



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 31 OF 2021

DATE ISSUED 03 SEPTEMBER 2021

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENTS

: **DEPARTMENT OF MINERAL RESOURCES & ENERGY:** Kindly take note that the posts of Social and Labour Plan Officer with Ref No: DMRE/ 2185 and DMRE/2186 advertised in the Public Service Vacancy Circular 30 dated 27 August 2021, the additional requirement of the posts is a valid Driver's license. And The Social and Labour Plan Officer with reference number DMRE/2185 the Centre is Free State Regional Office, Welkom. **DEPARTMENT OF SOCIAL DEVELOPMENT:** Kindly note that the post of Director-General: Social Development that was advertised in Public Service Vacancy Circular no 30 dated 27 August 2021 with Ref No: P1/A/2021 has been withdrawn until further notice.

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- APPLICATIONS** : 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>
- CLOSING DATE** : 17 September 2021 at 16:00
- NOTE** : Applications 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 were 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. 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. **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.
- ERRATUM:** The following post listed below was advertised in Public Service Vacancy Circular 30 dated 27 August 2021 bear reference. The position of Director: National Rural Youth Service Corp (NARYSEC) College with Ref No:

3/2/1/2021/076 is based in Thabanchu. The closing date remains 10 September 2021 at 16:00. The department apologises for any inconvenience caused.

#### MANAGEMENT ECHELON

- POST 31/01** : **DIRECTOR: LAND DEVELOPMENT SUPPORT (CLUSTER 2) REF NO: 3/2/1/2021/086**  
Directorate: Land Development Support (Cluster 2)
- SALARY** : R1 057 326 per annum (Level 13), (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 REQUIREMENTS** : Pretoria  
Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A Bachelor's Degree (NQF Level 7) in Agricultural Economics or relevant Agricultural Degree. Minimum 5 years' experience at senior management position in the relevant field. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including Public Financial Management Act (PFMA) and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge and understanding of the White Paper on the transformation of the Public Service. Job related skills: Financial management. Strategic capabilities and leadership. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Change management. Willingness to work extended hours and travelling.
- DUTIES** : Provide leadership in the development and implementation of Land Development Support Programme (LDS) related policies, systems and procedures (SOPs, manuals) to Cluster 2. Ensure the definition, development and review of LDS policies and alignment with the District Development Model and the Agriculture and Agro-processing Master Plan (AAMP). Provide guidance on policy, systems, norms, standards, practices and tools to improve the implementation of the LDS. Oversee the compliance with the legislations, regulations, departmental policies and procedures relating to LDS. Oversee the coordination of planning, implementation, monitoring and reporting mechanism for LDS implementation to Cluster 2. Provide guidance on prioritisation and alignment of project business cases to Provinces on LDS. Ensures continuous monitoring and oversee the prioritisation and budgeting for LDS in accordance with the PFMA and LDS prescripts. Provide Cluster 2 reports on LDS performance to various departmental management structures. Promote and coordinate effective management of information as a strategic enabler for reporting for Cluster 2. Coordinate the development and implementation of annual performance plans and operational plans with relevant cluster 2 PSSC LDS - Directors and track progress. Ensure effective promotion and practice of good corporate governance and inter-governmental relations and compliance with financial policies, legislations and regulations in the implementation of LDS. Facilitate the identification of Cluster (as per the CD: LDS structure) priorities and their implementation in line with government planning platforms e.g District Development Model, AAMP, etc. Ensure training of stakeholders in line with relevant LDS prescripts. Ensure compliance with all audit and risk requirements within Cluster 2 in line with the Department's risk management strategy and audit outcomes. Ensure participation of Cluster 2 and LDS related forums e.g National LDS Project Steering Committee (NPSC), Provincial LDS Project Steering Committees (PPSC) etc. Facilitate the cooperation/collaboration with development partners. Manage and promote healthy working relationships with development partners with Cluster 2. Oversee the management of the resources of the Chief Directorate. Interpret the Branch's business strategy, with special reference to how priority projects should be resourced and delivered- in respect of Cluster 2 Ensure that priority targets are realised by respective Provinces in Cluster 2 and monitor, evaluate and report on progress. Provide guidance to the Cluster 2 Provinces on the delivery of strategic outcomes as outlined in the estimates of national expenditure.

- Ensure the management and development of human resources within the Cluster.
- ENQUIRIES** : Mr J Mashaphu Tel No: 071 332 5788
- APPLICATIONS** : Please ensure that you email your application to: [post086@dalrrd.gov.za](mailto:post086@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 31/02** : **DIRECTOR: OPERATIONS REF NO: 3/2/1/2021/087**  
Directorate: Operations
- SALARY** : R1 057 326 per annum (Level 13), (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). Degree in Built Environment (Civil Engineering / Town and Regional or Urban Planning / Architecture / Quantity Survey (NQF Level 7). 5 years middle management experience. Job related knowledge: Infrastructure project planning. Knowledge of Construction Industrial Development Board (CIDB). Information management. Systems analysis and development. Monitoring and evaluation methodologies. Information Communication Technology (ICT) infrastructure development. Stakeholder management. Conflict resolution. Knowledge of government systems and structure. Public Service Regulations. Treasury Regulations. Job related skills: Planning and organising. Policy analysis and interpretation. Report writing. Service Delivery innovation. Computer literacy. Interpersonal relations. Project and programme management. Presentation skills. Communication skills. A valid driver's licence.
- DUTIES** : Draft and monitor project specifications and Construction Industry Development Board (CIDB) aligned bid documents. Monitor infrastructure interventions per Comprehensive Rural Development Programme (CRDP) site. Conduct site visits to monitor the implementation of infrastructure development projects. Identify risk and implement measures for risk reduction to ensure project are delivered on time in budget and with quality. Facilitate infrastructure planning and development in the Region. Coordinate infrastructure planning in each of the 3 Provinces in the Region for sustainable rural infrastructure development and service provision. Identify and prioritise key infrastructure development projects for catalytic and strategic rural development. Mobilise and implement prioritised projects. Plan and monitor regional infrastructure budget. Identify capital and operational budget for the implementation of rural infrastructure within the Region over Medium Term Expenditure Framework (MTEF) framework in line with Departmental and Branch Strategic operational plans. Authorise infrastructure development invoices for the Region. Report weekly monitoring of budget expenditure according to projections for the Region. Submit monthly review report on infrastructure expenditure for the Region and provide recommendations. Oversee the implementation of infrastructure development on the identified CRDP sites and priority Districts. Conduct site visits to monitor the implementation of infrastructure development projects. Identify risk and implement measures for risk reduction to ensure project are delivered on time in budget and with quality. Report on weekly monitoring of infrastructure for the Region. Submit a monthly review report on infrastructure development for the Region and provide recommendations for further catalytic and strategic development. Liaise with internal and external stakeholders relating to infrastructure development in the Region. Act as the coordinating link between the three spheres of government in terms of intergovernmental relations structures on infrastructure issues. Liaise with provincial and national office on Crucial infrastructure development issues that need support and interventions. Coordinate responses to the Deputy Director-General, Director-General and Ministerial tasks and queries. Monitor and evaluate infrastructure development. Coordinate quarterly reports from the provinces for the Region. Quality control all portfolio of evidence submitted by provinces according to

**ENQUIRIES**  
**APPLICATIONS**

- Branch and Departmental policies and Audit General requirements. Evaluate quarterly reports and portfolios of evidence submitted by provinces and provide recommendations for improving processes and efficiency.
- : Ms N Notshe Tel No: (012) 312 9673
  - : Please ensure that you email your application to: [post087@dalrrd.gov.za](mailto:post087@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 representatively 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](http://www.education.gov.za)
- CLOSING DATE** : 17 September 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. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates 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. Applications received after the closing date, e-mailed or faxed applications will not be considered.

**MANAGEMENT ECHELON**

- POST 31/03** : **DIRECTOR REF NO: DBE/DCPTD/01**  
Branch: Teacher, Education Human Resources and Institutional Development  
Chief Directorate: Education Human Resources Development  
Directorate: Continuing Professional Teacher Development

- 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) as recognized by SAQA; A minimum of five years' relevant experience in middle/senior managerial level in the education sector; Extensive experience in quality and diversification of curriculum delivery and the design of continuing professional teacher development programs; Good communication (verbal and written) skills, presentation skills, analytical skills, strategic planning and reporting skills, computer literacy, leadership skills, project management, stakeholder management skills, risk management and financial management skills; Should be a strategic thinker who has the ability to lead within a diverse environment; Should be able to work under pressure.; Candidate should have ability to maintain sound interpersonal relations; Preference will be given to candidates who have a working knowledge of the Education Policies, PFMA and Treasury Regulations applicable to the public service, NEPA, Educators Employment Act, SASA, Teacher Development Framework and Policies; A good understanding of Curriculum and teacher development within the sector; A sound and through understanding of the Education Sector. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

- DUTIES** : The successful candidate will be responsible for managing and developing innovative and effective teacher development systems and programme; Driving the Continuing Professional teacher development (CPTD) management system; Developing continuing professional teacher development courses that are pedagogically sound, data driven and content rich; Developing and maintaining an ICT platform to make quality professional development opportunities accessible to all teachers; Monitoring and evaluation of the impact and efficacy of the teacher development initiatives; Communicating improved teacher development strategies and practices. Providing strategic leadership to staff and developing annual plans; managing the finances of the Directorate in line with the Public Finance Management Act.

- 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.



**DEPARTMENT OF COOPERATIVE GOVERNANCE**

*The vision of the Department of Cooperative Governance is service excellence for improving lives through cooperative governance. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery innovation and promote representivity in the Department through the filling of this post. Applicant whose appointment/transfer/promotion will promote representivity will therefore receive preference.*

**NOTE**

: Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies). Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 2 contactable references, (2) a copy of the applicant's South African ID Document, (3) a copy of the applicant's drivers' license, (4) a copy of Grade 12 Certificate as well as all qualifications mentioned in the CV, (5) a SAQA verification report for foreign qualifications. (Only shortlisted candidates will be required to submit certified documents/ copies on or before the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

**OTHER POSTS****POST 31/04**

: **DEPUTY DIRECTOR: MUNICIPAL REMUNERATION SYSTEMS REF NO: DDMRS01/2021**

**SALARY  
CENTRE  
REQUIREMENTS**

: R733 257 per annum, (An all-inclusive remuneration package)  
: Pretoria  
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration/ Human Resource Management/ Development studies or equivalent qualification with 3 to 5 years' experience in Remuneration Management. A valid driver's licence. The successful candidate is expected to travel extensively. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Policy analysis and formulation. Excel for Human Resource. Records Management. Remuneration database maintenance and management. Training background on remuneration will be an added advantage.

**DUTIES**

: The successful candidate will perform the following duties: Conduct market surveys/ benchmarks and national inflation outlook to determine annual cost of living adjustments for councilors, municipal managers and managers directly accountable to municipal managers. Develop policy and regulatory frameworks for remuneration of councilors, municipal managers and managers directly accountable to municipal managers. Support provinces and municipalities on the implementation of notices on upper limits for remuneration of councilors, municipal managers and managers directly accountable to municipal managers through the provision of technical advice and capacity building. Monitor and enforce compliance with the upper limits and recommend corrective measures where non-compliance with prescripts is detected. Evaluate the impact of annual cost of living adjustments, including

affordability and sustainability of municipal wage and salary bill and prepare the necessary advisory.

**ENQUIRIES** : Mr J Maepa Tel No: (012) 334 4915  
**APPLICATIONS** : may be submitted electronically via email: [cogta9@basadzi.co.za](mailto:cogta9@basadzi.co.za)  
**FOR ATTENTION** : Mrs. Chipso Nyoni Tel No: (012) 998 8953  
**CLOSING DATE** : 27 September 2021

**POST 31/05** : **DEPUTY DIRECTOR: URBAN DEVELOPMENT POLICY REF NO: DDUDP02/2021**

**SALARY** : R733 257 per annum, (An all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate, a three-year National Diploma or a three-year Bachelor's Degree in Urban Development, Town Planning, Development Planning, Public Administration or Political Science or equivalent. 3 to 5 years of experience in the areas of urban governance, urban management, and development planning or policy development. Driver's license and travelling will be required. Generic Competencies Planning and organizing. Coordination. Problem solving and decision making. Project management. People Management and Empowerment. Client Orientation and Customer Focus. Team leadership. Diversity Management. Communication (Verbal and written) Technical Competencies: urban development planning. Research and policy development. Integrated Development Planning. Spatial Planning.

**DUTIES** : The incumbent will perform the following duties: Develop and implement the integrated Urban Development Framework (IUDF) and related urban policy instruments and initiatives. Manage and coordinate stakeholder engagement support of the urban policy framework development and review processes. Facilitate the national and international partnerships and Stakeholder engagement in support of the urban development agenda, IUDF and related policies. Provide secretariat support to the IUDF panel of experts.

**ENQUIRIES** : Ms S Chetty Tel No: (012) 334 0994  
**APPLICATIONS** : may be submitted electronically via email: [cogta10@basadzi.co.za](mailto:cogta10@basadzi.co.za)  
**FOR ATTENTION** : Mrs. Chipso Nyoni Tel No. 012 998 8953  
**CLOSING DATE** : 27 September 2021

**POST 31/06** : **ASSISTANT DIRECTOR: CORPORATE SECRETARIAT REF NO: ADCS03/2021**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration or equivalent qualification with 3 to 5 years' experience in the related field. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Corporate Secretariat practices and government procedures. Protocols. Legislation that govern Intergovernmental Structures.

**DUTIES** : The successful candidate will perform the following duties: Provide secretariat, administrative and logistical support to Corporate Governance forums. Follow up on implementation of resolutions and updating of resolutions register. Coordinate the strategic diary of the Department and maintain an online document management system. Receipt, analysis, coordinate and management of Director-General's correspondence.

**ENQUIRIES** : Ms M Jacobs Tel No: (012) 336 5727  
**APPLICATIONS** : may be submitted electronically via email: [cogta11@basadzi.co.za](mailto:cogta11@basadzi.co.za)  
**FOR ATTENTION** : Mrs. Chipso Nyoni Tel No: 012 998 8953  
**CLOSING DATE** : 17 September 2021

**DEPARTMENT OF EMPLOYMENT AND LABOUR**

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

- CLOSING DATE** : 20 September 2021
- NOTE** : 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 new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://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. A recently updated comprehensive CV with at least 3 contactable referees as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. 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)

**MANAGEMENT ECHELON**

- POST 31/07** : **CHIEF FINANCIAL OFFICER REF NO: HR 5/1/2/3/95**
- SALARY** : R1 251 183 per annum, (All inclusive)
- CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : A Four-year qualification or NQF level 7 (recognized by SAQA) in Financial Management or Accounting Qualification. 5 years' experience in a Senior Management position. Demonstrated experience and performance in the field of financial management. A pre-entry certificate obtained from National School of Government (NSG) Knowledge: Finance. Technical standards/procedures. HR Matters. Training. Managerial functions. Financial Regulations. Public Service Regulations. Public Service Act. Legislative requirements: Public Financial Management Act. Public Service Regulations. Treasury Regulations. Supply Chain Management Prescripts. Skills: Research and Development. Computer Literacy. Policy Formulation. Communication. Knowledge Management. Advanced Financial Management. Planning and organising.

**DUTIES** : Provide strategic leadership, support and advice to the Compensation Fund regarding financial management functions according to the PFMA and other regulations. Implement strategic financial controls, budget and internal systems as prescribed by the PFMA, Treasury Regulations and relevant Prescripts. Manage finances, assets and supply chain management functions and revenue generation of the Fund. Represents the Fund at relevant structures to enhance the value of the CF Operations. Oversee the management and collection of revenue and accounts receivable functions of the Fund. Responsible for the resources and performance management of staff in the Chief Directorate.

**ENQUIRIES** : Mr V Mafata Tel No: (012) 319 9495

**APPLICATIONS** : Direct your applications to: [Jobs-CF9@labour.gov.za](mailto:Jobs-CF9@labour.gov.za)

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 31/08** : **DIRECTOR: FINANCIAL REPORTING REF NO: HR 5/1/2/3/96**

**SALARY** : R1 057 326 per annum, (All inclusive)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : A Four-year qualification or NQF level 7 (recognized by SAQA) in Accounting or Finance. 5 years' management experience in the area of financial management on managerial level. A pre-entry certificate obtained from National School of Government (NSG) is required. Knowledge Public Service, DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Public Service, DoL and Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Values. Required IT knowledge. Fund IT Operating Systems. DPSA guidelines on COIDA. Technical Knowledge. Legislative requirements: COIDA Act, Regulations and Policies. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). Road Accident Fund. Unemployment Insurance Act (UIA). General knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA. Skills: Strategic Capability 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.

**DUTIES** : Manage the implementation and compliance of legislative prescripts, policies and procedures within Financial Reporting Directorate. Manage the operations of the financial system and its sub modules to ensure complete and accurate financial reporting. Manage a process of compliance with statutory requirements, audit and the policies and procedures management processes. Manage the overall resources of the Directorate.

**ENQUIRIES** : Mr V Mafata Tel No: (012) 319 9495

**APPLICATIONS** : Direct your applications to: [Jobs-CF9@labour.gov.za](mailto:Jobs-CF9@labour.gov.za)

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 31/09** : **DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/97**

**SALARY** : R1 057 326 per annum, (All inclusive)

**CENTRE** : Compensation Fund, Pretoria

- REQUIREMENTS** : A Degree in Medical Orthotics and Prosthetics. Post Graduate Diploma in Occupational Health will be an added advantage. 5 years' experience on Management level/Deputy Director Level in orthotics and prosthetics environment. Registration with HPCSA. A pre-entry certificate obtained from National School of Government (NSG) is required. Knowledge: Relevant stakeholders. Compensation Fund services. Customer service (Batho Pele Principles). Fund Values. Required IT Knowledge. Fund IT Operating systems. DPSA guidelines on COIDA. Technical Knowledge. COIDA. General Knowledge of Public Service Regulations. Legislative Requirements: Public Service Act. Basic Condition of Employment Act. Employment Equity Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Skills: Required Technical Proficiency. Business Writing Skills. Required IT skills. Fund IT Operating systems. Programme and Project Management. Financial Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Communication. Work Ethic and self-management. Risk Management and Corporate Governance. Medical Skills. Environmental Awareness.
- DUTIES** : Develop and design prosthetic and orthotic policy, strategy and processes for the benefit of COIDA patients. Develop and design prosthetic and orthotics regulations for the benefit of COIDA patients. Manage, establish and maintain relationships and protocols with orthotics and prosthetics institutions across the country. Manage, implement and monitor prosthetics devices. Authorise assistive device requests. Manage the operations of the Directorate and resources (Human, Finance and Equipment).
- ENQUIRIES** : Ms F Fakir Tel No: (066) 4832700  
**APPLICATIONS** : Direct your applications to: [Jobs-CF2@labour.gov.za](mailto:Jobs-CF2@labour.gov.za)  
**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

#### **OTHER POSTS**

- POST 31/10** : **DEPUTY DIRECTOR: MEDICAL PAYMENTS (X4 POSTS)**
- SALARY** : R733 257 per annum, (All inclusive)  
**CENTRE** : Compensation Fund: Pretoria, responsible for Western Cape, Eastern Cape & Northern Cape Provincial Offices Ref No: HR5/1/2/3/98 (X2 Posts)  
 Compensation Fund: Pretoria responsible for Gauteng, Limpopo & North West Provincial Offices Ref No: HR5/1/2/3/99) (X2 Posts)
- REQUIREMENTS** : Three-year qualification in Accounting/ Finance/ Informatics/ Auditing/ Internal Auditing/Business management (or Administration) / Operations Management. 5 years' functional experience in financial services/ Medical payments /Claims processing environment of which 2 years is at the Assistant Director or entry management level. Knowledge: Compensation Fund business strategies and goals. COIDA. Technical knowledge. Operations systems. Fund Governance and Risk Management. Budgeting and Financial Management. Biology and medical anatomy. Customer Service (Batho Pele Principles). Relevant Stakeholders. Legislative requirements: COIDA. Public Finance Management Act (PFMA). National Treasury Regulations. Skills: Planning and Organising. Communication (verbal and written). People and performance management. Business Writing. Problem solving and analysis. Decision making. Analytical. Conflict Management. Team leadership. Data Analytics. Project Management. Financial Management. Knowledge Management.
- DUTIES** : Manage the processing of finalising medical invoices and litigations. Develop and review policies, strategies, guidelines and operational plans. Manage and monitor medical payments to prevent wasteful expenditure. Monitor and provide technical support to Provinces and medical service providers. Manage all the resources in the sub-directorate.
- ENQUIRIES** : Ms JD Nkabinde Tel No: (012) 406 4666  
**APPLICATIONS** : Direct your applications to: [Jobs-CF2@labour.gov.za](mailto:Jobs-CF2@labour.gov.za)  
**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 31/11** : **ASSISTANT DIRECTOR: MEDICAL PAYMENTS (X6 POSTS)**
- SALARY** : R376 596 per annum

**CENTRE** : Compensation Fund: Pretoria, responsible for Western Cape, Eastern Cape & Northern Cape Ref No: HR5/1/2/3/100 (X2 Posts)  
Compensation Fund: Pretoria, responsible for Mpumalanga, Free State & KwaZulu-Natal Ref No: HR5/1/2/3/01(X2 Posts)  
Compensation Fund: Pretoria, responsible for Gauteng, Limpopo & North West Ref No: HR5/1/2/3/02 (X2 Posts)

**REQUIREMENTS** : Three-year tertiary qualification in Accounting/ Finance/ Internal Audit/Informatics/ Business Management /Operations Management/ Public Administration/ Clinical qualification. 4 years' functional experience in financial services/medical aid / claims processing environment of which 2 years' is supervisory experience. Knowledge: Compensation Fund business strategies and goals. Public Service regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation. Legislative requirements: COIDA. FMA and National Treasury Regulations. Skills: Data Analytics. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Management. Problem Solving and Analysis. Accountability. People Management and Empowerment (including developing others). Client Orientation and Customer Focus. Communication. Risk Management and Corporate Governance.

