, conceptualise and implement policy.
<u>DUTIES</u>	: Co-ordinate, plan, evaluate, monitor, manage and report on all inspections and special investigations and ensure the implementation of corrective measures and preventative controls; Perform an immediate oversight role in respect of governance, IT governance, risk management and control; Develop, review and implement control systems and compliance monitoring tools for auditing, safeguarding of payment vouchers and financial information and report regularly on the state of internal control in the department; Develop policies, procedures and processes in order to strengthen the internal control environment; Supervise, motivate, train, guide, discipline and manage staff within the internal control unit; Provide necessary support to the Auditor General, Provincial Internal Audit, Provincial Forensic Services and Provincial Treasury; Co-ordinate, plan and provide departmental training on internal control policies.
<u>ENQUIRIES APPLICATIONS</u>	: Ms E. Adams at Tel No: (021) 483 9451 : 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 25/380</u>	:	<u>STATE ACCOUNTANT: ASSURANCE SERVICES REF NO: DOTP 25/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of the Premier, 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 in an Internal Control or Governance environment. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Financial norms and standards; Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instruction and Public Service Regulations; Internal Control Frameworks, Risk management frameworks and Internal Control tools and techniques. Skills needed: Communication (written and verbal); Proven computer literacy; Analytical thinking and strategic thinking; Monitoring, evaluation and reporting; Research. Ability to analyse, conceptualise and implement policy.
<u>DUTIES</u>	:	Rendering assurance services by planning, executing and reporting on all inspections and special investigations and ensuring the implementation of corrective and preventative measures; Performing the post audit of payment vouchers, documenting audit findings, drafting post audit reports, communicating post audit findings and ensuring the follow-up and implementation of corrective and preventative measures; Conducting investigations on irregular expenditure, fruitless and wasteful expenditure and unauthorised expenditure and drafting the respective submissions / reports; Providing the management of loss control services by investigating cases of theft, loss, damages, shortages and drafting the respective submissions/reports; Ensuring the follow-up and implementation of controls and maintaining an integrated loss control system; Co-ordinate, plan, and provide departmental training on internal control policies.
<u>ENQUIRIES</u>	:	Ms E. Adams at Tel No: (021) 483 9451
<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 25/381</u>	:	<u>HOUSEHOLD SUPPORT OFFICER: OFFICE OF THE PREMIER: OFFICIAL RESIDENCE (LEEUVENHOF) REF NO: DOTP 23/2021</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/ NQF 6 qualification as recognised by SAQA; A minimum of 6 years relevant experience. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Budgeting processes; Financial management and SCM; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Catering and domestic services; Protocol matters; Food trends and food safety; Proven computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal) skills; Proven ability to work independently and within a challenging and demanding environment and as part of a multi-disciplinary team; Work in a culturally diverse environment.
<u>DUTIES</u>	:	Management of household operations including functions/meetings; Support the Household Manager with administrative, financial and SCM tasks; Support Premier and Spouse; Perform supervisory tasks in terms of programming, performance and evaluation of household staff.
<u>ENQUIRIES</u>	:	Ms H Mahomed at Tel No: (021) 483 0786
<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 25/382</u>	:	<u>ASSET MANAGEMENT CLERK: SUPPLY CHAIN MANAGEMENT AND ADMINISTRATION REF NO: DOTP 21/2021</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience; Experience in an asset management environment/warehouse management and inventory management; A valid

(Code B or higher) driving licence; Diploma in Finance / Accounting qualification. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Ability to work independently and as part of a team; Communication skill (written and verbal); LOGIS system (Asset Management sections) or any Other Asset Management system.

DUTIES : Assist with asset disposals; Barcoding of Assets; Perform physical asset verifications; Attend to asset movements; Updating of the asset register; Arrange meetings; Provide support to line function; Perform general reconciliations; Filing; Liaise with suppliers.

ENQUIRIES : Mr M Nell at Tel No: (021) 483 0174
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 25/383 : **DRIVER WITH SECONDARY FUNCTIONS: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 19/2021**
 (3-Year Contract Position)

SALARY : R145 281 per annum (Level 04) plus 37% in lieu of benefits
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 10 (Junior certificate or equivalent qualification); A minimum of 1 year relevant experience; A valid (code B or higher) driving licence Competencies: A good understanding of the following: Procedures to operate the motor vehicle; Prescripts for the correct utilisation of the motor vehicle; Communication (written and verbal) skills.