**DUTIES** : Coordinate the finalisation of medical invoices for Head Office and Provinces. Provide input in the development of policies and operational plans for provinces. Monitor medical payments to prevent wasteful expenditure for Head Office and Provinces. Provide technical support to Provincial offices and medical service providers. Management of all resources in the sub directorate.

**ENQUIRIES** : Ms JD Nkabinde Tel No: (012) 406 4666

**APPLICATIONS** : Direct your applications to: [Jobs-CF2@labour.gov.za](mailto:Jobs-CF2@labour.gov.za)

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 31/12** : **ASSISTANT DIRECTOR: EMPLOYERS COMPLIANCE REF NO: HR 5/1/2/3/03**

**SALARY** : R376 596 per annum

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : Three-year qualification in Auditing/Financial Management/Compliance Management/Internal Auditing. 2 years' functional experience on Senior Admin Officer in Employer audit environment. 2 years' supervisory experience. Valid driver's license. Knowledge: Compensation Fund business strategies and goals. Customer Service principles (Batho Pele Principles). Compensation Fund values. Understanding of risk management and audit practices. Corporate governance guidelines and strategies. IT Proficiency. IT operating systems. COIDA. Generally Recognised Accounting Practices (GRAP). Debtors Management. Legislative requirements: Public Finance Management Act (PFMA). Public Service Act (PSA). Public Service Regulations. (PSR). Occupational Health and Safety (OHS). Basic Conditions of Employment. Labour Relations. Skills: Accounting. Communication (verbal and written). Computer Literacy (Ms Office Suite). Interpersonal. Time Management. Report Writing. Planning and Organizing. Creativity. Numeracy. Financial Management. People management.

**DUTIES** : Manage the Provision of support to Provincial Office. Manage and Coordinate employer audits activities within the Fund. Manage and participate in employer compliance policy development and review across the Fund and other stakeholders. Manage all resources in the Sub-directorate.

**ENQUIRIES** : Mr K Makgamatha Tel No: 066 120 9661

**APPLICATIONS** : Direct your applications to: [Jobs-CF4@labour.gov.za](mailto:Jobs-CF4@labour.gov.za)

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 31/13** : **ASSISTANT DIRECTOR: EMPLOYERS REGISTRATION REF NO: HR 5/1/2/3/04**

**SALARY** : R376 596 per annum

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : Three-year tertiary qualification in Financial Management/ Business Management / Public Management/Data Analysts. 4 years' experience in employer registration environment or similar environment of which 2 years is at supervisory level. Knowledge: Compensation Fund business strategies and goals. Customer Service principles (Batho Pele Principles). Compensation Fund values. Understanding of risk management and audit practices. Corporate governance guidelines and strategies. Knowledge of Financial Accounting. Knowledge of Internal Controls and auditing principles. Knowledge of revenue and income function. Legislative requirements: Consultation. COIDA. Public Service Regulations (PSR). National Treasury Regulations and PFMA. Unemployment Insurance Act and Unemployment Insurance Contribution Act. Labour Relations Act. Protection of Personal Information Act. Tax Administration Act. Public Audit Act. Occupational Health and Safety. Skills: Strong Analytic skill. Client orientation and customer focus. Communication (verbal and communication). Tariffs administration. Financial compliance and reporting. People and performance management. Problem solving and analysis. Planning and organising. Knowledge management. Decision making. Diversity management. Research Skills.

**DUTIES** : Conduct and Provide support to employer registration processes. Facilitate the allocation of tariffs within the Fund. Coordinate indexing of all employer registration forms and documents. Provide support in the maintenance of the operational system and improvement of service delivery. Management of resources in the sub-directorate.

**ENQUIRIES** : Mr J Madiaga Tel No: 0123199412

**APPLICATIONS** : Direct your applications to: [Jobs-CF4@labour.gov.za](mailto:Jobs-CF4@labour.gov.za)

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 31/14** : **ASSISTANT DIRECTOR: GENDER DISABILITY AND YOUTH REF NO: HR 5/1/2/3/05**

**SALARY** : R376 596 per annum

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : A Degree in Social-work, 3 years tertiary qualification in Psychology/Sociology, (BA: Gender Studies), 3 year Degree/Diploma (BA Youth development Studies), BTech (Child & Youth studies), 3 year Degree/Diploma in Woman & Gender studies, Social Science Degree, Human Resources Management or Developmental Studies (BA development studies). 2 years' functional experience in the field. 2 years' supervisory experience in the same environment. Knowledge: Gender Equity and Women Empowerment Programmes Promotion of rights of people with disabilities. Legislative requirements: Public Service Act and Regulations. Basic Condition of Employment Act. Public Finance Management Act. National Youth Development Policy Framework. National Youth Policy. National Youth Development Agency Act. United Nations Convention on the Rights of persons with Disabilities. Commission on Gender Equality Act. Employment Equity Act with its applicable Codes and Good of Practice. Skills. Interpersonal. Confidentiality and Code of Ethics. Negotiation. Decision making. Organisational. Computer Literacy. Problem solving.

**DUTIES** : Coordinate, implement and promote Gender, Disability and Youth programmes that take place in accordance with accepted quality standards. Provide inputs into the development and implementation of policies, strategies and guidelines to promote mainstreaming and empowerment of women, people with disabilities and youth. Monitor and evaluate the implementation of Gender, Disability and Youth issues. Liaise with and improve integration of internal and external stakeholders performing various activities, events, programmes and initiated projects focusing on GDY. Supervision of staff.

**ENQUIRIES** : Mr I Makala Tel No: (012) 406-5697

**APPLICATIONS** : Direct your applications to: [Jobs-CF1@labour.gov.za](mailto:Jobs-CF1@labour.gov.za)

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 31/15** : **ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT REF NO: HR 5/1/2/3/06**

**SALARY** : R376 596 per annum

**CENTRE REQUIREMENTS** : Compensation Fund, Pretoria  
 : Three-year tertiary qualification in Risk Management/Law/Internal Auditing/  
 Business Management .4 years' functional experience in Compliance, Internal  
 Audit and Risk Management environment of which 2 years is supervisory  
 experience. Knowledge: Customer Service Principles (Batho Pele Principles).  
 Public Service Act and Regulations. Knowledge of corporate governance  
 requirements. Knowledge of risk finance and risk control concepts. Knowledge  
 of Public Works Act. National Treasury Regulations. Supply chain Management  
 prescripts. Crisis management processes. Legislative requirements:  
 Compensation for occupational Injuries and diseases Act (COIDA).  
 Occupational Health and Safety Act (OHS). Disaster Management Act Skills:  
 Budgeting and Financial Management. Communication (Written and Verbal).  
 People and Performance Management. Diversity Management. Planning and  
 Organizing. Project or Programme Management. Risk Management. Change  
 Management. External Environmental Assessment.

**DUTIES** : Provide inputs into the development of compliance management plans,  
 policies and strategies. Implement the fund's compliance management  
 programme. Conduct awareness campaigns to alert employees of applicable  
 legislations and regulations.

**ENQUIRIES APPLICATIONS NOTE** : Ms K Nkabinde Tel No: (012) 319 9295  
 : Direct your applications to: [Jobs-CF4@labour.gov.za](mailto:Jobs-CF4@labour.gov.za)  
 : Coloureds, Indians Whites and Persons with disabilities are encouraged to  
 apply.

**POST 31/16** : **SENIOR STATE ACCOUNTANT: SARS AND SUNDRY REF NO:  
 HR4/4/3/1/SSASS/UIF**

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
 : Unemployment Insurance Fund: Head Office  
 : A Three (3) year tertiary qualification in Accounting / Cost and Management  
 Accounting. Two (2) years functional experience in SARS and Sundry  
 environment. Knowledge: Public Financial Management Act (PFMA), Basic  
 Conditions of Employment Act (BCEA), Public Service Regulations (PSR),  
 Public Service Act (PSA), Treasury Regulations, Labour Relations (LRA),  
 Generally Recognised Accounting Principles (GRAP), Generally Accepted  
 Accounting Principles (GAAP), Financial Management, Conflict Management.  
 Skills: Accounting, Communication, Computer Literacy, Time Management,  
 Report writing, Planning and Organising, Analytical.

**DUTIES** : Verify the effective maintenance of SARS debtors records. Verify follow ups of  
 outstanding sundry payments. Review monthly reconciliation of SARS and  
 Sundry accounts against the sub module. Supervise resources (Human,  
 Financial, Equipment / Assets) in the section, Negotiate payment terms and  
 methods with debtors.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Ms MW Walton Tel No: (012) 337 1631  
 : e-mail: [Jobs-UIF8@labour.gov.za](mailto:Jobs-UIF8@labour.gov.za)  
 : Chief Director: Corporate Services

**POST 31/17** : **SENIOR PRACTITIONER: CALL CENTRE REF NO: HR4/4/3/1/SPCC/UIF**

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
 : Unemployment Insurance Fund: Head Office  
 : Three (3) year tertiary qualification in Contact Centre Management /Public  
 Management /Administration /Business Management /Financial Management.  
 Two (2) years functional experience in Call Centre /Operations Management  
 environment. Knowledge: Public Financial Management Act (PFMA), Public  
 Service Regulations (PSR), Labour Relation Act, Employment Equity Act,  
 Basic Conditions of Employment Act (BCEA), Unemployment Insurance Act,  
 Unemployment Insurance Contribution Act. Skills: Communication, People  
 Management, Listening, Computer Literacy, Time Management, Analytical,  
 Numeracy, Interpersonal, Report Writing, Planning and Organizing, Diversity  
 Management.

**DUTIES** : Supervise the handling of inbound and outbound calls. Supervise the provision  
 of helpdesk services. Supervise resources in the Sub-Directorate.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Ms ZW Chauke Tel No: (012) 337 1886  
 : e-mail: [Jobs-UIF6@labour.gov.za](mailto:Jobs-UIF6@labour.gov.za)  
 : Chief Director: Corporate Services



**POST 31/18** : **SENIOR PRACTITIONER: ELECTRONIC OPERATIONS REF NO: HR4/4/3/1/SPEO/UIF**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Unemployment Insurance Fund: Head Office  
**REQUIREMENTS** : Three (3) year's relevant tertiary qualification in Public Management / Business Management / Public Administration / Business Administration. Two (2) years functional experience in a claims management environment Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA) Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Electronic Operation System. Public Service Regulations (PSR). Public Service Act (PSA). Skills: Communication. Listening. Computer Literacy. Time Management. Analytical. Interpersonal. Numeracy. Report Writing. Planning and Organizing. Diversity Management.  
**DUTIES** : Assess, validate and adjudicate claim discrepancies lists electronically. Capture and amend payment of claim. Maintain employer database. Correct registration of employers and employees declared electronically.  
**ENQUIRIES** : Mr TK Dube Tel No: (012) 337 1450  
**APPLICATIONS** : e-mail: [Jobs-UIF4@labour.gov.za](mailto:Jobs-UIF4@labour.gov.za)  
**FOR ATTENTION** : Chief Director: Corporate Services

**POST 31/19** : **TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

**SALARY** : R316 791 per annum  
**CENTRE** : Komani Labour Centre Ref No: HR4/4/10/150 (X1 Post)  
Butterworth Labour Centre Ref No: HR4/4/10/150 (X1 Post)  
**REQUIREMENTS** : Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.  
**DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA) ,Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness ,Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections ,Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report ,Manage the finalisation of files of cases received and investigations conducted by the Inspectors ,Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases ,Ensure that non-compliant employers are referred for prosecution within the relevant time frames.  
**ENQUIRIES** : Mr K Mbande Tel No: 045 807 5404  
Mr T Madikazi Tel 047 401 9414

- APPLICATIONS** : Deputy Director: Labour Centre Operations: PO Box X 323, Queenstown, 5320  
For Attention: Deputy Director: Labour Centre Operations Email: [Jobs-EC@labour.gov.za](mailto:Jobs-EC@labour.gov.za)  
Deputy Director: Labour Centre Operations: Corner Merriman and Mthatha Street, Private Bag X 3081 Butterworth, 4960. For Attention: Deputy Director: Labour Centre Operations Email: [Jobs-EC@labour.gov.za](mailto:Jobs-EC@labour.gov.za)
- POST 31/20** : **STATE ACCOUNTANT: DEBTORS MANAGEMENT REF NO: HR4/4/3/1/SADM/UIF**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum  
: Unemployment Insurance Fund: Head Office  
: A Three-year relevant qualification in Financial Management, Cost and Management Accounting and Accounting as a major passed subject. One (1) to two (2) years working experience in Finance environment. Knowledge: Public Financial Management Act (PFMA), Financial Management, Public Service Regulations, Public Financial Management Act (PFMA), Financial Management, Public Service Regulations (PSR), Public Service Act (PSA) (PSR), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). Skills: Accounting, Communication, Computer Literacy, Time Management, Interpersonal, Report writing, Planning and Organizing, Analytical.
- DUTIES** : Follow up outstanding contributions. Effective maintenance of Non-SARS debtor's records. Prepare monthly reconciliation of debtors accounts against the sub-module (transfer, refunds, voids and collections).
- ENQUIRIES APPLICATIONS FOR ATTENTION** : Ms N Sonti Tel No: (012) 337 1533  
: e-mail: [Jobs-UIF9@labour.gov.za](mailto:Jobs-UIF9@labour.gov.za)  
: Chief Director: Corporate Services
- POST 31/21** : **OFFICE ADMINISTRATOR: HRM AND DEVELOPMENT REF NO: HR4/4/3/1/OAHRMD/UIF**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
: Unemployment Insurance Fund: Head Office  
: A Three (3) year tertiary qualification in Office Administration / Secretarial/ Office Management / Administration / Management Assistant. One (1) to two (2) functional experience in Office Administration environment. Knowledge: Departmental policies and procedures, Public Service Regulations (PSR), Public Service Act (PSA), Batho Pele Principles, Administration procedures. Skills: Listening skills, Computer Literacy, Interpersonal, Planning and Organizing, Communication (verbal and written, Report writing.
- DUTIES** : provide secretarial services / receptionist to the unit. Assist in monitoring and maintenance of budget including Supply chain for the Unit. Facilitate and coordinate all logistical requirements of the Unit. Provide Management Information and records management services in the Unit. Tract and monitor projects tasks within the Unit.
- ENQUIRIES APPLICATIONS FOR ATTENTION** : Ms MP Roux. Tel No: (012) 337 1529  
: e-mail: [Jobs-UIF10@labour.gov.za](mailto:Jobs-UIF10@labour.gov.za)  
: Chief Director: Corporate Services
- POST 31/22** : **COID EMPLOYER AUDITOR REF NO: HR 4/4/8/92 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum  
: Kimberley Labour Centre  
: Three (3) year tertiary qualification in Financial Accounting/ BCOM Accounting/ Accounting/ Accounting/ LLB/ BCOM LAW/ BCOM in Commerce. Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and Regulations, UIA & UICA, Public Service Act, Public Service Regulation, Public Financial Management Act (PFMA). Skills: Facilitation, Planning and Organizing, Communication written and verbal, Computer literacy, Interpersonal, Innovative and creative.
- DUTIES** : Conduct payroll audit to determine employer's compliance in relation to COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for

prosecution of non-compliant employers within the prescribed time frames.  
 Prepare statistics on a weekly basis to report performance

**ENQUIRIES** : Mr IS Vass Tel No: (053) 8381652 (Kimberley)  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road  
**FOR ATTENTION** : Human Resources Operations, Provincial Office Kimberley Email: [Jobs-NC@Labour.gov.za](mailto:Jobs-NC@Labour.gov.za) (Kimberley Labour Centre)

**POST 31/23** : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X3 POSTS)**

**SALARY** : R208 584 per annum  
**CENTRE** : Randburg Labour Centre- Ref No: HR 4/4/4/08/01 (X2 Posts)  
 Alberton Labour Centre- Ref No: HR 4/4/4/08/03 (X1 Post)

**REQUIREMENTS** : Matriculation/ Grade 12 with Zero (0) experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.

**DUTIES** : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

**ENQUIRIES** : Ms MN Tyeelbooi Tel No: 011 781 8144  
 Mr LSM Nkutha Tel No: 011 861 6130

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: [Jobs-GP@labour.gov.za](mailto:Jobs-GP@labour.gov.za)

**POST 31/24** : **UI CLAIMS OFFICER REF NO: HR 4/4/4/08/04**

**SALARY** : R208 584 per annum  
**CENTRE** : Gauteng Provincial Office but stationed at Kempton Park Labour Centre

**REQUIREMENTS** : Grade 12/ Senior Certificate. Zero (0) to six (6) months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contribution Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.

**DUTIES** : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.

**ENQUIRIES** : Ms J Ralane Tel No: 011 975 9301  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: [Jobs-GP@labour.gov.za](mailto:Jobs-GP@labour.gov.za)

**POST 31/25** : **RECORDS ADMINISTRATOR (X2 POSTS)**

**SALARY** : R208 584 per annum  
**CENTRE** : Randburg Labour Centre-Ref No: HR 4/4/4/08/05 (X1 Post)  
 Provincial Office: Gauteng- Ref No: HR 4/4/4/08/06 (X1 Post)

**REQUIREMENTS** : Grade 12/ Senior Certificate or equivalent with Zero (0) experience. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer literacy, Planning and Organizing.

**DUTIES** : Maintain the filling system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal process as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.

**ENQUIRIES** : Ms MN Tyeeboi Tel No: 011 781 8144  
Ms SA Shangase Tel No: 012 309 5050

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: [Jobs-GP@labour.gov.za](mailto:Jobs-GP@labour.gov.za)

**POST 31/26** : **CLAIMS CREDIT OFFICER: UI REF NO: HR 4/4/08/07**

**SALARY CENTRE REQUIREMENTS** : R208 584 per annum  
Pretoria Labour Centre  
Grade 12/ Senior Certificate. Zero (0) to six (6) months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial Systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial Management, Communication (verbal & written), computer literacy, Time Management, Planning and organizing, Analytical, Numeracy Interpersonal.

**DUTIES** : Collect outstanding Overpayments balance. Keep all overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.

**ENQUIRIES APPLICATIONS** : Ms SA Shangase Tel No: (012) 309 5050  
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: [Jobs-GP@labour.gov.za](mailto:Jobs-GP@labour.gov.za)

**POST 31/27** : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/77**

**SALARY CENTRE REQUIREMENTS** : R208 584 per annum  
Portshepstone - KZN  
Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

**DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Ms L Nongena Tel No: (039) 6822406  
Deputy Director: Port Shepstone Labour Centre, PO Box 379, Port Shepstone, 4240 or hand deliver at 17 Bisset Street, Port Shepstone  
Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: [Jobs-KZN@labour.gov.za](mailto:Jobs-KZN@labour.gov.za)

**POST 31/28** : **REGISTRY CLERK REF NO: HR 4/4/08/08**

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum, (All inclusive)  
Provincial Office: Gauteng  
Grade12/ Matriculation/ Senior Certificate with zero (0) experience. Knowledge: National Archives guidelines and Record Management prescripts, Departmental Policies and Procedures, Batho Pele Principles, Departmental Registry procedures, Public Finance Management. Skills: Communication Skills, Interpersonal relations, Problem solving, Organizing skills, Computer Literacy.

**DUTIES** : Maintain the filing system within a Provincial Office according to the Archives & Records Management prescripts (Daily). Handle all the correspondences for the Provincial Office and maintain records thereof (Daily). Operate the franking

- machine and ensure availability of funds (Daily). Render general administrative duties in the section including Procurement of stationery and equipment for the section (Daily). Clear suspense accounts and unallocated accounts before month closure (monthly).
- ENQUIRIES APPLICATIONS** : Mr MT Mokoena Tel No: (011) 853 0500  
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: [Jobs-GP@labour.gov.za](mailto:Jobs-GP@labour.gov.za)
- POST 31/29** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HR 4/4/8/478**
- SALARY** : Remuneration: Members will be remunerated according to rates approved by the National Treasury
- CENTRE REQUIREMENTS** : Provincial Office: Free State  
 : A post graduate qualification in Accounting/ Risk Management or Auditing such as CRMA/ CIA/CA (SA) or a relevant three-year tertiary or equivalent qualification in Accounting, Risk Management and Auditing. A professional qualification and affiliation to a professional recognised body for appointment as a Chairperson of the Risk Management Committee of the Department of Employment and Labour: Free State Province. Candidates should have executive management experience in Governance, Risk Management and Internal Controls environment for more than ten years with exposure in serving in oversight Committees. A person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance and extensive experience in Risk Management, Governance, Internal and External Auditing, Applications should be independent and knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects, Departments Values, technical Knowledge, DPSA guidelines on National Departments. Skills: Analytical thinking ability and good communication, Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control, Ability to offer new perspective.
- DUTIES** : Fulfil oversight responsibilities with regard to Governance, risk management, internal control, legal and regulatory compliance, external and internal audit, fraud and irregularities, Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities, Help build trust and confidence in how the Department is management, Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.
- ENQUIRIES APPLICATIONS** : Ms. E Maneli Tel No: (051) 505 6203  
 : Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State Email: [Jobs-FS3@labour.gov.za](mailto:Jobs-FS3@labour.gov.za)

## DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Human Resources Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
- CLOSING DATE** : 20 September 2021
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full accompanied by copies of 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. 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.

## OTHER POST

- POST 31/30** : **DEPUTY DIRECTOR: WOODLANDS AND INDIGENOUS FOREST MANAGEMENT REF NO: FOM11/2021**  
Re-advert candidates who previously applied for the post may re-apply.

- SALARY CENTRE REQUIREMENTS** : R869 007 per annum, (All-inclusive package)  
: Eastern Cape  
: Applicants must be in possession of a National Diploma or Bachelor Degree Forestry / Environmental Science / Management or equivalent qualification within related field and 3-5 years relevant experience in related field. Extensive knowledge in Woodlands and Indigenous forest and Commercial forestry. The ability to interpret and apply related legislation and policies, including National Forestry Act (NFA), National Veld and Forest Fire Act (NVFFA), NEMA, NEMBA, Public Service Act, PFMA, Labour Relations Act and other Environmental legislations. Knowledge of project management. Skills: Planning and Organising, Policy development and analysis, Leadership, Facilitation and Negotiation, excellent communication (verbal, presentation and report writing), and 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. 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 that site inspection is conducted. Ensure Integrated Environment plan for indigenous forest and resources of the Sub directorate (Physical, Human & Financial). Analyze the impact of the environmental assessments. Ensure compliance and monitoring of Environmental legislations

especially NFA and NVFFA. Managing achievements of the Regional Annual Plan of Operation. Develop and provide forest management guidelines, norms, best practice to the WIFM regions (Eastern Cape).

**ENQUIRIES**  
**NOTE**

- : Dr.T Ramatshimbila Tel No: (012) 309 5716
- : NB: The post was previously advertised with Ref No: FOM04/2021

## DEPARTMENT OF HEALTH

*The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).*

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X 399, Pretoria. 0001.
- FOR ATTENTION** : Ms T Morake: [rh@konesolutions.co.za](mailto:rh@konesolutions.co.za) quoting the reference number
- CLOSING DATE** : 20 September 2021, Closing Time: 12H00 Midday
- NOTE** : All short listed 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. Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed), qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) need not be certified, including ID and driver's license. Only e-mailed applications will be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## MANAGEMENT ECHELON

- POST 31/31** : **DIRECTOR: MENTAL HEALTH & SUBSTANCE ABUSE REF NO NDOH: 03/2021**  
Chief Directorate: Non-Communicable Diseases  
Directorate: Mental Health & Substance Abuse. Pretoria.
- SALARY** : R1 057 326 - R1 245 495 per annum, (An all-inclusive remuneration package) basic salary consists of 70% of total package, can be structured according to Senior Management Service guidelines.
- CENTRE** : National Department of Health - Pretoria
- REQUIREMENTS** : SMS pre-entry Certificate. A degree (NQF 7 as recognised by SAQA) in health sciences or social sciences in one (1) of the following disciplines: Psychiatry, Psychology, Occupational Therapy or Psychiatric Nursing and a postgraduate qualification in a mental health discipline. Five (5) years' experience in the discipline of mental health. At least five (5) years' experience in middle/senior management (Deputy Director Level). Knowledge of Clinical Mental Health and related policies and legislation, PFMA, National Treasury Regulations and Public Service Regulations. Excellent communication skills (written and verbal), computer office package and analytical skills. Ability to work independently and under pressure. A valid driver's license.
- DUTIES** : Develop, implement, monitor, and evaluate mental health and substance abuse legislation, policies, and plans. Develop programmes for prevention of substance abuse and mental illness. Provide stewardship and support provinces in implementing integrated mental health and substance abuse programmes, policies, and legislation. Provide leadership in coordinate provision of medical benefits for TRC Victims. Manage the Directorate in terms of human resources, financial and risk management. Ensure intersectoral, interdepartmental, intradepartmental, and international liaison and collaboration on mental health and substance abuse services.
- ENQUIRIES** : Ms APR Cele on email: [Aneliswa.Cele@health.gov.za](mailto:Aneliswa.Cele@health.gov.za)



## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	20 September 2021
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za">www.gov.za</a> , a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be 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.

## OTHER POSTS

<b><u>POST 31/32</u></b>	:	<b><u>FAMILY ADVOCATE REF NO: 102/2021/FA/WC</u></b>
<b><u>SALARY</u></b>	:	R763 212 – R1 266 156 per annum. (LP 7/8) (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Office of the Family Advocate, George
<b><u>REQUIREMENTS</u></b>	:	An LLB Degree or recognized four (4) year legal qualification; At least five (5) years appropriate post qualification litigation experience; Admission as an Advocate; The right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Good communication skills (verbal and written); Research, investigation, monitoring, evaluation, attention to details and Diversity management, Dispute and Conflict Resolutions Skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to all relevant circuit courts within Western Cape. Note: Applicants are required to attach service certificates to determine salary in accordance to experience.
<b><u>ENQUIRIES</u></b>	:	Advocate N Britz Tel No: (021) 426 1216
<b><u>APPLICATIONS</u></b>	:	Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 8 Riebeek Street, 5 <sup>th</sup> Floor Norton Rose House, Cape Town.
<b><u>FOR ATTENTION</u></b>	:	Mr. M Koopman
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply and preference will be given to the EE Target

<b><u>POST 31/33</u></b>	:	<b><u>FAMILY ADVOCATE; LP7 REF NO: 2021/133/GP</u></b>
<b><u>SALARY</u></b>	:	R763 212 – R822 192 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Family Advocate: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An LLB Degree or recognized 4-year legal qualification; Admitted as an Advocate; The right of appearance in the High Court of South Africa; At least 5 years appropriate post qualification, litigation experience; A valid driver's license. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereon; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure; Attend to relevant circuit courts within the provinces.
<b><u>ENQUIRIES</u></b>	:	Ms. R Moabelo Tel No: (011) 332 9000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 6, Johannesburg, 2000 OR Physical Address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg; 2000.
<b><u>NOTE</u></b>	:	Applicants are required to attach service certificates to determine salary in accordance to experience.
<b><u>POST 31/34</u></b>	:	<b><u>DEPUTY DIRECTOR: AREA COURT MANAGER (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R733 257 - R863 748 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Harry Gwala District Ref No: 21/95/KZN Umkhanyakude District Ref No: 21/96/KZN Uthukela District Ref No: 21/97/KZN Umzinyathi District Ref No: 21/98/KZN Amajuba District Ref No 21/99/KZN
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year Bachelor's Degree or equivalent relevant qualification; Six years' management experience, Court management experience; three years of which is at junior management level; Knowledge and experience of financial management, PFMA, office and district administration; A valid driver's license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Interpersonal relations; Communication (verbal and written); Accuracy and attention to detail. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Strong leadership skills; Strategic capabilities; The following will serve as recommendations: Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA).
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage financial and human resources of district, strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Play a leadership role in determining and implementing departmental policies at court level; Implement the Departmental policies on courts; Compile and analyze court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Facilitate strategic projects intended to improve court management; Communicate and relate with internal and external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr JN Mdaka Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	Quote the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

<b><u>POST 31/35</u></b>	:	<b><u>FAMILY COUNSELLOR SUPERVISOR, (GRADE 1) REF NO: 100/2021/FA/WC</u></b>
<b><u>SALARY</u></b>	:	R384 228 – R445 425 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office of the Family Advocate, Cape Town Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Professional registration with the SACSSP; A minimum of five (5) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP: Knowledge and experience in Mediation; Court experience in leading Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children’s Act (inclusive Hague Convention on International Child Abduction); A valid drivers’ license. Skills and Competencies: Supervisory skills; Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills Diversity and conflict management; Attention to details.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide mentoring and professional guidance to the Family Counsellors in the office and monitor case flow management; Quality assure and evaluate information, recommendations made in the best interest of children in Family Law disputes & quality assure family counsellor services; Conduct mediation and/or inquiries as part of a multi-disciplinary team in matters relating to parental responsibilities and rights, specifically but not limited to care, contact and guardianship, child abduction and related Family Law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct enquiries and interview parties and source references in the Family Law disputes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Adv N Britz at Tel No: (021) 426 1216 Quoting the relevant reference number, direct your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5 <sup>th</sup> Floor Cape Town.
<b><u>NOTE</u></b>	:	Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children’s Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.
<b><u>POST 31/36</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF NO: 21/86/KZN</u></b>
<b><u>SALARY</u></b>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Court, Pietermaritzburg Three year Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office ( Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service.
<b><u>ENQUIRIES</u></b>	:	Ms C.S. Sikhonde Tel No: (031) 372 3000

- APPLICATIONS** : Quote the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 31/37** : **ADMINISTRATIVE OFFICER, (OFFICE MANAGER) REF NO: 21/87/KZN**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Hlabisa  
 : Three year Bachelor`s degree /National Diploma in Administration or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver`s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office ( Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000  
 : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 31/38** : **ADMINISTRATIVE OFFICER REF NO: 21/101/KZN**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Durban Point Family Court  
 : Three year Bachelor`s degree /National Diploma in Administration or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver`s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office ( Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service.
- ENQUIRIES APPLICATIONS** : Ms C.S. Sikhonde Tel No: (031) 372 3000  
 : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

- POST 31/39** : **ADMINISTRATIVE OFFICER REF NO: 21/100/KZN**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Madadeni
- REQUIREMENTS** : Three year Bachelor`s degree /National Diploma in Administration or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office ( Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; Compile statistics to show performance and trends; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service.
- ENQUIRIES** : Ms C.S. Sikhonde Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.
- POST 31/40** : **CHIEF ACCOUNTING CLERK REF NO: 21/90/KZN**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Court, Emlazi
- REQUIREMENTS** : Grade 12 or equivalent; A minimum of 3 years' relevant experience. Recommendations: Sound knowledge of budget control; Extensive knowledge of the PFMA, DFPM, DFI, BAS and JDAS; A valid driver's license code EB. Skills and Competencies: Computer literacy (MS Office and Ms Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Able to work independently and under pressure; Attention to detail; Numeracy skills; Analytic sufficient resourceful; Problem solving skills; Presentation skills; Customer service oriented; Ability to work with public and all stakeholders in a professional manner.
- DUTIES** : Key Performance Areas: Exercise control over duties related to monies in trust, vote account, budget administration, BAS and JDAS; Reconcile accounts, handle enquiries both internal and external; Ensure compliance with all financial prescripts, rules and regulations; Process all financial reports and funding to ensure that spending remains within the budget; Mange monies in trust MMT); Provide effective people management; Checking of work performed by Accounting Clerks.
- ENQUIRIE** : Ms S. Shezi Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.
- POST 31/41** : **SENIOR COURT INTERPRETER REF NO: 21/88/KZN**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Empangeni
- REQUIREMENTS** : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three year practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous

languages; A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.

**DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.

**ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000

**APPLICATIONS** : Quote the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

**POST 31/42** : **SENIOR COURT INTERPRETER REF NO: 21/89/KZN**

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

**CENTRE** : Magistrate Court, Verulam

**REQUIREMENTS** : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three year practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages; A valid driver's license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.

**DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.

**ENQUIRIES** : Ms V. Mlandeliso Tel No: (031) 372 3000

**APPLICATIONS** : Quote the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

## 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 (Act55) 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.  
**Gauteng Division: Pretoria/Gauteng Local Division: Johannesburg:** 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.
- CLOSING DATE** : 17 September 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/](http://www.dpsa.gov.za-vacancies/) [www.judiciary.org.za](http://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 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. 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 31/43** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2021/184/OCJ**
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office Midrand
- REQUIREMENTS** : Grade 12 plus three (3) years' National Diploma/Degree. A minimum of two (2) years experience in office administration, minute taking and secretariat support. High-level administrative, communication, research and report writing

- skills. High level of Computer literacy and sound knowledge of Microsoft Office suite. Code 8 driver's licence. Skills and Competences: Good understanding of the application of Government and Departmental Policies. Sound understanding of financial policies as guided by Treasury Regulations. Ability to meet tight deadlines and the ability to deliver under pressure.
- DUTIES** : Provide administration and office support in the Institutional Secretariat Service Unit. Coordinating meetings arrangements and assisting in rendering secretariat support to the Office of the Chief Justice Governance Structures. Assist with the monitoring and following up on the implementation of Committee Resolutions. Monitor Budget, MTEF Process and Payroll for the ISS unit.
- ENQUIRIES** : Ms S Tshidino/Ms B Rakgotho Tel No: 010) 493 2500
- POST 31/44** : **JUDGES SECRETARY REF NO: 2021/185/OCJ (X2 POSTS)**  
One-Year Contract
- SALARY** : R257 508 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division: Pretoria  
Grade twelve (12). One (1) to three (3) years' Secretarial experience or as an Office Assistant. A valid driver's licence. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to details. Customer service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including dicta phone 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 an order made by 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 integrity of such recordings. Store, keep and file court records safely. After a case has been completed and opinion, decision or judgement entry released, returns case file to the Registrar; Accompany the Judge to the court and circuit courts. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange receptions for the Judge and his visitors and attend to their needs. Management of Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 31/45** : **JUDGES SECRETARY REF NO: 2020/186/OCJ**  
(Three-Year Contract)
- SALARY** : R257 508 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Local Division: Johannesburg  
Grade twelve (12). One (1) to three (3) years' Secretarial experience 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 Organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to details.



- DUTIES** : Customer service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and Research capabilities.  
 : Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (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 an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court after hours and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and opinion, decision or judgement entry released, returns case file to the Registrar; Accompany the Judge to the court and circuit courts. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange receptions for the Judge and his visitors and attend to their needs. Management of Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 31/46** : **ADMINISTRATION CLERK REF NO: 2021/187/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade twelve (12). An appropriate Bachelor's Degree/National Diploma in Office, Public or Business Administration or equivalent qualification on NQF level 6 will be an added advantage. A minimum of one (1) year experience in office administration, customer service and business support. Ability to efficiently manage the administration in the office of the Director through among others; the management of due dates, reports, compliance and meeting facilitation. Technical knowledge and Competencies: Knowledge of business and administrative procedures. Knowledge of basic Financial Administration and Public Finance management Act. Experience in Office Administration and or Secretarial duties. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook). Project management of routine office administration. Analytical evaluation of documents, information and processes. Document and information production. Behavioural Competencies: Problem solving. Interpersonal skills. Good communication skills (verbal and written). Good telephone etiquette. Good writing skills. Time management. Conflict handling skills. High level of reliability. Confidentiality. Good planning and organising skills. Ability to work under pressure and individual honesty and integrity.
- DUTIES** : Provide a professional administrative support services to the Director and Directorate. Provide personnel administration, clerical support services within the component. Provide supply chain clerical support services within the component. Provide financial administration support services in the component.
- ENQUIRIES** : Ms S Tshidino/Ms. B Rakgotho Tel No: 010) 493 2500

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to [HR@dpme.gov.za](mailto:HR@dpme.gov.za) (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 17 September 2021 @ 16:30 pm
- WEBSITE** : [www.dpme.gov.za](http://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](http://www.dpsa.gov.za)

#### **MANAGEMENT ECHELON**

- POST 31/47** : **SENIOR SPECIALIST: INTERVENTION SUPPORT REF NO: 024/2021**  
Chief Directorate: Intervention Support
- SALARY** : 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : A appropriate tertiary qualification (NQF 7) in Programme or Project management or Public Sector Management and Administration or equivalent with at least 6 years appropriate experience of which 5 years at MMS (Deputy Director) level. NSG Public Service Senior Management Leadership Programme (Certificate for entry into the SMS). Competencies & Skills: Must possess a good understanding of government across the three spheres of government. Should have extensive experience in managing complex projects. Must have demonstrated an in-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills and Programme and Project Management skills. Good interpersonal relations, excellent stakeholder management and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) is 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. Drivers licence is essential. Ability to travel extensively locally and abroad for extended periods of time. Heightened sense of urgency and flexibility to work for long hours.
- DUTIES** : The successful candidate will be responsible to assist in the implementation of Operation Phakisa in government by transforming plans into concrete results through successful delivery. This entails assisting with designing monitoring system for the Operation Phakisa programme. Work with partner national departments to agree and scope new Operation Phakisa projects. Contribute to process improvements in project management by applying lessons learned to future projects. Develop and document an integrated project management plan for the projects to be undertaken. Plan, monitor and solve problems/ issues relating to the achievement of Lab Outputs. Work with departments to finalise 3 ft. plans and monitor and report on progress. Assist with interventions to address blockages to implementation and escalate to necessary executive level where required. Establish and maintain collaborative business relationships with relevant stakeholders in public and private sector. Develop working relationships with agencies/consultancies in relation to donor support. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directives and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate.
- ENQUIRIES** : Ms S Mbeleki Tel No: (012) 312-0451
- NOTE** : Preference will be given to African and Coloured females.