DUTIES : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents); Complete all the required and prescribed records and log books with regard to the vehicle and goods handled; Render a clerical support/messenger service in the relevant office; Collect and deliver documentation and related items in the department; Copy and scanning documents; Assist in registry.

ENQUIRIES : Ms H Ward at Tel No: (021) 483 5640
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: To apply, (1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or (2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or (3) Email your application to, westerncape@respond.co.za.

NOTE : 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. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 02 August 2021

PROVINCIAL TREASURY

CLOSING DATE : 02 August 2021
NOTE : Only applications submitted online will be accepted. 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. Furthermore, thanks to the huge public interest

we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 25/384</u>	:	<u>DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP 1) REF NO: PT 08/2021</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive salary package). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Treasury, Western Cape Government
	:	Relevant bachelor's degree (including Economics, Accounting, Public Management or Finance); 6 years proven financial management experience; Valid driver's license or alternative mode of transport for people with disabilities; Knowledge of South Africa's local government system; Proven knowledge of government expenditure and financial systems; Knowledge of People Management functions; Knowledge of financial norms and standards (Municipal Finance Management Act); and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: Extensive knowledge of matters relating to municipal financial management; Extensive knowledge on the operations of municipalities; and Experience with developing strong intergovernmental relations. Competencies: Excellent communication skills; Excellent planning and organizational skills; Strategic capability and leadership skills; Sound budgeting skills; and People management skills.
<u>DUTIES</u>	:	Monitor and report on the outcome of the municipal revenue and expenditure budgets; Establish efficiency indicators in local government spending and revenue collection and support municipalities to improve these; Analyse and assess debtor management strategies in municipalities and implement budget reforms; Promote cooperative intergovernmental relations; and People management within the directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Steven Kenyon Tel No: (021) 483-3579
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>NOTE</u>	:	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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	02 August 2021

OTHER POST

<u>POST 25/385</u>	:	<u>EXPENDITURE ANALYST: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) REF NO: PT 09/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Treasury, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year tertiary qualification (National Diploma/B-degree) in Public Finance/ Accounting/ Economics; A minimum of 3 years appropriate experience in a financial management environment. Recommendation: Strong financial background in Public Sector Finance. Competencies: Knowledge of the following: Financial norms and standards; Medium term Expenditure framework (MTEF) budget process and procedures; Adjustments Budget/Estimate process and procedures; Basic Accounting System and its structures; Sound organization and planning skills; Computer literacy (MS Office, Web applications and Outlook); Communication skills (written and verbal); Research and econometric skills.

- DUTIES** : In-year monitoring (IYM) model: Compilation of provincial model, review, annual implementation, credibility of monthly information and draft monthly/quarterly narrative reports; Evaluate inputs of the rollover and revenue retention process; Assist with the implementation and evaluation of inputs for the adjustment budget process; Assist with the implementation and evaluation of inputs for the main budget process; Render technical support and training; Handle policy matters related to the job.
- ENQUIRIES** : Ms N van Wyk Tel No: (021) 483 8668
- 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 SOCIAL DEVELOPMENT

- CLOSING DATE** : 02 August 2021
- NOTE** : Only applications submitted online will be accepted. 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. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 25/386** : **DIRECTOR: OPERATIONAL MANAGEMENT SUPPORT REF NO: DSD 83/2021**
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive salary package)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Director Level is the 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 is applicable for appointments at SMS level. Recommendation: Social Science or related qualification. Registration with the South African Council for Social Services. Competencies: Proven knowledge and understanding of the following: National and Provincial social development and community development policies, guidelines and other related prescripts; National and Provincial legislation, policy, prescripts, regulations, codes, directives, standards, collective agreements, best practices, procedures; Operational management support regulatory requirements; Social Development practices and procedures; Program and Project Management; Procurement and tendering processes; Development, Strategy Management and strategy monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public Finance, Human Resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and activities of sister departments; Policies of the government of the day; Staff Performance Management System and PERMIS 4; Performance Management and Development System for SMS members; Basic knowledge and understanding of Labour Relations legislation and regulations; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial

	Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Training; Reporting Writing; Strategic Management; Time Management.
<u>DUTIES</u>	: Ensure the rendering of the ICT, human capital, corporate assurance, legal and communication support services to the Department by the CSC in terms of the provisions of the relevant service level agreement; Manage the professional development of OSD professions; Provide an executive support to the HOD; Coordinate security management, occupational health and safety accommodation matters; Strategic Management (including Change Management); People Management; Financial Management.
<u>ENQUIRIES</u>	: Ms A van Reenen at Tel No: (021) 483 9392
<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>NOTE</u>	: 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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	: 02 August 2021