## 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.*

<b><u>CLOSING DATE</u></b>	:	20 September 2021
<b><u>NOTE</u></b>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">www.dpsa.gov.za/dpsa2g/vacancies.asp</a> .”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 POSTS

<b><u>POST 31/48</u></b>	:	<b><u>DEPUTY DIRECTOR: ICT INFRASTRUCTURE MANAGEMENT REF NO: DPSA 37/2021</u></b>
<b><u>SALARY</u></b>	:	R869 007 per annum (Level 12), (An all-inclusive remuneration package). Annual progression up to a maximum salary of R1 023 645 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An appropriate B. Degree in ICT or equivalent qualification at NQF level 7 in ICT related field, Minimum of 2 years’ experience at middle management level. Minimum of 5 years technical appropriate experience. Knowledge of Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government, Sound understanding of operations management. Must have understanding of ICT Infrastructure Management theory and practice, Project Management, understanding of Digital transformation, understanding of Batho Pele principles. Very good diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, Computer literacy, conflict management, stakeholder management and coordination and project and program management skills.
<b><u>DUTIES</u></b>	:	To develop Prescripts on ICT Infrastructure Management. Support the Implementation of Prescripts by National and Provincial Departments. Monitor the implementation and Compliance. Manage all the Operations, Systems and Processes of the Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. Teko Mohono Tel No: (012) 336 1066 E-Mail To: <a href="mailto:advertisement37@dpsa.gov.za">advertisement37@dpsa.gov.za</a>

**POST 31/49** : **DEPUTY DIRECTOR: HRD, PLANNING, MONITORING, EVALUATION AND REPORTING REF NO: DPSA 38/2021**

**SALARY** : R869 007 per annum (Level 12), (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 REQUIREMENTS** : Pretoria  
A Senior Certificate on NQF level 4, an appropriate recognised NQF Level 7 qualification in Human Resource Development Human Resource Management/ Public Management / Development and/or Administration / Industrial Psychology. Minimum of 3 years 1st level /middle management (ASD level) Experience in HRD Strategy Research, Planning, Monitoring and Evaluation. Three (3) years in Public Sector. Thorough understanding of the Public Service Regulatory Framework and specifically HRD-related legislation, policies and practices, as well as National Skills Development Legislations and related Strategies. Ability to work independently and in a team. Good interpersonal and stakeholder liaison skills including presentation. Good planning and organising skills. Supervisory and Human Resource Management skills, good planning and organising skills supervisory and Human Resource Management. Good communication skills (verbal and written). Technical Skills: Human Resource Development Practices; An advanced knowledge of HRD Planning, Monitoring, Evaluation and Reporting. Applied knowledge of the Government-wide Monitoring and Evaluation Framework (GWM&EF), and the South African Statistical Quality Assessment Framework (SASQAF). Advanced Analytical, Research and Report writing skills; Sound knowledge and in Generic Skills: Applying Technology; Communication and Information Management, Project Management, Applied Strategic thinking and developing others. Certification in Statistical package for the social sciences (SPSS) would be an added advantage. A valid Drivers' licence, minimum Code 08. Be willing to travel.

**DUTIE** : To manage and support the development and implementation of Human Resource Development Frameworks. Support the roll-out of the HRD Strategy for the Public Service in government departments and provinces. Support Departments, including Sector Departments and Provinces in formulating their department-specific, Sector department-specific HRD Strategies and Implementation Plans, respectively in line with the Public Service HRD Strategic Framework and current Government priorities. Manage and support the five (5) year and annual HRD Planning in departments. Conduct validation and quality assurance of implementation plans. Monitor the implementation of HRD Activities in the Departments and Provinces. Produce an annual and longitudinal performance report on the implementation of HRD in the Public Service. Coordinate the implementation of National HRD Strategy indicators within the Public Service Departments as well as collation of data from the local government space as required by the National HRD Council. Liaise, Mobilise and Coordinate activities, including workshops with all relevant stakeholders critical in the successful implementation of the HRD Strategic Framework for the Public Service. Identify and formulate the research agenda to enhance the effectiveness and efficacy of the strategic purpose of HRD in the public service. Identify develop and participate in the development of policies, determinations, directives and other prescripts supporting the implementation of HRD in the Public Service.

**ENQUIRIES APPLICATIONS** : Mr. Zamokwakhe Khuzwayo Tel No: (012) 336 1407  
E-Mail To: [advertisement38@dpsa.gov.za](mailto:advertisement38@dpsa.gov.za)

**POST 31/50** : **DEPUTY DIRECTOR: CAPACITY BUILDING & MANDATORY PROGRAMMES REF NO: DPSA 39/2021**

**SALARY** : R869 007 per annum (Level 12), (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 recognised NQF Level 7 qualification in Human Resource Development Human Resource Management/ Public Management / Development and/or Administration / Industrial Psychology. Minimum of 3 years 1st level /middle management (ASD level) Experience in HRD Strategy Research, Planning, Monitoring and Evaluation. Three (3) years in Public Sector. Thorough understanding of the Public Service Regulatory Framework and specifically HRD-related legislation, policies and practices, as well as National Skills Development Legislations and related Strategies. Ability to work independently and in a team. Good interpersonal and stakeholder liaison skills including presentation. Good planning and organising skills. Supervisory and Human Resource Management skills, good planning and organising skills supervisory and Human Resource Management. Good communication skills (verbal and written). Technical Skills: Human Resource Development Practices; An advanced knowledge of policy formulation, competency model formulation and analysis, skills audit processes and project management. Advanced Analytical, Research and Report writing skills; Sound knowledge and in Generic Skills: Applying Technology; Communication and Information Management, Developing others; Project Management and Applied Strategic thinking. Knowledge and experience in any verifiable skills audit system/methodology would be an added advantage. A valid Drivers' licence, minimum Code 08. Be willing to travel.

**DUTIES**

: To manage and support the Drafting, facilitate the development, review and implementation of policy prescripts, guidelines, directives, frameworks and determinations intended to develop the capacity of existing public service employees, including eLearning, Recognition of Prior Learning (RPL), Compulsory Induction Programme, Mandatory Training Programmes, Utilisation of Training Budgets within Public Service Departments, Bursary and Scholarship provisioning, Adult Education amongst others. Plan and execute policy capacity building and advocacy programmes in departments and provinces. Manage and support the implementation of the Public Service Skills Audit Methodology Framework across the public service. Manage and support the development and implementation of Guidelines on compilation of department-specific organisational competency frameworks to support skills audit implementation in departments. Provide policy advice and support to departments in implementing the HRD Policies and projects. Plan and Manage special capacity building projects in support of various policy units within the DPSA seeking HRD interventions. Monitor, analyse and report implementation of the policies and strategies falling within this sub-directorate. Collaborate with the team to contribute towards the achievement of the Chief Directorates overall plans.

**ENQUIRIES  
APPLICATIONS**

: Mr. Zamokwakhe Khuzwayo Tel No: (012) 336 1407  
: E-Mail To: [advertisement39@dpsa.gov.za](mailto:advertisement39@dpsa.gov.za)

## 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** : Must be submitted via email to: [dpwi25@ursonline.co.za](mailto:dpwi25@ursonline.co.za) for the attention of URS Response Handling, Tel No: (012) 811 1900.
- CLOSING DATE** : 17 September 2021
- 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 reflects 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. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for 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/training-course/sms-pre-entryprogramme/>.

**ERRATUM:** Kindly note that the following posts was advertised in Public Service Vacancy Circular 30 of 2021 dated 27 August 2021, (1) Assistant Director: Disposal Property Management ref no: 2021/282, (2) Senior Administrative Officer: Utilisation & Contracts Administration ref no: 2021/288, (3) Administrative Officer: Property Acquisitions-Real Estate Management Systems ref no: 2021/291, Centre: Port Elizabeth Regional Office, have all been withdrawn due to incorrect requirements and duties. The positions will be re-advertised.

**MANAGEMENT ECHELON**

- POST 31/51** : **DIRECTOR: HUMAN CAPITAL INVESTMENT REF NO: 2021/296**
- SALARY** : R1 057 326 per annum, (All inclusive salary package)
- CENTRE** : Head Office
- REQUIREMENTS** : An undergraduate qualification (NQF 7) in the following fields: Public Management, Human Resource Management, Social or Management Sciences. Extensive working experience within Sectorial Education Training Authority (SETAs) / Youth/Skills Development/ Human Resources Development environment. Five (5) years at Middle/ Senior Management Level. Experience in the development of policies, frameworks, and implementation guidelines is critical. Knowledge and experience of the Built Environment training systems is a must. Possess a valid unendorsed driver's licence. Knowledge and understanding of National Skills Development Strategy, National Infrastructure Act, Public Finance Management Act, Skills Development Act, National Development Plan, and the National Skills Development Plan. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word and MS Excel. Excellent verbal and written communication skills, Presentation, Organising, Planning and Time Management Skills, and have the ability to work without close supervision. The incumbent must further have working knowledge of Financial Administration inclusive of managing of external funding, and must be willing to travel extensively.
- DUTIES** : The management of the Human Capacity Investment programme inclusive of Schools, Youth Bursary Scheme, Learnership, Internship, Artisan Training, Young Professionals, Candidates, Mentoring (including the Cuban Technical Advisory (CTA) programme), Community Outreach, Graduate Recruitment and Exchange. Develop policies, procedures and mechanisms necessary for the effective implementation of the Learning programme. Guide and oversee the implementation of the whole project plan; manage recruitment and selection process of new trainees. Ensure that learners are educated and trained in accordance with the Human Capacity Investment Agreements. Resolve problems that arise during implementation process. The monitoring and reporting of the Human Capacity Investment programme. Develop (or adapt existing) policies and procedures relating to assessment procedures. Oversee all assessment, to ensure that assessments are conducted in accordance with the stipulations in the learning programme. Manage co-ordination all the learning and assessment within the workplace. Ensure formative assessment are conducted throughout the learning programme. Coordinate and facilitate the Departmental Technical Committee (on the CTA programme). Oversee the training process of mentors and coaches. Describe the roles and responsibilities of coaches, mentors and assessors. Develop the capacity of coaches, mentors and assessors. The strategic management of Directorate and Programme budget. Develop a budget plan; identify and acquire the required physical facilities, equipment and human resources appropriate to the learning project. Identify the sources of funding; and clarify the process for obtaining and distributing the funds. Oversee procurement of resources and medical assessments.
- ENQUIRIES** : Ms. Vangile Manzini Tel No: 082 739 6768



## DEPARTMENT OF TRADITIONAL AFFAIRS

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

- APPLICATIONS** : may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2<sup>nd</sup> Floor Pencardia 1 Building/e-mailed to [DTARecruitment@coqta.gov.za](mailto:DTARecruitment@coqta.gov.za)
- FOR ATTENTION** : Director: Human Resource Management
- CLOSING DATE** : 23 September 2021
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied by a comprehensive CV, copies of qualifications, Identity document and driver's license. Such copies need not be certified. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

## OTHER POST

- POST 31/52** : **ADMINISTRATIVE ASSISTANT REF NO: 2021/11**  
Research & Information Management
- SALARY** : R208 584 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification with appropriate experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication. Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the Chief Directorate: Receive and distribute documents. Record documents in the appropriate registers. File and manage the paperwork of the unit. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/ workshops. Compile minutes/ reports. Draft memoranda and any other correspondence. Manage the diary of the supervisor: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the unit. Make copies, fax and email documents as required.
- ENQUIRIES** : Mr K Walaza: Tel No: 012 334 0844

## DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 17 September 2021
- NOTE** : Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 5mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above mentioned requirements will not be considered. \*All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.
- ERRATUM:** The post of Finance Clerk Production with Ref No: Post 28/101 with Ref 270821/16 advertised in the Public Service Vacancy Circular 28 dated 13 August 2021 has been withdrawn.

## OTHER POSTS

- POST 31/53** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 170921/01**  
Branch: Provincial Coordination and International Cooperation: Infrastructure Management: Eastern Operation  
Re-advertisement. All those who previously applied must reapply.
- SALARY** : R869 007 per annum (Level 12), (All-inclusive salary package)
- CENTRE** : Midmar Dam
- REQUIREMENTS** : A National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years management experience in Corporate Services at supervisory (ASD) level. A valid driver's license (attach copy). Knowledge and experience of Administration processes. Knowledge of policy development and implementation. Disciplinary knowledge of HR information. Understanding of government legislation, Financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Knowledge of

- analytical procedures. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good Communication skills both (verbal and written). Accountability and ethical conduct.
- DUTIES** : Manage and provide support in human resource, information technology, administration, communication, OHS including safety and security. Assist with the development and implementation of the Strategic Plan. Analyse current policies and departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Recommend policy amendments. Develop implementation plan. Hold road shows advising department on key policy issues. Brief managers on policy requirements. Monitor policy implementation. Assist with the development and implementation of strategic plan. Develop corporate services implementation plan. Ensure that the line managers execute their business plan within the objectives of human resource plan. Ensure that strategic objectives are implemented accordingly. Ensure that corporate services forms business partners with line management. Ensure compilation of corporate services budget. Ensure that budget is implemented according to plan. Do early warning where necessary. Provide monthly reports to managers. Management of human resources process. Provide expert advice on human resource information implementation to managers.
- ENQUIRIES APPLICATIONS** : Mr. T Mkhize Tel No: (033) 239 1200
- FOR ATTENTION** : Midmar Dam: Please email your application quoting the relevant reference number to the subject line to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)
- FOR ATTENTION** : Ms. LI Mabile
- POST 31/54** : **ENGINEER PRODUCTION GRADE A-C (CIVIL) REF NO: 170921/02**  
Branch: Infrastructure Management  
Dir: Civil Engineering – Open Channel Systems
- SALARY** : R718 059 per annum, (All-Inclusive OSD salary package), (offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Pretoria Head Office  
An Engineering degree (B Eng. / BSc Eng.) or relevant qualification. Three (3) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (Proof of registration must be attached). A valid drivers' License (Attach a copy). Knowledge and experience of Open Channel design. Computer-aided engineering applications. Knowledge of construction techniques, environmental and legal aspects. The incumbent must be willing to travel extensively nationally and willingness to work irregular hours.
- DUTIES** : Plan and design engineering projects; develop tender specifications; Perform review and approvals or audits on new engineering designs according to design principles or theory. Supervise engineering work and processes. Optimising appropriate design and cost-effectiveness of new Open Channel projects including risk management. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Managing consulting engineers, and the accompanying contract administration and resolution of claims. Mentoring and training Candidate Engineers and Technicians. Managing administrative, financial and personnel-related functions.
- ENQUIRIES APPLICATIONS** : Mr. HH Luttig Tel No: 012 336 8099 / 076 299 5615
- FOR ATTENTION** : Pretoria (Head Office): Please email your application quoting the relevant reference number to the subject line to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)
- FOR ATTENTION** : Ms. LI Mabile
- POST 31/55** : **OPERATIONS MANAGER (PRINCIPLE ENGINEER) REF NO: 170921/03**  
(18 Months Contract)The successful candidate will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998.  
Branch: Infrastructure Management
- SALARY** : R470 040 - R553 677 (Level 10), (All-inclusive salary package)
- CENTRE REQUIREMENTS** : Pretoria (Construction Equipment)  
The candidate must be in possession of at least a relevant NQF level 8 qualification. Must be in possession of a valid Driver's license. The candidate must have extensive experience of at least 8 years in the field of fleet utilisation and availability. Must have extensive experience in interpreting fleet data and

be able to plan and execute replacement strategies. Must be able to plan, execute, monitor, and readjust project plans to achieve outcomes. A Project Management qualification will be an added advantage. Excellent written & verbal communication and interpersonal skills. Must be Computer literate. Must have the following skills: operations, fleet, project management, process re-engineering, contract management, excellent communication, research, complex problem solving and critical thinking skills. Ability to build group commitments through stakeholder engagements to achieve goals and objectives. The candidate must have Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Government procurement procedures and related legislative prescripts.

**DUTIES** : The incumbent will be responsible for the management of availability and utilisation outputs to ensure that the fleet operations of Construction Equipment are managed according to sector best practice. Evaluate, plan, implement and monitoring these best practices to achieve high fleet availability and equipment reliability. The incumbent will be required to travel country wide to construction sites and regional sites.

**ENQUIRIES** : Mr JM Bezuidenhout Tel No. (053) 456 0508  
**APPLICATIONS** : Please forward your application, quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 6, Jan Kempdorp, 8550, email address [OtukileK@dws.gov.za](mailto:OtukileK@dws.gov.za)

**FOR ATTENTION** : Ms KD Otukile  
**NOTE** : NB: All shortlisted candidates will be required to complete a technical skills assessment prior to be called for an interview. The results of the technical assessment will form part of the selection criteria.

**POST 31/56** : **CHIEF ARTISAN GRADE A: MECHANICAL REF NO: 170921/04**  
 Branch: Infrastructure Management, Northern Operation

**SALARY** : R386 487 per annum, (OSD)  
**CENTRE** : Groblersdal Area Office  
**REQUIREMENTS** : Appropriate Trade Test Certificate in mechanical engineering. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license (attach copy). Supervisory, planning and analytical skills. Project management and technical report writing skills. Knowledge of Occupational Health and Safety Act and maintenance management systems. Knowledge of PMDS and PFMA. Ability to work independently as well as in a team. Computer literacy. Good communication skills and ability to work long hours and perform well under pressure. Technical analysis and problem solving skills. Willingness to travel. Candidates may be required to complete a practical and theoretical test. Knowledge and experience on maintenance of mechanical equipment at dams and maintenance of yellow fleet and trucks would be an advantage.

**DUTIES** : Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Condition monitoring of equipment and interpretation of data and reports. Manage maintenance backlogs, planned maintenance and breakdowns. Ensure compliance with Occupational Health and Safety Act and PFMA. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into budgeting process compile and submit reports as required. Manage and supervise artisans and related personnel. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Do mechanical dam safety inspections and complete log books. Submit meter readings of hour meters of equipment to Transport Officer monthly.

**ENQUIRIES** : Mr. IJ Pretorius, Tel No: (013)262 6839  
**APPLICATIONS** : Please email your application quoting the relevant reference number to [GDRecruitment@dws.gov.za](mailto:GDRecruitment@dws.gov.za)

**FOR ATTENTION** : Mr S Murunzi

**POST 31/57** : **CHIEF ARTISAN GRADE A (CIVIL) REF NO: 170921/05**  
 Branch: Infrastructure Management, Northern Operation

**SALARY** : R386 487 per annum, (OSD)

**CENTRE REQUIREMENTS** : Groblersdal Area Office  
: Appropriate Trade Test Certificate in mechanical engineering. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license (attach copy). Computer literacy (Word, Excel, Outlook).

**DUTIES** : Manage plumbers, carpenters, painters, building and construction workers. Planning and organizing of work according to the budget implementation. Construction and maintenance of civil structures on the scheme. Standby and after hours' services. Ensure compliance with Occupational Health and Safety Act. Manage civil maintenance teams and workshop. Ensure compliance with prescribed specifications and standards to ensure safe and serviceable infrastructure through planned maintenance, scheduled and unscheduled repairs and refurbishment projects. Manufacture items from own planning and drawings. Source, liaise and obtain quotations from suppliers and ensure product compliance to specifications and standards. Manage and evaluate staff performance on an on-going basis. Manage administrative and related functions. Ensure compliance with Occupational health and safety. Conduct inspections, dam safety inspections and asset verifications.

**ENQUIRIES APPLICATIONS** : Mr. IJ Pretorius Tel No: (013)262 6839  
: Please email your application quoting the relevant reference number to [GDLrecruitment@dws.gov.za](mailto:GDLrecruitment@dws.gov.za)

**FOR ATTENTION** : Mr S Murunzi

**POST 31/58** : **SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 170921/06 (X4 POSTS)**  
Branch: Provincial Coordination and International Cooperation: North West Re-advertisement. All those who previously applied must reapply.

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
: Mmabatho  
: A National Diploma or Degree in Supply Chain Management / Logistics / Purchasing Management or relevant qualification. Three (3) to five (5) years' experience in Supply Chain Management administration environment. Knowledge and experience of procurement administrative procedures. Knowledge and experience of financial legislation. Knowledge of BAS, SAP and LOGIS (Attach copies). Knowledge of procurement administrative procedures and SCM prescripts. Knowledge of labour relations policies. Basic financial management and knowledge of PFMA, PPPFA and Treasury Regulations. Knowledge Management. Problem solving and analytical skills. People and Diversity Management. Client orientation and customer focus. Communication. Accountability and Ethical Conduct.

**DUTIES** : Coordination of demand plans. Contract Management and commitment and accrual registers maintenance. Managing and monitoring orders and payments. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Supervise sourcing of quotations. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective Management of controls and respond to audit queries. Analyse procurement trends. Implement policies. Maintenance of supplier data base. Develop action plans for the section. Supervise human resources and ensure that PMDS is effectively implemented within section. Compile monthly, quarterly and year end reports including contractor/ PSP/Supplier reconciliations.

**ENQUIRIES APPLICATIONS** : Kobue Gomotsegang Tel No: 018 387 9526  
: North West: (Mmabatho) Please email your application quoting the relevant reference number to the subject line to [NWRrecruitment@dws.gov.za](mailto:NWRrecruitment@dws.gov.za)

**FOR ATTENTION** : Mr. MJ Ntwe

**POST 31/59** : **SENIOR INTERNAL AUDITOR: COMPLIANCE AUDITS REF NO 170921/07**  
Branch: CD: Internal Audit  
Directorate: Compliance and Performance Audit  
Re-advertisement. All those who previously applied must reapply.

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
: Pretoria Head Office  
: A National Diploma or Degree in Accounting / Auditing. Two (2) to (4) four years' experience in compliance and performance audit. Knowledge and

experience of performance audits. Post Graduate qualifications and professional certificate will serve as an added advantage. Knowledge and understanding on internal standards and procedures. Knowledge and understanding of king code on corporate governance. Knowledge and understanding of fraud and information technology audits. Knowledge and understanding of risk assessment and management. Knowledge of government financial systems GAAP, GRAP, SAP LOGIS and PERSAL. Understanding of government legislations PFMA and Treasury Regulations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

**DUTIES** : Performing the planning, execution and reporting phases of an audit in accordance with the Institute of Internal Auditors (IIA) standards. Communicate to stakeholders. Compile and submit Weekly Time Sheets. Supervise Interns. Provide secretariat services during the audits.

**ENQUIRIES** : Ms. V Ngoetjane Tel No: 012 336 7134

**APPLICATIONS** : Pretoria (Head Office): Please email your application quoting the relevant reference number to the subject line to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)

**FOR ATTENTION** : Ms. LI Mabile

**POST 31/60** : **SENIOR SAFETY OFFICER REF NO: 170921/08**  
Branch: Infrastructure Management, Central Operation

**SALARY** : R316 791 per annum (Level 08)

**CENTRE** : Pretoria

**REQUIREMENTS** : A National Diploma or Degree in Occupational Health and Safety / Safety Management. Three (3) to (5) five years' relevant experience. A valid driver's license (attach copy). Computer literacy, MS (Outlook, Excel, PowerPoint and MS Word). Strategic and operational plan in occupational health and safety management. Understanding of policy management, monitoring and evaluation principles. Knowledge and understanding of research procedures and techniques. Disciplinary knowledge in occupational health and safety and public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Understanding of government legislations.

**DUTIES** : Implement health and safety policies and regulations. Increase health and safety awareness at all levels within the organisations. Investigate and report on all accidents occurring at work place. Conduct the safety audits and inspections. Liaise with fire Department and Emergency Medical Services regarding emergency evacuation procedures. Assist with the promotion of health and safety programmes. Ensure that occupational health and safety rules are observed and complied with. Assist in the Basic Occupational Health and Occupational Health and Safety (OHS) policy implementation. Organise OHS awareness workshops on policies, procedures and guidelines. Attend OHS Committee meetings and fulfil a Secretariat role on OHS Committee for the Central Operations. Coordinate training of personnel in areas of safety including first aid. Conduct risk assessments. Ensure OHS equipment is available to ensure safe work environment. Consolidate OHS quarterly reports and monthly OHS Incident statistics reports for the Central Operations Cluster. Coordinate OHS annual events as per governmental and Departmental calendar in conjunction with Central Operations Communications. Work closely with Risk Manager and Corporate Services.

**ENQUIRIES** : Mr. WT Joxo Tel No: 012 741 7353

**APPLICATIONS** : Central Operation (Pretoria) Please email your application quoting the relevant reference number to the subject line to [Sso@dws.gov.za](mailto:Sso@dws.gov.za)

**FOR ATTENTION** : Mr. KI Manganyi

**POST 31/61** : **CONTROL WATER CONTROL OFFICER REF NO: 170921/09**  
Branch: Infrastructure Management, Central Operation

**SALARY** : R316 791 per annum (Level 08)

**CENTRE** : Gariiep Dam

**REQUIREMENTS** : A National Diploma of Degree in Water Quality Management / Production / Operational Management. Three (3) to (5) five years' relevant experience in water control related functions. Dam safety experience will serve as an added advantage. Knowledge in controlling and managing the water distribution for

		all government water schemes, state dams, irrigation boards, water use associations, canals and rivers within the provincial management operations and clusters. Knowledge in water related policy implementation. Knowledge in financial management act and human resources. Knowledge and implementation in OHS act. Monitoring and evaluation principles. Knowledge in supporting water utilization and water resource strategy. Knowledge of drought and flood management. Understanding of government legislation. Knowledge in grievance and disciplinary procedures. Knowledge in monitoring and reporting water pollution and alien vegetation. Knowledge in basic civil, mechanical and electrical maintenance.
<b><u>DUTIES</u></b>	:	Manage dam control office. Perform dam safety monitoring and inspections. Update maintenance logbooks. Development of operational roaster / schedule and manage the distribution of water users. Evaluate the distribution of water supply to water users. Manage the water supply and abstraction and investigate problems thereof and initiate remedial steps. Compile and manage the budget of the component with regard to water supply function. Control and monitor the release and distribution of water. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological and water quality data within the scheme. Inspect and report on maintenance of the infrastructure (Dams, valve chambers and tunnels). Collect water meter readings and prepare reports. Apply health and safety regulations to the component.
<b><u>ENQUIRIES</u></b>	:	Mr. SM Segalo Tel No: 051 754 0001
<b><u>APPLICATIONS</u></b>	:	Central Operation (Gariiep Dam) please email your application quoting the relevant reference number to the subject line to <a href="mailto:Cwco@dws.gov.za">Cwco@dws.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms. N Maloka
<b><u>POST 31/62</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A (MECHANICAL) REF NO: 170921/10</u></b> Branch: Infrastructure Management, Central Operation
<b><u>SALARY</u></b>	:	R304 263 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Gariiep Dam
<b><u>REQUIREMENTS</u></b>	:	An Appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan. A valid driver's license (attach copy). Knowledge of team leadership and technical analysis. Computer aided applications. Knowledge of legal compliance. Technical report writing. Knowledge of production process skills. Problem solving and analysis. Decision making, team work and analytical skills. Creativity, self- management, customer focus and responsiveness. Planning, organizing and conflict management. Good communication skills both (verbal and written).
<b><u>DUTIES</u></b>	:	Implement planned maintenance projects, perform preventative maintenance tasks and update maintenance logbooks. Fault findings and troubleshooting on diesel engines, pumps, and pipe systems / pipelines, gearboxes, drives, hydraulic and Pneumatic. Fault finding on valves. Conduct general routine inspections according to set standards. Perform routine maintenance tasks for bulk water supply. Corrosion protection of Dam Wall components. Control over equipment, tools, plant and materials. Compile and submit technical reports. Keep and maintain job records / register and supervise and mentor staff. Comply with the OHS Act. Must be able to work extended hours when required.
<b><u>ENQUIRIES</u></b>	:	Mr. SM Segalo Tel No: 051 754 0001
<b><u>APPLICATIONS</u></b>	:	Central Operation (Gariiep Dam): please email your application quoting the relevant reference number to the subject line to <a href="mailto:Afm@dws.gov.za">Afm@dws.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms. N Maloka
<b><u>POST 31/63</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A: MECHANICAL REF NO: 170921/11</u></b> Branch: Infrastructure Management, Northern Operation
<b><u>SALARY</u></b>	:	R304 263 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Grobiersdal Area Office
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate. Five (5) years post qualification experience as an Artisan. Valid driver's license. Planning, organising and analytical skills. Technical report writing skills. Knowledge of Occupational Health and Safety Act. Ability to work independently as well as in a team. Computer literacy. Good communication skills and ability to work long hours and perform well

under pressure. Technical analysis and problem solving skills. Willingness to travel. Candidates may be required to complete a practical and theoretical test.

**DUTIES** : Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Maintenance of Yellow Fleet equipment and trucks. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

**ENQUIRIES** : Mr. IJ Pretorius Tel No: (013)262 6839

**APPLICATIONS** : Please email your application quoting the relevant reference number to [GDLrecruitment@dws.gov.za](mailto:GDLrecruitment@dws.gov.za)

**FOR ATTENTION** : Mr S Murunzi

**POST 31/64** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A (ENFORCEMENT)**  
**REF NO: 170921/12**  
Branch: Provincial Coordination and International Cooperation: Mpumalanga

**SALARY** : R272 739 per annum, (OSD) (Offer will be based on proven years of experience)

**CENTRE** : Mbombela

**REQUIREMENTS** : A National Diploma in Environmental Management / Natural Sciences or relevant qualification. Two (2) years' experience in the environmental and water management field, waste management, industries, urban and mining would be an added advantage. Computer literacy. A valid driver's license (Attach a copy). A clear understanding of the Department's role, policies and regulations with respect to water resource management. Knowledge of the National Water Act, 36 of 1998, and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management and Compliance Monitoring and Enforcement. Innovative thinking, negotiation and stakeholder engagement skills. Knowledge of Human Resource Policies.

**DUTIES** : Implement and enforce the National Water Act (NWA), 36 of 1998, National Environmental Management Act and Department of Water and Sanitation policies and regulations. Assist in the development of policies and regulations for the Water Sector Regulation Branch. Implement suspension and withdrawal of entitlement to water use authorisation in terms of the NWA. Conduct proactive and reactive investigations where non-compliance is suspected to verify available information and to gather admissible evidence in support of enforcement action. Conduct adhoc pollution incident investigations. Compile investigation reports and keep database of cases investigated. Initiate and implement enforcement action in line with the CME Standard Operating Procedures within the provisions of the NWA through administrative Initiate criminal enforcement action to enforce notices and directives. Enforce water use efficiency through the issuance notices and directives for unattended water leaks and unmetered raw water abstraction. Ensure co-operation and co-ordination between government institutions involved Compliance Monitoring and Enforcement for promotion of compliance to specific environmental management Acts. When conducting Compliance Monitoring and Enforcement, ensure compliance to section 33 of the constitution of the Republic of South Africa, PAJA and PAIA.

**ENQUIRIES** : Mr. TE Motshoeni, Tel No: 013 759 7374 / Ms. FM Mkhwanazi, Tel No: 013 759 7515 / Ms. PC Ngwamba, Tel No 013 759 7446 / Mr. SG Nkosi, Tel No: 013 759 7335

**APPLICATIONS** : Mpumalanga (Mbombela): please email your application quoting the relevant reference number to the subject line to [Mprecruitreg@dws.gov.za](mailto:Mprecruitreg@dws.gov.za)

**FOR ATTENTION** : Ms. FM Mkhwanazi

**POST 31/65** : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL REF NO: 170921/13**  
**(X2 POSTS)**  
Branch: Infrastructure Management, Northern Operation

**SALARY** : R190 653 per annum, (OSD)

**CENTRE** : Groblersdal Area office



- REQUIREMENTS** : An appropriate Trade Test Certificate. (Attach a copy). A Valid Driver's Licence (Attach a copy). Computer Literacy. Knowledge in technical analysis. Ability to work with a team.
- DUTIES** : Records all functions allocated to subordinates. Ensure quality of work undertaken meets the design principle and standards. Repair all water related infrastructure for the component. Ensure that all tools and equipment are maintained. Ensure that all tools are repaired when they are faulty. Ensure that tools are tested and they are in good working conditions. Ensure that tools are serviced as per their schedule. Supervise and mentor staff. Scheduled work according to developed plan. Manage the performance of subordinates. Ensure that produce goods/ services are of good quality.
- ENQUIRIES APPLICATIONS** : r. IJ Pretorius Tel No: (013) 262 6839
- FOR ATTENTION** : Please email your application quoting the relevant reference number to [GDLrecruitment@dws.gov.za](mailto:GDLrecruitment@dws.gov.za)  
Mr S Murunzi
- POST 31/66** : **SUPPLY CHAIN CLERK REF NO: 170921/14**  
Branch: Provincial Coordination and International Cooperation: North West
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Mmabatho  
: A Senior / Grade 12 certificate. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of asset management functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge of asset management practice PFMA, National Treasury Regulations and PPPFA governing the Public Service. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and Analysis. Client orientation and customer focus. Good verbal and written communication skills.
- DUTIES** : Barcoding of procured assets. Compile and maintain records (e.g. asset records/database). Maintain and update asset register. Ensure monthly assets and leases Reconciliation. Proper filling of all reconciliation documents. Monthly spot-checks on assets. Conduct asset verification procedures. Maintain and update leased assets register. Monitor lease agreements for compliance. Compile and maintain asset disposal register. Assist with the actual disposal of assets. Maintain and update loss register.
- ENQUIRIES APPLICATIONS** : Mr. L Cwaba Tel No: (018) 011 3711  
: The Regional Head: North West, Department of Water and Sanitation, Private Bag X5, Mmabatho, 2735 and/or deliver at Mega City Shopping Centre, Corner Dr. James Moroka Drive and Sekame Road, Unit 99Ground Floor.
- FOR ATTENTION** : Mr. MJ Ntwe
- POST 31/67** : **ADMINISTRATION CLERK REF NO: 170921/15**  
Branch: Finance: CD: Revenue Management
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Head Office Pretoria  
: A Senior / Grade 12 certificate. Experience in general office administration will be an added advantage. Knowledge of administration procedures. Working knowledge and understanding of legislative framework governing the Public Service. Computer literacy (Ms Excel, Ms Word and PowerPoint). Good people skills and sound organizational skills. High level of reliability. Basic Financial management and knowledge of PFMA. People and Diversity Management. Client orientation and customer focus. Accountability and ethical conduct. Ability to work under pressure, independently and handle confidential matters.
- DUTIES** : Provide a secretarial / receptionist support service to the Chief Director. This will inter alia, entail the following: receives telephone calls and refer the calls to the correct role players if not meant for the relevant Manager. Records appointments and events in the Diary of the Chief Director. Type documents for the Chief Director and other staff within the unit. Operate office equipment like fax machines and photocopies. Provide a clerical support to the Chief Director. This will entail, inter alia, the following: Liaise with travel agencies to make travel arrangements. Arrange meetings and events for the Chief Director

and staff in the unit. Process travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Chief Director. Record basic minutes of the meetings of the manager when required. Administers matters like leave registers and telephone accounts. Handle the procurement of standard items like stationery, etc. Remains up to date with regard to prescripts / policies and procedures applicable to the Chief Director's work to ensure efficient and effective support to the Chief Director.

**ENQUIRIES** : Ms. S D Ndhlovu Tel No: 012 336 7981  
**APPLICATIONS** : Pretoria (Head Office): Please email your application quoting the relevant reference number to the subject line to [Recruitment@dws.gov.za](mailto:Recruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. LI Mabile

**POST 31/68** : **HUMAN RESOURCE CLERK REF NO: 170921/16**  
Branch: Provincial Coordination and International Cooperation: Western Cape  
Div: Human Resources Administration

**SALARY** : R173 703 per annum, (Level 05)  
**CENTRE** : Bellville  
**REQUIREMENTS** : Grade 12 / National Senior Certificate or equivalent. Basic knowledge and understanding of PERSAL system. Knowledge of PILIR. Basic knowledge and insight of Human Resource prescripts. Knowledge of registry functions, practices as well as ability to capture high volume data, and operate a computer. Knowledge and understanding of Public Service Regulatory Framework. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. Client orientation and customer focus. Excellent communication skills both written and verbal. Good planning and organising skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Planning and organising.

**DUTIES** : Recruitment and selection (compiling advertisements, capturing of applications, verification of qualifications, security screening, reference checks, secretariat functions at interviews, translation of Graduate Trainees etc). Implement conditions of services (appointments, promotions, transfers, translations, leave, transfers, housing, medical aid, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR, probation etc). Liaise with internal and external stakeholders in relation to recruitment and selection and service benefits. Implement termination of services. Load pensions on PCM. Implement appointments, transfers and promotions on PERSAL. Folio number documents. Keep and maintain the asset register of the component. Deal with all HRM related queries on a daily basis, in accordance with Batho Pele Principles.

**ENQUIRIES** : Mr V Mzimba Tel No: 021 941 6051  
**APPLICATIONS** : Western Cape (Bellville): Please email your applications quoting the relevant reference number to [WCreruitment@dws.gov.za](mailto:WCreruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. K Melelo

**POST 31/69** : **HUMAN RESOURCE CLERK REF NO: 170921/17**  
Branch: Provincial Coordination and International Cooperation: Western Cape  
Div: Talent Management

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Bellville  
**REQUIREMENTS** : Grade 12 / National Senior Certificate or equivalent. Basic knowledge and insight of Human Resource Development prescripts. Knowledge of clerical functions, practices as well as ability to capture high volume data on MS Excel and MS Access. Basic knowledge and understanding of PERSAL system. Knowledge and understanding of legislative framework governing Human Resource Development. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. Client orientation and customer focus. Excellent communication skills both written and verbal. Good planning and organising skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer.

**DUTIES** : Render general clerical support services in Human Resource Development. Assist with administration of Performance Management Development System. Ensure the verification and quality checking of PMDS documents. Create and

maintain the PMDS database and populate monthly statistics on the database. Assist with monthly reporting on PMDS statistics. Assist with successful implementation of performance cycle. Assist with administration and the co-ordination of Training and Development. Ensure the capturing of Personal Development Plans (PDP) on the access database. Ensure PDP's are filed in official's files. Assist with the co-ordination and implementation of training interventions. Ensuring all training interventions are aligned to PDP's. Update the training database with training attended. Assist with the monthly reporting on training interventions attended. Assist with special projects as directed by Head Office. Ensure the effective administration of bursary project. Ensure results, statements of accounts and payments are done in line with bursary policy. Liaise with SCM regarding payment of prescribed books, institution and re-imbursements. Assist with all logistics for Compulsory Induction Programme (CIP). Liaise with course attendees and facilitators. Assist with the Internship programme. Take care of logistics for Graduate Trainee (GT) meetings (MODCOM). Deal with all HRD related queries on a daily basis, in accordance with Batho Pele Principles.

**ENQUIRIES** : Ms M Jansen Tel No: 021 941 6057  
**APPLICATIONS** : Western Cape (Bellville): Please email your applications quoting the relevant reference number to [WCrecruitment@dws.gov.za](mailto:WCrecruitment@dws.gov.za)  
**FOR ATTENTION** : Ms. K Melelo

**POST 31/70** : **ADMINISTRATION CLERK REF NO: 170921/18**  
 Branch: Provincial Coordination and International Cooperation: North West

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Hartbeespoort  
**REQUIREMENTS** : A Senior / Grade 12 certificate. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems PERSAL, BAS, LOGIS. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

**DUTIES** : Render general administration. Provide supply chain management support services within the component. Provide personnel administration clerical support services within the component. Allocate environmental report tasks to officials according to catchment area. Open files for new tasks. Handle routine enquiries from the clients. Provide water use license administrative support. Provide financial administration support services in the component.

**ENQUIRIES** : Mr. R Botha, Cell: 082 808 9560  
**APPLICATIONS** : North West (Hartbeespoort): Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor.

**FOR ATTENTION** : Mr. MJ Ntwe

**POST 31/71** : **WATER CONTROL AID REF NO 170921/19 (X5 POSTS)**  
 Branch: Infrastructure Management, Northern Operation

**SALARY** : R145 281 per annum (Level 04)  
**CENTRE** : Groblersdal Area Office: Loskop dam (X2 Posts)  
 Elands Rivier (Rust De Winter) (X3 Posts)  
**REQUIREMENTS** : Grade 12 / National Senior Certificate or (Adult Education Training) AET, Good verbal, writing and reading skills, Basic knowledge in controlling and managing the water distribution for all Government water works. Basic understanding in occupational Health and safety. Basic knowledge of flood control. Basic understanding of record keeping.