OTHER POSTS

<u>POST 25/387</u>	: <u>SOCIAL WORK POLICY MANAGER: PROFESSIONAL DEVELOPMENT REF NO: DSD 82/2021</u>
<u>SALARY</u>	: R794 889 per annum, (All-inclusive salary package), (OSD as prescribed)
<u>CENTRE</u>	: Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	: Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to programs, theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Government processes and systems; Policy development; Project management; Policy analysis and development; Organising and planning skills; Written and verbal communication skills; Professional counselling; Monitoring and evaluation skills; Proven computer literacy; Financial management; Ability to compile complex reports.
<u>DUTIES</u>	: Develop and facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Manage the following: Quality assurance and/monitoring framework processes of funded and / or unfunded NPO's (inclusive of cluster foster care schemes); The monitoring of service activation in relation to a victim of crime as per relevant legislation; the registration process of facilities in terms of the relevant legislation. Appeal process: Provide information to the director and the chief director; Information Management System; Stakeholder Management / Relationship Management (International / National / Provincial / Local / Regional); Manage a social work policy and/or M&E unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources; Keep up to date with new developments in the social welfare-, and the community development management fields; Plan and ensure that social work policy research and development are undertaken; Undertake complex social work research; Supervise all the administrative functions required in the programme/unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	: Ms A Van Reenen at Tel No: (021) 483 9392

<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 25/388</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: DSD 79/2021</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (All-inclusive salary package)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years middle management level experience. Competencies: Through knowledge of the following: Applicable policies, legislation, guidelines, standard procedures and best practices; Management principles; Public Service procedures; People management practices; Labour Relation; Human Resource Management and Financial Management. Skills: Policy formulation; Presentation; Project Management; Dispute resolution; Communication (Written and verbal). Ability to analyse policies.
<u>DUTIES</u>	:	Promote and facilitate Departmental performance monitoring and reporting processes: Manage the following: Development of an organisation-wide monitoring and reporting framework in line with the Government- and Provincial-wide monitoring and evaluation systems; Coordinate the implementation of an organisation-wide performance monitoring and reporting framework; Provide advice and guidance to relevant stakeholders on monitoring and reporting processes; Develop and maintain performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Manage, coordinate and monitor data collection, collation, verification and reporting with respect transversal Departmental, Provincial and National Programme and Project Management Information systems; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms S Nieftagodien at Tel No: (021) 483 6279
<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 25/389</u>	:	<u>SOCIAL RESEARCHER REF NO: DSD 88/2021</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate post-graduate (Honours or higher qualification) in a statistical/research-oriented social science (Statistics, Mathematics, Sociology, Geography, GIS); A minimum of 3 years working experience in Research; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Public Service legislation: Research methodology and processes; Social and evaluation research; Legislation related to Social Welfare and Community Development; Research ethics; Programmes, services, and service delivery model of the Department. Excellent skills in: Project management and administration; Research; Presentation and report-writing; Communication; Computer literacy in MS Office, Internet, Intranet and other relevant software packages. Ability to: Operate at a strategic level and manage engagements with stakeholders and partners.
<u>DUTIES</u>	:	Plan and conduct social and evaluation research projects: Participate in the development of the annual research plan and annual social and demographic trends analysis in collaboration with the Sub-directorate Population Development; Develop concept papers and inception documents in consultation with relevant stakeholders; Conduct literature review and formulate background to the project; Draft corrective action or implementation plan in line with research recommendations and management feedback; Disseminate research findings within the Department: Develop dissemination strategies in consultation with research sponsors; Plan and set up workshops, presentations and meetings to present research findings and recommendations to relevant stakeholders; Coordinate the Research Ethics Committee: Participate in the review and maintenance of the Research Ethics Policy and Guidelines; Assess and evaluate research requests and proposals received by the Department.
<u>ENQUIRIES</u>	:	Mr G.D Miller at Tel No: (021) 483 4168