**DUTIES** : Opening and closing of sluices according to scheme regulations. Handling the water distribution sheet according to scheme regulations. Perform minor maintenance on structures, fencing and sluices. Assist with opening of blocked pipes and canals. Remove of algae and water grass in canals regularly. Conduct daily inspections on section. Report holes on embankments and any

irregularly on canals and earth dam walls to Water Control Officer. Look for cracks in measuring structures and report defects. Stagnant water on the embankments must be reported. Painting of sluices and long weir sluices. Ensure that sluice numbers are clearly marked. Keep canal grids clean. Keep gauge plates clean. Keep structures clean and their surroundings. Keep inlet hole to measuring box always open. Clean and lock always the post boxes. Repair minor wash outs. Repair equipment when necessary. Keep equipment's safe and lock the store room always. Clean the galleries inside a dam wall, clean outlet structures and equipment at dams, Clean terrain at dams.

**ENQUIRIES** : Mr. IJ Pretorius, Tel No: (013)262 6839  
**APPLICATIONS** : Please email your application quoting the relevant reference number to [GDLrecruitment@dws.gov.za](mailto:GDLrecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr S Murunzi.

**POST 31/72** : **GENERAL WORKER REF NO 170921/20 (X6 POSTS)**  
 Branch: Infrastructure Management, Northern Operation

**SALARY** : R122 595 per annum (Level 03)  
**CENTRE** : Groblersdal Area Office (Bronkhorstspuit dam (X4 Posts)  
 Injaka Dam (X1 Post)  
 Kwena Dam (X1 Post)

**REQUIREMENTS** : ABET qualification. One (1) to two (2) years' experience as a General Worker will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Knowledge of using a bush cutter, Submersible pumps, chain blocks and overhead cranes. Good communication skills. Ability to work under supervision and in a team. Must be punctual, productive and loyal.

**DUTIES** : Load and off load of tools, materials and equipment on a daily basis. Assist with the cleaning and repair of water supply/distribution system (canals, drains, dams, pipelines, structures etc.) during dry periods. Assist with the cutting and removing of grass, brush, trees from all servitude's as instructed. Assist with the reparation of all fencing as well as installation of new fencing when required. Assist with the mixing of concrete as required. Assist with the construction of concrete canals as well as placing of concrete for buildings and structures when required. Operate brush cutter and slasher as required. Maintain and take care of machinery, equipment, tools and goods. Assist with painting of equipment. Assist with the cleaning and repair of mechanical equipment (valves, generators, gearboxes, pipes etc.). Assist with construction of steel structures. Assist with the cleaning and repair of electrical equipment (electric panels, electric cables, lights, electric starters etc.) which may entail digging of holes and trenches.

**ENQUIRIES** : Mr. IJ Pretorius Tel No: (013)262 6839  
**APPLICATIONS** : Please email your application quoting the relevant reference number to [GDLrecruitment@dws.gov.za](mailto:GDLrecruitment@dws.gov.za)  
**FOR ATTENTION** : Mr S Murunzi

**POST 31/73** : **CLEANER REF NO: 170921/21**  
 Branch: Infrastructure Management Central Operation

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : Gariep Dam  
**REQUIREMENTS** : An ABET Certificate or relevant qualification. One (1) year relevant experience. Must be able to read and write. Basic knowledge of cleaning principles. Basic knowledge of chemical use (dilution / mix). Basic knowledge of cleaning equipment used. Understanding of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Understanding of applying or using chemicals correctly.

- DUTIES** : Responsible for cleaning Gariep Dam DWS office building, guest house, and workshops. Cleaning of office corridors and boardrooms. Dusting, waxing, sweeping, scrubbing and vacuuming of floors, washing of carpets, Cleaning walls, windows and doors. Emptying and cleaning dirty bins. Collecting and removing of waste paper. Freshen office areas. Clean the general kitchen basins, wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling the hand wash liquid soap, replace toilet papers and empty wash waste bins. Request cleaning materials.
- ENQUIRIES** : Mr. SM Segalo Tel No: 051 754 0001
- APPLICATIONS** : Central Operation (Gariep Dam): please email your application quoting the relevant reference number to the subject line to [Cle@dws.gov.za](mailto:Cle@dws.gov.za)
- FOR ATTENTION** : Ms. N Maloka

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

**APPLICATIONS**

- : Directed to the addresses as indicated below or Hand Delivery as indicated below:
- 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: Dr. M. Nodikida, Tel. 047 502 4469
- Zithulele Hospital** - Post to: Human Resource Office, Zithulele Hospital, Private Bag X504, Mqanduli, 5080 Enquires: Mr Sobethwa - Tel no: 047 573 8953/6/7.
- Nessie Knight Hospital** - Post to: Human Resource Office, Nessie Knight Hospital, P/bag X420, Qumbu, 5180 or hand deliver to: Sulenkama Admin Area, Nessie Knight Hospital, Qumbu, Enquiries: Ms O.N Sotsaka – Tel no: 047 553 6007/8/9.
- Nyandeni Sub District** - Post to: Human Resource Office, Nyandeni LSA, P. O. Box 208, Libode, 5160, or Hand Deliver to: Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Mr L Phokolo Tel no: 047 555 0151.
- Dr Malizo Mpehle Hospital** - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel no 047 542 6300
- Bambisana Hospital** - Post to: Human Resource Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangeni –Tel No: 039 253 7262.
- 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.
- 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 1<sup>st</sup> Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel no 041 406 4421.
- Nelson Mandela Metro Office** – Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000 Greenacres Port Elizabeth or hand deliver to Registry Office Nelson Mandela Health District Office (Old Walton Building) Conningham Street Parson Hill Port Elizabeth. Enquiries: Ms P Makuluma Tel No: 041 391 8164
- Uitenhage Provincial Hospital** - Post to: Human Resources Office, Uitenhage Provincial Hospital, Channer Street, Levyvalle Uitenhage 6229. Enquiries: Mr P Oosthuizen Tel no: 041 995 1129.
- Orsmond TB Hospital** - Post to: Human Resource Office, Orsmond TB Hospital, P.O. Box 246, Uitenhage, 6320 or hand delivered to Human Resource Office, 1 John Dissel Drive, Allanridge, Uitenhage. Enquiries: Ms C Bekker Tel: 041-988 1111
- PE Pharmaceutical Depot** - Post to: HR Office, Private Bag x6033, Struandale, Port Elizabeth, 6000 or Hand Deliver to: Human Resource Office, PE Pharmaceutical Depot, 1104 Struanway Road, Struandale, Port Elizabeth, 6000. Enquiries: Ms U Xwayi Tel no 041 406 9837.
- Port Alfred Hospital** – Post to: HR Office, Port Alfred Hospital, PO Box 1154, Port Alfred, 6170 or hand deliver to: HR Office, Port Alfred Hospital, Southwell Road, Port Alfred 6170. Enquiries: Ms N Raco Tel no 046 604 4000.
- Willowmore Hospital** – HR Office, Willowmore Hospital, Private Bag x239, Willowmore, 6445. Enquiries: Ms R Schutte Tel no 044 923 1127.
- Nompumelelo Hospital** - Post to Nompumelelo Hospital Private Bag x13 Peddie 5640. Enquiries: Ms Mlotana Tel no: 040 673 3321.
- Sipetu Hospital** - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Ms L Mahlathi Tel: 039 255 0077.
- Lilitha College of Nursing**– Post to: HR Office, Private Bag x9023, Amalinda, 5200 or hand deliver to: HR Office, Lilitha College of Nursing, 40 Lennox Road, East London, 5247. Enquiries: Ms PN Nene Tel no 043 700 9717/26

**CLOSING DATE**  
**NOTE**

- : 17 September 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 31/74** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/PAH/01/09/2021**
- SALARY** : R1 173 900 – R1 302 849 per annum, (OSD)
- CENTRE** : Sarah Baartman District, Port Alfred Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.
- DUTIES** : 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 effectiveness 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.
- ENQUIRIES** : Ms N Raco Tel No: 046 604 4000
- POST 31/75** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/WILH/01/09/2021**
- SALARY** : R1 173 900 – R1 302 849 per annum, (OSD)
- CENTRE** : Sarah Baartman District, Willowmore Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.

**DUTIES** : 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.

**ENQUIRIES** : Ms R Schutte Tel No: 044 923 1127

**POST 31/76** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/NKH/01/09/2021**

**SALARY** : R1 173 900 – R1 302 849 per annum, (OSD)  
**CENTRE** : OR Tambo District, Nessie Knight Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.

**DUTIES** : 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.

**ENQUIRIES** : Ms O.N Sotsaka Tel No: 047 553 6007/8/9

**POST 31/77** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/MMH/01/09/2021**

**SALARY** : R1 173 900 – R1 302 849 per annum, (OSD)  
**CENTRE** : OR Tambo District, Dr Malizo Mphele Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years' appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient's rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver's license.

**DUTIES** : 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.

- ENQUIRIES** : Ms Makalima Tel No: 047 542 6300
- POST 31/78** : **MEDICAL SPECIALIST GRADE 1 – 3 REF NO: ECHEALTH/MS-M/NMAH/01/09/2021 (X11 POSTS)**
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum, (OSD)  
Grade 2: R1 264 623 – R1 342 230 per annum, (OSD)  
Grade 3: R1 427 651 – R1 834 890 per annum, (OSD)
- CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital Domains: Emergency Medicine, Cardiothoracic, Radiology, Neurosurgery, Internal Medicine, Obstetrics and Gynaecology, Maxillo Facial, Paediatrics Psychiatry, Ophthalmology, Medical and Radiation Oncology, Trauma, Urology, Obstetrics and Gynaecology, ENT, Anaesthesia, Plastic Surgery, Paediatric Surgery, General Surgery, Orthopaedics, Pulmonology, Radiology, Neurology and Nephrology.
- REQUIREMENTS** : An appropriate qualification that allows registration with HPCSA as a Medical Specialist in a normal specialty. Registration with HPCSA as Medical Specialist in a normal specialty. Proof of current registration with the Health Professions Council of South Africa (HPCSA). Grade 1: None after registration with the HPCSA as Medical Specialist a normal specialty. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with HPSCSA as Medical Specialist in a normal specialty/sub-specialty. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPSCSA as Medical Specialist in a normal specialty. Having experience of working in recognised public institutions as a specialist in the specified discipline is an added advantage. Postgraduate qualification such as Fellowship and Masters (MMed) or a recognised equivalent university qualification in the specified field will an added advantage. Candidate must have also worked in the hospital environment with knowledge in primary, secondary, tertiary and quaternary levels care. Be willing to work in teaching environment working with Registrars and undergraduate students. Knowledge of and experience in leading a team. A good knowledge of prescripts governing the practice of medicine in South Africa. Willingness to work and deliver services in rural settings. Service delivery innovation in line with Batho Pele principles. Good verbal and written communication skills, including report writing, preferably in languages spoken in the region (IsiXhosa and English). Preparedness to work under pressure and for extended hours. Computer literacy. Disposition to travel to referring health facilities for outreach purposes. A valid driver's licence.
- DUTIES** : Provide strategic leadership and strategic direction to the relevant domain. Render clinical duties in specialist clinics, wards, operating theatres and Accident and Emergency in the relevant discipline. Provide expert advice and guidance when necessary and perform commuted overtime duties as required by the domain. Participate in academic programmes such as lecturing of undergraduate medical students, nursing and allied Health Care workers. Be actively involved in research and publish articles. Participate in Outreach Programme for the transfer of skills by giving clinical and academic support to peripheral health facilities and provide quality clinical services. Ensure that quality services based on evidence is rendered. Develop, review and implement standardised clinical guidelines and protocols in relevant domain. Manage the provision of outreach services for peripheral health facilities.
- ENQUIRIES** : Dr. M. Nodikida Tel No: 047 502 4469
- POST 31/79** : **CAMPUS HEAD – PND3 REF NO: ECHEALTH/CH/ LUSK/LILT/01/09/2021**
- SALARY** : R949 482 - R1 068 666 per annum, (OSD)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Lilitha Nursing College, Lusikisiki Campus
	:	Master's Degree in Nursing Science, Bachelor's Degree/ Diploma in Nursing Education and Management. PHD will be added as an advantage Current registration with SANC as a Professional Nurse. A minimum of 11 years appropriate / recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining Post Basic Qualification. At least (4-5) year's relevant experience in management at a Nursing Education Institution with sound research capabilities and understanding new qualifications. Computer literacy and a valid driver's licence. Competencies: Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to nursing education and training. Must be able to contribute to the paradigm shift in nursing education for health service delivery and facilitate universal access to health care through responsive educational program development and implementation. Knowledge of Public Service Administration Act and Legislation such as Health Act, SAQA, CHE, NQF, Nursing Act (SANC), Rules and Regulations and College Policies.
<b><u>DUTIES</u></b>	:	Manage all nursing education programmes in the main Campus and Sub-Campuses. Liaise with SANC and CHE on all Campus academic matters. Coordinate and monitor functioning of both the Sub-and Main Campuses. Manage and co-ordinate all administrative and financial matters of the campus as an institution. Provide a strategic direction at institutional level and be primarily responsible for establishing and maintaining a positive learning and working environment, for students and staff. Ensure effective collaboration with both internal and external stakeholders. Ensure campus good governance and participate in all the college governance matters including policy formulation.
<b><u>ENQUIRIES</u></b>	:	Ms PN Mene Tel No: 043 700 9717/26
<b><u>POST 31/80</u></b>	:	<b><u>CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/OSTBH/01/09/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R869 007 – R1 023 645 per annum (Level 12)
	:	Nelson Mandela Metro, Orsmond TB Hospital
	:	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.
<b><u>DUTIES</u></b>	:	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 budged 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.
<b><u>ENQUIRIES</u></b>	:	Ms C Bekker Tel No: 041 988 1111

**POST 31/81** : **ASSISTANT MANAGER NURSING SPECIALTY (OPD AND CASSUALTY)**  
**REF NO: ECHEALTH/AMN/NKH/01/09/2021**

**SALARY** : R614 991 – R692 166 per annum, (OSD)  
**CENTRE** : OR Tambo District, Nessie Knight Hospital  
**REQUIREMENTS** : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Orthopaedic Nursing Science/ Ophthalmic Nursing Science / Trauma 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 SANC in General Nursing. At least 6 years of period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate / recognizable 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.

**ENQUIRIES** : Ms O.N Sotsaka Tel No: 047 553 6007/8/9

**POST 31/82** : **ASSISTANT MANAGER SPECIALTY (THEATRE) REF NO:**  
**ECHEALTH/AMN/DMMH/01/09/2021**

**SALARY** : R614 991 – R692 166 per annum, (OSD)  
**CENTRE** : OR Tambo District, Dr Malizo Mpehle Hospital  
**REQUIREMENTS** : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Operating Theatre 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 SANC in General Nursing. At least 6 years of period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.

**DUTIES** : Demonstrate in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

**ENQUIRIES** : Ms Makalima Tel No: 047 542 6300

**POST 31/83** : **ASSISTANT MANAGER SPECIALTY (THEATRE) REF NO:**  
**ECHEALTH/AMN/DMMH/01/09/2021**

**SALARY** : R614 991 – R692 166 per annum, (OSD)  
**CENTRE** : OR Tambo District, Dr Malizo Mpehle Hospital  
**REQUIREMENTS** : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse

plus post basic nursing qualification, with duration of at least 1 year in Operating Theatre 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 SANC in General Nursing. At least 6 years of period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.

**DUTIES** : Demonstrate in-depth knowledge of relevant prescripts as well as understanding of the legislative framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

**ENQUIRIES** : Ms Makalima Tel No: 047 542 6300

**POST 31/84** : **ASSISTANT MANAGER NURSING (MATERNITY AND PEADS) REF NO: ECHEALTH/AMN/BAMH/01/09/2021**

**SALARY** : R614 991 – R692 166 per annum, (OSD)  
**CENTRE** : OR Tambo District, Bambisana Hospital  
**REQUIREMENTS** : Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Proof of current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.

**DUTIES** : Delegate, supervise and coordinate the provision of an effective 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 (interpersonal 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 of health care.

**ENQUIRIES** : Mr S Mahlangeni Tel No: 039 253 7262

**POST 31/85** : **SUB CAMPUS HEAD – PND3 REF NO: ECHEALTH/SUB CAMP/DORANGINZ/PE/LILIT/01/09/2021**

**SALARY** : R579 696 - R672 018 per annum, (OSD)  
**CENTRE** : Lilita Nursing College, Dora Nginza Sub Campus  
**REQUIREMENTS** : Master's Degree in Nursing Science / Health Sciences with General Nursing Science. Post basic qualification in Nursing Education and Management registered with SANC. Good understanding and experience of classroom teaching including the Community Based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication interpersonal and leadership skills. A minimum of 9 years appropriate/recognizable experience in nursing experience after registration as a professional nurse with SANC in General

<b><u>DUTIES</u></b>	:	Nursing. At least 3-4 years of period referred to above must be appropriated/ recognizable experience in Nursing Education after obtaining the, 1-year Post Basic qualification. Computer literacy and a valid driver's licence.
	:	Management of both academic and strategic activities for the Sub- Campus. Ensure quality Assurance matters. Change and quality management. Monitor compliance to set standard as laid by SANC, CHE, SAQA. Facilitate effective and efficient implementation of College Policies both in theory and clinical platforms. Facilitate classroom teaching and learning in the Sub- Campus. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community Based education at the Sub- Campus level. Training and guidance of subordinates. Exercise control and supervision of staff. Students support activities. Manage various submissions and facilitate correspondence in student affairs matters.
<b><u>ENQUIRIES</u></b>	:	Ms PN Mene Tel No: 043 700 9717/26
<b><u>POST 31/86</u></b>	:	<b><u>SUB CAMPUS HEAD – PND3 (MTHATHA CAMPUS) REF NO: ECHEALTH/SUB-CAMP/ST BAR /MTHA/LILIT/01/09/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R579 696 - R672 018 per annum, (OSD)
	:	Lilitha Nursing College, St Barnabas Sub Campus
	:	Master's Degree in Nursing Science / Health Sciences with General Nursing Science. Post basic qualification in Nursing Education and Management registered with SANC. Good understanding and experience of classroom teaching including the Community Based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication interpersonal and leadership skills. A minimum of 9 years appropriate/ recognizable experience in nursing experience after registration as a professional nurse with SANC in General Nursing. At least 3-4 years of period referred to above must be appropriated/ recognizable experience in Nursing Education after obtaining the, 1year Post Basic qualification. Computer literacy and a valid driver's licence.
<b><u>DUTIES</u></b>	:	Management of both academic and strategic activities for the Sub- Campus. Ensure quality Assurance matters. Change and quality management. Monitor compliance to set standard as laid by SANC, CHE, SAQA. Facilitate effective and efficient implementation of College Policies both in theory and clinical platforms. Facilitate classroom teaching and learning in the Sub- Campus. Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community Based education at the Sub- Campus level. Training and guidance of subordinates. Exercise control and supervision of staff. Students support activities. Manage various submissions and facilitate correspondence in student affairs matters.
<b><u>ENQUIRIES</u></b>	:	Ms PN Mene Tel No: 043 700 9717/26
<b><u>POST 31/87</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/UPH/01/09/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R562 800 – R652 437 per annum, (OSD)
	:	Nelson Mandela Metro District, Uitenhage Provincial Hospital
	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<b><u>DUTIES</u></b>	:	Delegate, supervise and coordinate the provision of an effective 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.  
Mr P Oosthuizen Tel No: 041 995 1129
- ENQUIRIES** :
- POST 31/88** : **OPERATIONAL MANAGER SPECIALTY (CSSD AND THEATRE) REF NO: ECHEALTH/OMS-CSSD&T/BAMH/01/09/2021**
- SALARY** : R562 800 – R652 437 per annum, (OSD)  
**CENTRE** : OR Tambo District, Bambisana 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 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.
- 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 S Mahlangeni Tel No: 039 253 7262
- POST 31/89** : **OPERATIONAL MANAGER SPECIALTY (THEATRE) REF NO: ECHEALTH/OMS-T/NOMPH/01/09/2021**
- SALARY** : R562 800 – R652 437 per annum, (OSD)  
**CENTRE** : Amathole District, Nompumelelo 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 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.
- 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 Mlotana Tel No: 040 673 3321

**POST 31/90** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/BLC/01/09/2021**

**SALARY CENTRE REQUIREMENTS** : R562 800 – R633 432 per annum, (OSD)  
: Qaukeni Sub District, Bala Clinic  
: 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.

**DUTIES** : 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.

**ENQUIRIES** : Ms N Hlobo Tel No: 039 253 1541

**POST 31/91** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE (X7 POSTS)**

**SALARY CENTRE** : R562 800 – R633 432 per annum, (OSD)  
: OR Tambo Nyandeni Sub District, Nkanunu Clinic Ref No: ECHEALTH/OMPHC/NKNC/01/09/2021  
: Majola Clinic Ref No: ECHEALTH/OMPHC/MJC/01/09/2021  
: Port St Johns CHC Ref No: ECHEALTH/OMPHC/PSJCHC/01/09/2021  
: Mtambalala Clinic Ref No: ECHEALTH/OMPHC/MTMC/01/09/2021  
: Ndanya Clinic Ref No: ECHEALTH/OMPHC/NDC/01/09/2021  
: Mampondomiseni Clinic Ref No: ECHEALTH/OMPHC/MMPC/01/09/2021  
: Double Falls Clinic Ref No: ECHEALTH/OMPHC/DFC/01/09/2021

**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Mr L Phokolo Tel No: 047 555 0151

**POST 31/92** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/WAC/01/09//2021**

**SALARY CENTRE REQUIREMENTS** : R562 800 – R633 432 per annum, (OSD)  
: Nelson Mandela Metro, Walmer 14th Avenue Clinic  
: 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms P Makuluma Tel No: 041 391 8164
<b><u>POST 31/93</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (MATERNITY) REF NO: ECHEALTH/OPMS-MAT/ZITH/01/09/2021</u></b>
<b><u>SALARY</u></b>	:	R562 800 – R633 432 per annum, (OSD)
<b><u>CENTRE</u></b>	:	O.R Tambo District, Zithulele Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.
<b><u>DUTIES</u></b>	:	While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.
<b><u>ENQUIRIES</u></b>	:	Mr Sobethwa Tel No: 047 573 8953/6
<b><u>POST 31/94</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (TRAUMA) REF NO: ECHEALTH/OMS-T/DGRH/01/09/2021</u></b>
<b><u>SALARY</u></b>	:	R562 800 – R633 432 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro District, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	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 Trauma Nursing Care/ Critical Nursing Science accredited with SANC in terms of Government Notice R212. Registration with the SANC as Professional Nurse. 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.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of the Nursing plan (Clinical active/quality patient care). Implement standard, practices, criteria



and indicators for quality nursing (quality of practice). 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. Utilise human material and physical resources efficiently and effectively. Perform clinical practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

**ENQUIRIES** : Ms B Bomela Tel No: 041 406 4421

**POST 31/95** : **OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/ZITH/01/09/2021**

**SALARY CENTRE REQUIREMENTS** : R444 276 – R500 031 per annum, (OSD)  
: O.R Tambo District, Zithulele 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/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES** : 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.

**ENQUIRIES** : Mr Sobethwa Tel No: 047 573 8953/6

**POST 31/96** : **OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/DMMH/01/09/2021**

**SALARY CENTRE REQUIREMENTS** : R444 276 – R500 031 per annum, (OSD)  
: O.R Tambo District, Dr Malizo Mpehle 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/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES** : 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.

**ENQUIRIES** : Ms Makalima Tel No: 047 542 6300

**POST 31/97** : **OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/NKH/01/09/2021**

**SALARY CENTRE REQUIREMENTS** : R444 276 – R500 031 per annum, (OSD)  
: O.R Tambo District, Nessie Knight 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/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

- DUTIES** : 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.
- ENQUIRIES** : Ms O.N Sotsaka Tel No: 047 553 6007/8/9
- POST 31/98** : **OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/OSTBH/01/09/2021**
- SALARY CENTRE REQUIREMENTS** : R444 276 – R500 031 per annum, (OSD)  
Nelson Mandela Metro District, Orsmond 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/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
- DUTIES** : 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.
- ENQUIRIES** : Ms C Bekker Tel No: 041-988 1111
- POST 31/99** : **LECTURER - PND1 (X2 POSTS)**
- SALARY CENTRE** : R383 226 – R444 276 per annum, (OSD)  
Lilitha Nursing College, East London Campus Ref No: ECHEALTH/LECTR/EL-CAMP/01/09/2021 (X1 Post)  
Victoria Sub Campus Ref No: ECHEALTH/LECTR/VIC-SUBC/01/08/2021 (X1 Post)
- REQUIREMENTS** : Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing.
- DUTIES** : Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for student nurses.
- ENQUIRIES** : Ms PN Mene Tel No: 043 700 9717/26
- POST 31/100** : **LECTURER - PND1 REF NO: ECHEALTH/LECTR/GLEN-SUBC/01/09/2021 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R383 226 – R444 276 per annum, (OSD)  
Lilitha Nursing College, Glen Grey Sub Campus  
Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team.

<b><u>DUTIES</u></b>	:	A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing.
	:	Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for student nurses.
<b><u>ENQUIRIES</u></b>	:	Ms PN Mene Tel No: 043 700 9717/26
<b><u>POST 31/101</u></b>	:	<b><u>LECTURER - PND1 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R383 226 – R444 276 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Lilitha Nursing College, PE Main Campus Ref No: ECHEALTH/LECTR/PE - CAMP/01/09/2021 (X1 Post) Settlers Sub Campus Ref No: ECHEALTH/LECTR/SETTL-SUBCAMP/01/09/2021 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Proof of the current South African Nursing Council Annual practising certificate. Ability to teach and function in a multi-disciplinary team. A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for student nurses.
<b><u>ENQUIRIES</u></b>	:	Ms PN Mene Tel No: 043 700 9717/26
<b><u>POST 31/102</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER GRADE 1 -3 REF NO: ECHEALTH/RADIO/SIP/01/09/2021</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Sipetu Hospital
<b><u>REQUIREMENTS</u></b>	:	National diploma/ Degree in Diagnostic Radiography or Equivalent Qualification. An appropriate qualification that allows registration with the HPCSA as a Diagnostic Radiographer. A minimum of 3 years appropriate/recognizable experience in the relevant experience profession after registration with the HPCSA. Current registration with the HPCSA as a Diagnostic Radiographer. A minimum of two years supervisory/ managerial experience on the operational platform. Competencies: Knowledge of relevant legislation guiding the provision of clinical care in the public sector i.e. Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Ministerial Priorities and National Core Standards. Good communication skills. Report writing skills. Ability to function as part of a team. Decision making skills. Effective communication with patients, supervisors, other health professionals and colleagues in the multidisciplinary health team. Computer skills.
<b><u>DUTIES</u></b>	:	To administer the operations, management and good governance of diagnostic radiography services including all the resources in the Department. Manage the provision of quality Radiography services in the Department, through the implementation of appropriate systems and measures. Adhere and ensure compliance with HPCSA Legislation. Monitor and Evaluate services rendered in order to implement continuous quality improvement programs. Performance and supervision of all clinical duties pertaining to the provision of Diagnostic Radiography services. Participate in the development of internal policy, and interact with other related professions within the multi-disciplinary health team. Manage and facilitate the continuous training and Development of staff.
<b><u>ENQUIRIES</u></b>	:	Ms L Mahlathi Tel No: 039 255 0077

**POST 31/103** : **PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-PB/KCHC/01/09/2021**

**SALARY** : 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)

**CENTRE REQUIREMENTS** : Nelson Mandela Metro District, Korsten CHC  
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.

**DUTIES** : 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.

**ENQUIRIES** : Ms P Makuluma Tel No: 041 391 8164

**POST 31/104** : **PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-PB/PED/01/09/2021**

**SALARY** : 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)

**CENTRE REQUIREMENTS** : Nelson Mandela Metro District, PE Pharmaceutical Depot  
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.

**DUTIES** : 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.

**ENQUIRIES** : Ms U Xwayi Tel No: 041 406 9837/9800

**POST 31/105** : **PHARMACY ASSISTANT (BASIC) GRADE 1-3 REF NO: ECHEALTH/PHAB/CH/01/09/2021**

Re-advertisement. Applicants are who have applied initially are encouraged to apply again

**SALARY** : Grade 1: R123 000 - R130 551 per annum, (OSD)  
Grade 2: R166 689 – R190 578 per annum, (OSD)  
Grade 3: R196 338 – R227 856 per annum, (OSD)

**CENTRE REQUIREMENTS** : Amathole District, Nompumelelo Hospital  
As required by the training facility and the South African Pharmacy Council plus basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Basic). Registration with the SAPC to study towards a Basic Pharmacist Assistant qualification. **Grade 1:** No experience required. **Grade 2:** No experience required after registration with the SAPC as Pharmacist Assistant (Basic).

**DUTIES** : 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.  
 Ms Mlotana Tel No: 040 673 3321

**ENQUIRIES** :

**POST 31/106** : **PHARMACY ASSISTANT (BASIC) GRADE 1-3 REF NO: ECHEALTH/PHAB/DGRH/01/09/2021**

**SALARY** : Grade 1: R123 000 - R130 551 per annum, (OSD)  
 Grade 2: R166 689 – R190 578 per annum, (OSD)  
 Grade 3: R196 338 – R227 856 per annum, (OSD)

**CENTRE REQUIREMENTS** : Nelson Mandela Metro District, Dora Nginza Regional Hospital  
 : As required by the training facility and the South African Pharmacy Council plus basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Basic). Registration with the SAPC to study towards a Basic Pharmacist Assistant qualification. **Grade 1:** No experience required. **Grade 2:** No experience required after registration with the SAPC as Pharmacist Assistant (Basic).

**DUTIES** : 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.

**ENQUIRIES** : Ms B Bomela Tel No: 041 406 4421

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

**CLOSING DATE** : 20 September 2021

**NOTE** : 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 all qualification(s), academic records including a Senior certificate and ID-document [Driver’s license where applicable]. 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.

**OTHER POSTS**

**POST 31/107** : **MEDICAL SPECIALIST: PSYCHIATRY: GRADE 1-3: REF NO: H/M/27**

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

**CENTRE** : Free State Psychiatric Complex, Bloemfontein

**REQUIREMENTS** : MBCHB Degree post graduate qualification that allows registration with HPCSA as Medical Specialist in Psychiatry: Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years’ appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver’s license. Knowledge And Skills: Evidence of research capability. Experience in lecturing students.

**DUTIES** : Provision of strategic leadership by participating in the strategic and operational management of Mental Health Clinical Services in the Free State

Psychiatric Complex and Free State Province including development and outreach programmes. Ensure provision of compassionate and quality clinical services in the Psychology Division to mental health care users. Strengthening information and knowledge management system to optimize performance and research capacity. Establishing and maintaining of effective Teaching and learning, research supervision, engaged scholarship, leadership, leadership and administration of both undergraduate and post graduate programs in the Department of Psychiatry and Faculty of Health Sciences at the University of the Free State (UFS) in line with the professional bodies. Build a strategic and dedicated workforce that is responsive to service demands.

**ENQUIRIES** : Prof P J Pretorius Tel No: (051) 051 4079 448/9214  
**APPLICATIONS** : To be send to: The Chief Executive Officer, FSPC, Private Bag X20607, Bloemfontein, 9300.  
**FOR ATTENTION** : Me N V Mokopanele

**POST 31/108** : **MEDICAL SPECIALIST: PSYCHIATRY: GRADE 1-3 REF NO: H/M/28**

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

**CENTRE** : Free State Psychiatric Complex, Bloemfontein  
**REQUIREMENTS** : MBCHB Degree post graduate qualification that allows registration with HPCSA as Medical Specialist in Child Psychiatry: Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge And Skills: Evidence of research capability. Experience in lecturing students.

**DUTIES** : Provision of strategic leadership by participating in the strategic and operational management of Mental Health Clinical Services in the Free State Psychiatric Complex and Free State Province including development and outreach programmes. Ensure provision of compassionate and quality clinical services in the Psychology Division to mental health care users. Strengthening information and knowledge management system to optimize performance and research capacity. Establishing and maintaining of effective Teaching and learning, research supervision, engaged scholarship, leadership, leadership and administration of both undergraduate and post graduate programs in the Department of Psychiatry and Faculty of Health Sciences at the University of the Free State (UFS) in line with the professional bodies. Build a strategic and dedicated workforce that is responsive to service demands.

**ENQUIRIES** : Prof P J Pretorius Tel No: (051) 051 4079 448/9214  
**APPLICATIONS** : To be send to: The Chief Executive Officer, Free State Psychiatric Complex (FSPC), Private Bag X20607, Bloemfontein, 9300.  
**FOR ATTENTION** : Me N V Mokopanele

**POST 31/109** : **PRINCIPAL CLINICAL PSYCHOLOGIST REF NO: H/P/62 (X3 POSTS)**

**SALARY** : R1 025 316 per annum

**CENTRE** : Free State Psychiatric Complex: Forensic Unit, Adult Outpatient Department And/Or Child & Adolescent Mental Health Care Centre: (Please Specify): Bloemfontein

**REQUIREMENTS** : Master's Degree in Clinical Psychology. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. 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: Ph.D. in clinical psychology will be an added advantage. Experience in training of undergraduate and postgraduate medical and clinical psychology students. At least 10 experience in the provision of Psychological services at a tertiary Psychiatric Hospital. Knowledge and experience in Free State Psychiatric model. Evidence of academic and scientific research publications in the accredited local and international journals. Evidence of academic and scientific presentations in local and international conferences. Knowledge of research methodology. Knowledge of applicable Mental Health Legislation.

**DUTIES** : Provision of psychological services at rotational point/unit. Supervision of post-graduate psychology and medical students. Training and educating of under

and post graduate students. Management and supervision of academic research.

**ENQUIRIES** : Prof NL Mosotho Tel No: (051) 407460  
**APPLICATIONS** : To: The Chief Executive Officer, Free State Psychiatric Complex, Private Bag X20607, Bloemfontein, 9300, FSPC, Admin Building or hand deliver.  
**FOR ATTENTION** : Prof NL Mosotho

**POST 31/110** : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: H/A/76**

**SALARY** : R897 936 per annum  
**CENTRE** : Manguang Metro District: Bloemfontein  
**REQUIREMENTS** : Appropriate Bachelor of Pharmacy Degree. Registration with the SAPC as a Pharmacist. A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Proof of current registration for 2021/2022. Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Competencies: (Knowledge and skills): In depth knowledge of relevant legislation, regulations, policies and procedures pertaining to pharmacy practice within public healthcare. In depth knowledge of relevant finance and supply chain instructions applicable to procurement of medicines in the public sector. Experience in managing pharmaceutical budgets. Leadership and management skills including organizations, strategic planning and operational management of the pharmacy. Knowledge and experience in human resources management, staff development and disciplinary procedures. Exceptional interpersonal, communication and conflict resolution skills to manage staff and stake holder relationships. Computer literacy in Excel, Word, PowerPoint and JAC to record, analyze and present pharmaceutical expenditure data. Practical project management skills and process improvement skills. A valid driver's license (code EB8). Ability to work under pressure. Ability to implement and manage change. Good written and verbal communication skills. Confidentiality. Exposure and training in management.

**DUTIES** : 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 legislations. Assist facilities with adherence to the SCM procedures and to the Statutory Regulations (Pharmacy Act, Medicines Control Act: Regarding. - Stock taking procedures, Ordering and Receiving of stock, Storage of Stock, maintain stock cards, record keeping, Distribution and Redistribution of Stock. Ensure adherence of Good Pharmacy Practice rules and Regulations. Support Ensure maintenance of referral system. Attending meetings: Pharmaceutical Forum, Pharmaceutical Therapeutic committee meeting, ECC and IT. Keeping of Statistics and compiling of reports. DSM and IT. Develop or Source, implement and update computerized pharmacy system programs for facilities. Gap Analysis regarding IT equipment in pharmacies / pharmacy stores. Liaison role with Provincial IT and Service providers to provide technical support to pharmacists. Compile and maintain a drug information database. DSM, Free State code list, PTC. Co-ordinate the pharmaceutical, therapeutic committee. Update and manage the Free State code list according to the directives from the PCT and NEDL. Assist the Manager in placing of community service pharmacists to ensure equal distribution of pharmacists throughout the matter. Update the pharmacy manual. Develop and revise policies and standard operating procedure. Report deficiencies in the department. Keep all storage areas locked. Report broken items. Report lost items to Supervisor

**ENQUIRIES** : Mr M Shuping Tel No: (051) 2710100  
**APPLICATIONS** : To: The District Manager, Manguang Metro Health Services, FSPC, No 4 President Brand Street, Bloemfontein, 9300 or hand deliver  
**FOR ATTENTION** : Mr TA Mokoqo

**POST 31/111** : **DEPUTY DIRECTOR: RESEARCH (MEDICAL NATURAL SCIENTIST/PUBLIC HEALTH SPECIALIST) REF NO: H/D/32**

**SALARY** : R869 007 per annum  
**CENTRE** : Information, Research & Knowledge Management: Corporate Office, Bloemfontein  
**REQUIREMENTS** : PhD in Public Health or PhD in Biostatistics or PhD in Social Sciences with focus on health system or Medical specialist in community health, or Medical



specialist in health science or any equivalent qualification with relevant experience in research in health sector. At least 5 to 10 years' appropriate experience in conducting research in health sector. Minimum of 2 Publications in peer reviewed journal at least one the applicant being the first author. Valid Driver's license with experience in driving and be prepared to travel within the Free State Province and beyond Knowledge and Skills: Experience in funding application with a minimum of 1<sup>st</sup> authored one article published in a scientific journal. Experience in designing and conducting research and managing a large research data base preferably in a health environment. Experience in public health policy development as informed by research findings. Experience in data processing using Microsoft excel and any other statistical software such as SAS, R Studio, SPSS, STATA, etc for data analysis and interpretation of the results. Experience in data analysis and ability to writing scientific reports and publications on short notice, based on the analysis. Good communication skills and health related statistical experience as well as knowledge of health information system are added advantages. Excellent leadership ability, time management, project management, stress management, motivational skills and strong negotiation skills as well as attention to detail. Health related statistical experience and knowledge of organizational behavior are added advantages. Experience in organizing a research conference as well as participating in research conferences

**DUTIES**

: Facilitate and support the application of research findings to support program management challenges. Conduct and promote the undertaking of quality health epidemiological, operational and action research, health systems and diseases surveillance researches as well as action and clinical research together with population studies in the department. Develop research instruments/ questionnaires to strengthen evidence-based decision making for the Free State department of health. Promote research collaboration, build and maintain relations with research institutions to facilitate research complementarity. Serve as a platform for dialogue on departmental priorities, sharing knowledge and dissemination of research, information and publication. Facilitate and support the application of research findings to support program management challenges. Conduct and promote the undertaking of quality health epidemiological, operational and action research, health systems and diseases surveillance researches as well as action and clinical research together with population studies in the department. Develop research instruments/ questionnaires to strengthen evidence-based decision making for the Free State department of health. Promote research collaboration, build and maintain relations with research institutions to facilitate research complementarity. Serve as a platform for dialogue on departmental priorities, sharing knowledge and dissemination of research, information and publication. Identify and source funding for research and development, for the department. Plan/direct detailed studies of public health issues to discover ways to prevent and to treat the issues. Perform the collection and analysis of data, by using observations, interviews, surveys and blood samples – to discover what is causing certain diseases. Communicate study findings to policymakers, practitioners and the general public. Provide management of health programs by doing program planning, monitoring program progress and doing data analysis. Participates in research activities, special investigations and descriptive and analytic studies relating to specific diseases; interprets results and adapts to epidemiology programs and related programs. Prepares technical reports and scientific articles and participates in grant writing activities. Designs and implements epidemiological studies and surveillance systems. Determines and utilizes appropriate statistical methods to evaluate and interpret data. Interacts with the media and conveys information to the public. Provides consultation to health care professionals, community organizations, and others on specific disease, injury, or conditions. Lectures for various organizations on diseases, injuries, or conditions; prepares educational materials for public distribution. Interprets data to determine risks from exposure to chemicals or biological agents Support Monitoring and evaluation research for the programs and data, Clinical research- HIV, TB, chronic disease, emergency medicine. Support Epidemiologic research- to understand the dynamics of disease in the communities. Conduct operations and action research on health service management issues and set up Surveillance of disease systems and risk behavior and assist in the direction of comprehensive statewide epidemiology programs and investigation

systems. Coordination of program research activities with programs managers of the department. Assist in budgeting and planning for future program direction using research findings. Direct studies of program need; review and analyze information from studies and projects for immediate and long-range program development; Conduct trainings on research among health care workers and support with reviewing of protocols submitted to the department of health. Lead the organization of the provincial health research day and support the use of the research findings presented on the day by program managers. Provide research training needs of all relevant staff at the district and levels of care to ensure implementation of effective mechanism program management and reporting in all the facilities. Exhibit knowledge of data use, data triangulation and target setting as well as understanding measurements of routine data accuracy are essential. Ability to work under pressure, and should be able to deliver under tight deadlines together with willingness to work extra/odd hours. Ability to work individually as well as in a team. Knowledge of data use, data triangulation and target setting as well as understanding measurements of routine data accuracy are essential. Conduct performance reviews; and participate in periodic PIDS & NIDS performance review. Make recommendations concerning policy and implementation thereof based on study findings; Supervise research data collection processes where necessary. Conduct scientific Research to inform the department on policy decision in terms of costs.