<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 25/390</u>	:	<u>SOCIAL WORK SUPERVISOR: SOCIAL WELFARE PROGRAMME IMPLEMENTATION AND COORDINATE (WEST COAST) REF NO: DSD 93/2021</u>
<u>SALARY</u>	:	R384 228 - R445 425 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	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: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Dr WJ Du Toi at Tel No: (022) 713 2272
<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 25/391</u>	:	<u>ASSISTANT DIRECTOR: FUNDING REF NO: DSD 78/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Finance; A minimum of 3 years relevant experience in a financial environment or similar; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Public Financial Management (PFMA); Budgeting processes and techniques; Supply Chain Management (SCM); Legislative Regulatory Framework; Safeguarding of source documents; Financial/SCM Information Systems (BAS / LOGIS); Departmental policies and procedures. Skills: Communication (Written and verbal); Proven computer literacy; Report writing and formulations; Presentation; Negotiation; Numeracy and analytical thinking; Planning and organising.
<u>DUTIES</u>	:	Manage the implementation of the uniform policy for programme funding; Develop SOP's in alignment with funding policy and funding operational tools; Capacitate programmes in terms of funding operational tools; Assist the programmes with the calculation of allocation for transfer funding. Validation of the following prescribed documents for payment: Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Information on source documents for compliance with prescripts and legislation; Subsidies payable against approved allocation as per TPA and submit to manager changes in TPA /details of NPO verify and monitor source documents; Ensure correctness of the NPO data base, Uniform funding cycle (UFC) including all relevant data bases/systems; Submit consolidated payment report to supervisor and perform necessary follow ups with relevant role players; Manage compliance (TPA and business plan) and identify non-compliance with prescribed policy / legislation and funding conditions; Manage the documentation in relation to audit processes; Receive appraisal grid and funding submission and distribute to relevant staff members; Receive and

		distribute activation sheet and confirm receipt of any outstanding documents with the programmes / NPO's; Ensure submission of AFS by NPO's and check compliance; Compile consolidated AFS update/summary including financial consistencies or irregularities, balance sheet and income statement assets and liabilities, calculate debt and liquidity ratio on prescribed template and distribute to all relevant role players; People Management: Participation in the recruitment of staff within the component; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery and manage the performance, discipline, evaluation and rewarding of staff in the component; Promote sound employee relations.
<u>ENQUIRIES</u>	:	Ms C Khatieb at Tel No: (021) 483 3902
<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 25/392</u>	:	<u>MONITORING OFFICER: INSTITUTIONAL CAPACITY BUILDING REF NO: DSD 85/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Monitoring and evaluation systems; Applicable legislation; Norms and standards; Information management; Public administration; Technical Proficiency; Applying technology; Continuous improvement; Diversity management; Communication & Information management; Problem-solving & Decision-making skills; Planning & Organising skills; Written and verbal communication skills; Creative Thinking skills.
<u>DUTIES</u>	:	Assist with the development of monitoring and review systems; Assist with the evaluation of the current systems and recommend improvements; Conduct Financial and Governance assessments for existing and new NPO's; Arrange and conduct site visits; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Analyse progress report; Administration of the Non-Financial Data (NFD) process; Check the correctness of reporting templates..
<u>ENQUIRIES</u>	:	Mr AR Rykief at Tel No: (021) 483 9939
<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 25/393</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES AND REGIONAL OFFICE (BITOU AND GEORGE) REF NO: DSD 90/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R257 592 – R298 614 per annum, (OSD as prescribed) Grade 2: R316 794 – R363 801 per annum, (OSD as prescribed) Grade 3: R384 228 – R445 425 per annum, (OSD as prescribed) Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge

	structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Written and verbal communication skills.
<u>DUTIES</u>	: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES</u>	: Mr KM Mazaleni at Tel No: (044) 814 1925
<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 25/394</u>	: <u>SOCIAL WORKER: SOCIAL WORK SERVICES (SWARTLAND) REF NO: DSD 91/2021</u>
<u>SALARY</u>	: Grade 1: R257 592 – R298 614 per annum, (OSD as prescribed) Grade 2: R316 794 – R363 801 per annum, (OSD as prescribed) Grade 3: R384 228 – R445 425 per annum, (OSD as prescribed) Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)
<u>CENTRE</u>	: Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Written and verbal communication skills.
<u>DUTIES</u>	: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any

		form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES</u>	:	Ms C Nell at Tel No: (027) 213 2096
<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 25/395</u>	:	<u>SOCIAL WORKER: SOCIAL WELFARE PROGRAMME IMPLEMENTATION AND COORDINATE (WEST COAST) REF NO: DSD 92/2021</u>
<u>SALARY</u>	:	Grade 1: R257 592 – R298 614 per annum, (OSD as prescribed) Grade 2: R316 794 – R363 801 per annum, (OSD as prescribed) Grade 3: R384 228 – R445 425 per annum, (OSD as prescribed) Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience. Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Written and verbal communication skills.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form. This would include the following actions but not limited to: Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players / stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and the other tasks emanating from the courts; Produce and maintain records of social work interventions, processes and outcomes; Execute the aforementioned functions, the following tasks are generic and applicable to all the settings in which social work is conduct. Supervise and support social

		auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES</u>	:	Dr WJ Du Toit at Tel No: (022) 713 2272
<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 25/396</u>	:	<u>EDUCATION OFFICER: FACILITY MANAGEMENT (LINDELANI) REF NO: DSD 80/2021</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedures; People management processes; Labour Relations; Financial Management; Project Management; Written and verbal communication skills; Ability to interpret and apply policies and procedures; Problem solving skills; Sound budgeting skills; Planning, presentation and facilitation skills; Influencing, communication and interpersonal relations.
<u>DUTIES</u>	:	Implement Educational Programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programmes to newly admitted residents; Implement processes and procedures for the taking down of assessments (tests, examinations, practicals, assignments and tasks); Invigilation of exams / tests / assessments; Implementation of facility policies and procedures to enhance safe care / custody and development of residents. (Multi – disciplinary team, Incident reporting, behaviour management, unauthorised articles); Performing of administrative functions; Continuous Professional Development. Keep up to date with new developments in the Social Work and Social Welfare fields.
<u>ENQUIRIES</u>	:	Ms D Baugaard at Tel No: (021) 826 5977
<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 25/397</u>	:	<u>SYSTEM ADMINISTRATOR: ICT COORDINATION REF NO: DSD 89/2021</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development, 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 in the information systems field. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Public Service legislation, including POPI, PAIA, PAJA; Relevant policies and prescripts relating to information systems, ICT and data governance; Information systems, ICT and data governance; Project management; Computer literacy; Planning and organising; Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation skills; Analytical skills; Operational planning; Innovation; Diagnostic skills; Conceptual skills.
<u>DUTIES</u>	:	Provide support in the development of Departmental policies to govern information systems: Render administrative assistance in the development of Departmental information systems policies; Render user management services: Update and maintain Departmental system information; Render system support: Provide support for the training for National systems; Render administrative and technical support in the governance of systems, including the Change Control Board: Assist with the setting up of a Change Control Board for each system; Render administrative and technical support in the development and testing of the Disaster Recovery Plan for the Department in respect of systems: Assist with the planning of different disaster scenarios; Render administrative and technical support in the development and implementation of Departmental systems, e.g. the NPO system: Assist with and contribute to the analysis of context and creation of the business case to motivate the development of the system.
<u>ENQUIRIES</u>	:	Mr GD Miller at Tel No: (021) 483 4168

<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 25/398</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: FIXED ASSET MANAGEMENT REF NO: DSD 81/2021</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Proven computer skills; Planning and organising skills.
<u>DUTIES</u>	:	Render asset management clerical support; Compile and maintain records (e.g. asset records/databases); Render demand and acquisition clerical support; Update and maintain a supplier (including contractors) database; Register suppliers on Logistical Information System (LOGIS) or similar system; Render logistical support service; Place orders for goods; Receive and verify goods from suppliers.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Martin at Tel No: (021) 483 6004
	:	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 25/399</u>	:	<u>ADMINISTRATION CLERK: LOGISTICAL SERVICES (EDEN KAROO) REF NO: DSD 84/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Interpersonal relations; Flexibility; Teamwork; Planning and organising skills; Written and verbal communication skills.
<u>DUTIES</u>	:	Render general clerical support services; Record, organize, store, capture and retrieve correspondence and data (line function); Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Provide human resource administration clerical support services within the component; Maintain a leave register; Provide financial administration support services in the component; Capture and update expenditure in component.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Junnies at Tel No: (044) 814 1675
	:	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 25/400</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (GEORGE) REF NO: DSD 87/2021</u>
<u>SALARY</u>	:	Grade 1: R148 215 – R166 830 per annum, (OSD as prescribed). Grade 2: R176 982 – R199 188 per annum, (OSD as prescribed). Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence or Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A

valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Mr MV Skosana at Tel No: (044) 814 1660
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 25/401 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (VARIOUS LOCATIONS) REF NO: DSD 95/2021 (X6 POSTS)**

SALARY : Grade 1: R148 215 – R166 830 per annum, (OSD as prescribed).
 Grade 2: R176 982 – R199 188 per annum, (OSD as prescribed).
 Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence.

		Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Mr MV Skosana at Tel No: (044) 814 1660
<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 25/402</u>	:	<u>CHILD AND YOUTH CARE WORKER (X6 POSTS AT VARIOUS LOCATIONS) REF NO: DSD 94/2021</u>
<u>SALARY</u>	:	Grade 1: R140 958 – R157 245 per annum, (OSD as prescribed). Grade 2: R166 830 – R187 758 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A Grade 12 qualification (Senior Certificate or equivalent qualification) Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the Care Centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.
<u>DUTIES</u>	:	Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.
<u>ENQUIRIES</u>	:	Mr EJ Buys at Tel No: (021) 986 9101
<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 25/403</u>	:	<u>DRIVER/HANDYMAN: SECURE CARE CENTRE (ROAR) REF NO: DSD 86/2021</u>
<u>SALARY</u>	:	R122 595 per annum (Level 03)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Junior Certificate (Grade 10); A minimum of 6 months relevant experience; A valid (Code B or higher) driving licence. Competencies: A good understanding of the following: Public Service procedures; Applicable policies and procedures; Relationship management; Independent thinking; Ability to work under pressure; Communication skills (verbal and written); Meet tight deadlines; Work independently and in a team; Continuous improvement; Diversity management.

- DUTIES** : Perform general transport duties; Stand-by services for emergency trips and after hour transport duties; Maintenance of office buildings; Conduct regular building inspections; Maintenance of office equipment and furniture; Repair broken furniture and equipment.
- ENQUIRIES** : Mr F Hendricks at Tel No: (021) 988 1138
- APPLICATIONS** : There are 3 methods in which you can apply, please only use 1 of the following: (1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or (2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or (3) Email your application to, westerncape@respond.co.za
- NOTE** : Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. 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. To submit your application,
- CLOSING DATE** : 02 August 2021

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 02 August 2021
- 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 25/404** : **CONTROL ENGINEERING TECHNICIAN - ROAD DESIGN REF NO: TPW 84/2020 R1**
- SALARY** : Grade A: R446 202 per annum, (OSD)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate recognised National Diploma in Civil Engineering (or equivalent qualification); Six years post qualification technical (Engineering) experience; Compulsory registration as an Engineering Technician with the Engineering Council of South Africa (ECSA); A Valid Driving license (code B). Recommendation: Public Sector experience / exposure; Applicable experience in transport infrastructure, road construction and/or maintenance; experience of surface and gravel roads or the asset management processes of these assets. Exposure of financial, human resource, supply chain, contract, management; Thorough knowledge of all relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management, budget and financial management; Exposure to systems and the development of systems; Further studies or courses; Strategic leadership and thinking capabilities; Experience across various design stages concept, preliminary, detail for multidisciplinary design projects; Experience compiling/preparing tender documents and supervising technical staff /teams Competencies: Knowledge of the following: Technical design and analysis; Legal compliance; Computer-aided technical applications; Project Management; Research and Development; People Management; Problem Solving Skills; Customer Focus and responsiveness; Planning and Organising skills; Communication (written and verbal) and technical report writing skills; Financial Management; Decision Making.

<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority; Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Ensure the development, implementation and maintenance databases; Manage, supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr van Gass at Tel No: (081) 250 5160
<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 25/405</u>	:	<u>REGIONAL FOREMAN: ROUTINE ROAD MAINTENANCE, CONSTRUCTION AND SPECIALISED MAINTENANCE REF NO: TPW 108/2020 R1 (X2 POST AVAILABLE: REGION 2)</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years appropriate experience in road construction or Road Maintenance; A valid code B (or higher) driving licence. Recommendation: Working experience in: Construction, maintenance and preservation of roads; Operating of minor construction machines; Management, Planning and supervision of civil activities. Competencies: Knowledge of the following: Standards and procedures, Administrative processes, Disciplinary measures and Legislation; Ability to interpret and give instructions; Supervisory skills.
<u>DUTIES</u>	:	Leading the execution of road construction/ road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the proclaimed road network in the Garden Route & Central Karoo regional area; Ensure that materials used are correct and/or in sufficient quantities; Identify and priorities road defects; Undertake daily and weekly inspections; Supervise the road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Report on illegal and other activities impacting on the road network; Supervise personnel; Ensure that: Deadlines are met, Safety precautions adhered to; Planning and maintenance of activities by personnel towards the strategic and physical protection of the proclaimed provincial road network.
<u>ENQUIRIES</u>	:	Mr E van Wyk 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