- ENQUIRIES** : Dr Chikobvu Tel No: (051) 408 1738
- APPLICATIONS** : To: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein
- FOR ATTENTION** : Me P Mpu
- POST 31/112** : **MEDICAL OFFICER GRADE 1-3 REF NO: H/M/29**
- SALARY** : Grade 1: R821 205 per annum, (OSD)  
Grade 2: R938 964 per annum, (OSD)  
Grade 3: R1 089 693 per annum, (OSD)
- CENTRE** : Elizabeth Ross District Hospital: Witsieshoek
- 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 employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Good Communication and interpersonal skills.
- DUTIES** : Rendering 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 services.
- ENQUIRIES** : Dr. MP Setlaba Tel No: (058) 718 4000
- APPLICATIONS** : To: The Chief Executive Officer, Elizabeth Ross District Hospital, PO Box 804, Witsieshoek, 9870 or hand delivered @ entrance, Elizabeth Ross District Hospital, Makong Village
- FOR ATTENTION** : Ms. A Sediane

**POST 31/113** : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT SOFTWARE SYSTEM & DATA ANALYSIS (DATABASE SPECIALIST) REF NO: H/D/33**

**SALARY** : R733 257 per annum  
**CENTRE** : Corporate Office: Information Management & Research, Bloemfontein  
**REQUIREMENTS** : A three/four-year Bachelor of Science (BSC) degree (Information Technology). 3-5 years functional experience, of which 3 years must be on the management level. At least 3 -5 years' experience in the public health sector managing a big health information database Be a holder of a driver's license with experience in driving and should be prepared to travel within the Free State Province. Knowledge and Skills: Knowledge of Geographical Information System is an added advantage. A self-starter with the ability to work under minimum/or no supervision, pay attention to detail. Knowledge of national data dictionary creation on data management systems such as DHIS including large database maintenance and running sequel views. Database management skills, including creating a data dictionary, skill in allocation of datasets to different org units, with a knowledge of statistics generated within the database and a good demonstration of relevant experience in the field. Database management systems auditing skills including development of the required controls for reliable data system within public health environment. Skills in allocation of data sets to different org units for any given data base. Experience in Microsoft SQL Server Administration or Oracle database administration experience. Knowledge of government data management systems such as District health information systems (WEB DHIS), Teir.net and EVDS, GODATA, DATCOV, etc is an added advantage. Knowledge of Reporting, Query tools and practices and should have the ability to troubleshoot as well as the use of R Studio for data alignment in different systems Knowledge of database, transaction processing, referential integrity, Business intelligence experience, performance tuning and monitoring, emphasizing MS SQL. Knowledge of database security administration and user management together with the ability to work under pressure, and should be able to deliver under tight deadlines and knowledge of IT hardware management is an added advantage. Excellent mathematical/analytical and logical thinking skills are essential to support configuration of the databases in the public health system. Good communication & interpersonal skills including, patience as well as highly enthusiastic attitude to enable the ability to support all other relevant health care workers at each level of the health system. Ability to analyse data, use of data analytics embedded in the databases and dissemination of information including the ability to train officials on Collecting and recording of data as well as the systems used to collect the data. Knowledge of data security as well as being able to understand the Health Information policy, health act and POPIA act. Excellent leadership ability, time management, project management, stress management, motivational skills and strong negotiation skills. Health-related statistical experience and knowledge of organizational behaviour are added advantages.

**DUTIES** : Write and troubleshoot SQL code (stored procedures, functions, tables, views, triggers, indexes and constraints). Provide leadership, technical support and skills transfer to health databases (such as DHIS, etc) development, configuration, management and maintenance to strengthen and optimize health information monitoring and evaluation systems. Lead and manage data management systems audit and develop relevant system audit controls Lead and integrate business processes on a technical database level, analyse data requirements and identify required components/elements to be structured in a multi-relationship environment within an existing or new entity. Lead platform upgrades, Write and troubleshoot SQL code (stored procedures, functions, tables, views, triggers, indexes and constraints). Provide leadership, technical support and skills transfer to health databases (such as DHIS, etc) development, configuration, management and maintenance to strengthen and optimize health information monitoring and evaluation systems. Lead and manage data management systems audit and develop relevant system audit controls Lead and integrate business processes on a technical database level, analyse data requirements and identify required components/elements to be structured in a multi-relationship environment within an existing or new entity. Lead platform upgrades, improvements, and implementation by supervising and performing system programming and ensuring database security. Report on performance and progress. Provisioning of technical health information

management services to help manage– and organise health-related data so that it can be used to analyse-, review- and plan health services. Provide technical front-end support to WEB DHIS users -review the data collected in the WEB DHIS and report on data quality issues customisation and maintenance of WEB DHIS databases -presentation of data in formats such as graphs etc. that will enhance data interpretation and understanding report writing and user feedback that will encourage defaulting clients to submit quality data -on time provisioning of customised reports to clients. Training of the databases (such as DHIS, etc) and facilitation of workshops. Software installation and management together with linking remote data sources using different software systems. Administration and maintenance of database servers and participate in the design, Implementation and maintenance of database systems. Database Tuning, Security and Management, Data Mining and flowcharting. Database Administrative related functions within the scope of the Microsoft SQL server architecture environment. Use SQL to develop reports on short notice for a very large dataset with many records (cases).To provide Health information coordination and leadership this includes management and analysis of data focusing on trend analysis for the department on weekly and monthly basis as required by the programs as well as overall database administration of the provincial health Information management database systems. Solve health data related problems including understanding of health indicators. Supervisory role for human resources and project related concerns in the unit to ensure that good quality data is provided to the provincial department as well as giving feedback to all stakeholders. To implement capacity building activities to provincial, district and facility end users in terms of data manipulation, data analytics, data quality issues, records management and provides processing and trouble-shooting mechanisms as well as training Information staff on the electronic analysis of data using Microsoft Excel amongst other possible proprietary system. Research new database, software engineering and business intelligent, trends and to advise management on the implementation of these new technologies and techniques. Review metadata synchronized with Asynchronous Metadata sync app. To perform specialist duties on the operational database and data warehouse and be the Database Administrator of these systems as well as data architect for the Province for all health services databases. Manage software installation of any new modules at new identified sites including clinics, district hospitals CHC and regional hospitals. To enhance and broaden health services data ware house for the Free State Department of Health.

**ENQUIRIES** : Dr Chikobvu Tel No: (051) 408 1738  
**APPLICATIONS** : To the Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

**FOR ATTENTION** : Me P Mpu

**POST 31/114** : **CLINICAL PSYCHOLOGIST (GRADE 1- 3) REF NO: H/C/53 (X2 POSTS)**

**SALARY** : Grade 1: R713 361 - R784 278 per annum  
Grade 2: R832 398 - R923 847 per annum  
Grade 3: R966 039 - R1 137 936 per annum

**CENTRE** : Free State Psychiatric Complex: Bloemfontein  
**REQUIREMENTS** : Master's Degree in Clinical Psychology. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. 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: Fluency in any local African languages will be an added advantage. Competency in clinical assessment, diagnostic and therapeutic procedures. Ability to function within multi-professional team. Good communication and interpersonal skills.

**DUTIES** : Provision of psychological services at the rotational area. Training of Psychology and Medical students. Conducting academic research.

**ENQUIRIES** : Prof NL Mosotho Tel No: (051) 407460  
**APPLICATIONS** : To the Chief Executive Officer, Free State Psychiatric Complex, Private Bag X20607, Bloemfontein, 9300, FSPC, Admin Building or hand deliver  
**FOR ATTENTION** : Prof NL Mosotho

**POST 31/115** : **ASSISTANT MANAGER: SPECIALTY: PNB-4 (OBSTETRIC AND GYNAE)**  
**REF NO: H/A/77**

**SALARY** : R614 991 per annum  
**CENTRE** : Pelonomi Tertiary Hospital: Bloemfontein  
**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 plus a post-basic nursing qualification with a duration of at least 1 year in Obstetric and Gynae, 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. Proof of current registration with SANC (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Knowledge of the Public Service Act and Regulations and Public Finance Management. Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate and basic understanding of HR and Financial policies and practices.

**DUTIES** : Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standard and professional/ legal framework. Provision of effective support Nursing Service. Coordination of provision of effective training and research. Maintain professional growth/ ethical standard and self-development. Manage and control risks. Skills of report writing and data management. Provide relevant health information to health care users to assist in achieving optimal health care rehabilitation.

**ENQUIRIES** : Me MC Molefe Tel No: (051) 405 1940  
**APPLICATIONS** : To the Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X 20581, Bloemfontein, 9300

**FOR ATTENTION** : Ms F. M. Lethoo Tel No: (051) 405 1603

**POST 31/116** : **ASSISTANT MANAGER: ORTHOPAEDICS- PNB-4 REF NO: H/A/78**

**SALARY** : R614 991 per annum  
**CENTRE** : Pelonomi Tertiary Hospital: Bloemfontein  
**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 plus a post-basic nursing qualification with a duration of at least 1 year in Orthopaedics, 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. Proof of current registration with SANC (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Knowledge of the Public Service Act and Regulations and Public Finance Management. Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate and basic understanding of HR and Financial policies and practices.

**DUTIES** : Ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by the Nursing Units that form part of the specific Nursing Area including the overall management (i.e Operational, HR and Finance) of the nursing service. Ensure compliance to professional and ethical practice. Coordination of provision of effective training and research. Maintain professional growth/ ethical standard and self-development. Manage effectively the utilization and supervision of human resource.

**ENQUIRIES** : Me MC Molefe Tel No: (051) 4051940  
**APPLICATIONS** : To the Chief Executive Officer, Pelonomi Tertiary Hospital, , Private Bag X 20581, Bloemfontein, 9300 or hand delivered/ Courier, ground floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein, 9300.

**FOR ATTENTION** : Ms F. M. Lethoo Tel No: (051) 405 1603

**POST 31/117** : **OPERATIONAL MANAGER NURSING PNB3 (PAEDIATRICS) REF NO: H/O/37**

**SALARY** : R562 800 per annum  
**CENTRE** : Pelonomi Tertiary Hospital: Bloemfontein  
**REQUIREMENTS** : 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 in Paediatrics 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 SANC (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Knowledge of the Public Service Act and Regulations and Public Finance Management Act (PFMA). Knowledge of OSD for Nursing. Computer Literacy. Compliance with the educational qualifications, statutory requirements and competencies for the job level.

**DUTIES** : Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practices. Coordinate of optimal specialized nursing care provides within the set standards and professional/ legal framework. Provision of effective support Nursing services. Coordination of provision of effective training and research. Maintain professional growth/ ethical standards and self-development. Manage effectively the utilization and supervision of human resource. Ensure the implementation of Child Health Programs. Provide holistic nursing care to National Core Standards and Ten Point Plan. Management of Assets. Identify, manage and control risks. Skills of report writing and data management. Provide relevant health information to health care users to assist in achieving optimal health care rehabilitation.

**ENQUIRIES** : Me MC Molefe Tel No: (051) 4051940  
**APPLICATIONS** : To the Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X 20581, Bloemfontein, 9300 or hand delivered/ Courier, ground floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein, 9300.

**FOR ATTENTION** : Ms F. M. Lethoo Tel No: (051) 405 1603

**POST 31/118** : **OPERATIONAL MANAGER NURSING PNB3 REF NO: H/O/38 (X5 POSTS)**

**SALARY** : R562 800 per annum  
**CENTRE** : Mangaung Metro District Health Services: Bloemfontein  
**REQUIREMENTS** : 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.
<b><u>DUTIES</u></b>	:	Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resources and related policies.
<b><u>ENQUIRIES</u></b>	:	Mr WA Malete, Tel No: (051) 271 0134
<b><u>APPLICATIONS</u></b>	:	To The District Manager, Mangaung Metro Health Services, FSPC, No 4 President Brand Street, Bloemfontein, 9300 or hand deliver.
<b><u>FOR ATTENTION</u></b>	:	Mr Mokoqo TA
<b><u>POTS 31/119</u></b>	:	<b><u>ASSISTANT MANAGER NURSING: PROVINCIAL CLINICAL FORENSIC: PNA-7 REF NO: H/A/ 79</u></b> Clinical Forensic Services: Post Exposure Prophylaxis
<b><u>SALARY</u></b>	:	R562 800 per annum OSD
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Proof of registration for 2021/2022. Valid Driver's License. Attach proof of working experience endorsed by Human Resource. Knowledge And Skills: Sound knowledge of clinical forensic medicine. Appropriate experience in the management of comprehensive services to patients of sexual offences. Appropriate experience and knowledge in rendering of medico-legal services as and when required.
<b><u>DUTIES</u></b>		Integrated Clinical Forensic Service plan into District Health Services. Conduct awareness on PHC re-engineering to Victim Care Centre personnel in each district. Perform Clinical forensic medicine audits quarterly in each district. Establish a reliable information bank in the province. Monitor the trend in the District. Provide Provincial Clinical Forensic Service guidelines. Orientate Victim Care Centre supervisors. Compile reports on performance of Victim Care Centre. Audit J88 report to ensure compliance to minimum standards quarterly. Render comprehensive services to patients of sexual offences. Documents clinical finding on J88 and in clinical records. Provide medical care, post exposure prophylaxis. Compile sexual offences reports. Liaise with different stakeholders to ensure optimal service delivery. Ensure proper programmatic data management
<b><u>ENQUIRIES</u></b>	:	Ms MD Makeleni Tel No: (051) 4129100
<b><u>APPLICATIONS</u></b>	:	To be send to: Forensic Pathology, 21 James Dick Street, Wilgehoff, P O Box 227, Bloemfontein, 9300 or hand deliver.
<b><u>FOR ATTENTION</u></b>	:	Ms MD Makeleni
<b><u>POST 31/120</u></b>	:	<b><u>ASSISTANT MANAGER: NURSING PNA-7 REF NO: H/A/80</u></b>
<b><u>SALARY</u></b>	:	R562 800.per annum
<b><u>CENTRE</u></b>	:	Free State Psychiatric Complex: Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. 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 (2021/2022). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Knowledge of the Public Services Act and Regulations, Public Finance Management Act (PFMA) and Mental Health Care Act of 2002. Demonstrate an in-depth understanding of nursing legislation and related legal ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and nursing standards as

determined by the relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Knowledge of OSD for nurses. Computer literacy, driver's license. Diploma/Degree in Nursing Administration will be an added advantage.

**DUTIES** : 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 healthcare. Develop / establish and maintain constructive working relationships with Nursing and other stakeholders (i.e. inter professional, inter sectoral and multi – disciplinary teamwork). Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources. Demonstrate an in-depth understanding of nursing legislation and legal and ethical nursing Practices and how this impact on service delivery. Oversight of compliance with patient safety issues, provide assistance and support to Ideal Health Facility Framework. Support the implementation of DHIS system.

**ENQUIRIES** : Me D.E. Fortein Tel No: (051) 407 9207

**APPLICATIONS** : To be send to: The Chief Executive Officer, FSPC, Private Bag X20607, Bloemfontein, 9300

**FOR ATTENTION** : Me M J Mafereka

**POST 31/121** : **OPERATIONAL MANAGER NURSING (PNB3) (SPECIALIZING IN ORTHOPEDICS NURSING SCIENCE) REF NO: H/O/43**

**SALARY** : R562 800 per annum

**CENTRE** : Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek

**REQUIREMENTS** : 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 SANC (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. Computer literacy. A valid driver's license will be an added advantage.

**DUTIES** : Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patient. Maintain constructive relationships with Nursing personnel and other stakeholders. Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Supervising assessments, care & monitoring of patients with musculoskeletal problems including fracture, arthritis, osteoporosis, joint replacements and other injuries and diseases. Supervising casting and specific wounds management. Assist with motion therapy for those recuperating from injuries. Maintain highest patients' safety standards. Manage and Monitor proper utilization of human, financial and material resources.

**ENQUIRIES** : Mr HS Mosase Tel No: (058) 7183200/3204

**APPLICATIONS** : To the Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag x820, Witsieshoek, 9870, or hand deliver @ room 246, 1<sup>st</sup> floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

**FOR ATTENTION** : Mr SR Makoko

**POST 31/122** : **CHIEF DIETICIAN: GRADE 1 REF NO: H/C/54**

**SALARY** : R466 119 per annum, (OSD)

**CENTRE** : Free State Psychiatric Complex, Bloemfontein

**REQUIREMENTS** : BSc Dietetics Degree in Dietetics/B. Nutrition or post Graduate Diploma in Dietetics which allows Registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. A minimum of 3 year's appropriate experience in the relevant profession after registration with HPCSA. 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: Skills required: Communication skills. Analytical. Numerical (Financial management). Planning and organization. Problem solving. Team approach. The ability to use essential equipment, Scales, Calipers, Height measuring tools, Computer. The ability to compile complex audit reports on clinical findings as well as management inquiries. Experience in nutrition and food service financial management and budgeting. Ability to work in a multi-disciplinary team. Active participation in planned programs/plans to enhance involvement, capacity building, open communication and participative management in the Allied Health Professional Services Division, Dietetics sub division as well as Food services. Division in the Free State Psychiatric Complex. Good record management skills. Experience in nutrition and food service management and personnel supervision.

**DUTIES** : Deliver professional dietetic and food service services to ensure optimal nutrition intake by planning, nutritionally analyzing and implementing menus for therapeutic and normal diets for all ages to mental health service users. Recipe development and recipe standardization for therapeutic and normal diets of all ages to mental health service users. Maintain optimal Quality Management through the adherence to quality and hygiene standards according to the relevant legislation as well as measures to maintain client satisfaction. Practice good management principles by providing relevant training and supervision to staff and students. Deliver and supervise clinical dietetics services to in and outpatient of the Free State Psychiatric Complex. Deliver dietetic services in the Employee assistance programme. Implementing strict financial control measures. Participate in intra and inter departmental collaboration with relevant stake holders including department of agriculture, ECD centres and old age homes. Liaison with nutrition specialist and suppliers. Information & Risk management and management of resources. Ongoing professional development in fields of dietetics and nutrition. Contribute to policy development. Administrative functions required by the job.

**ENQUIRIES** : Me M Moore Tel No: (051) 407 9482/9319

**APPLICATIONS** : To be send to: The Chief Executive Officer, FSPC, Private Bag X20607, Bloemfontein, 9300

**FOR ATTENTION** : Me N V Mokopanele

**POST 31/123** : **CHIEF OCCUPATIONAL THERAPIST: GARDE 1 REF NO: H/C/55**

**SALARY** : Grade 1: R466 119 per annum

Grade 2: R532 959 per annum

**CENTRE** : Free State Psychiatric Complex, Bloemfontein

**REQUIREMENTS** : BSc Degree in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession in Occupational Therapist, independent practice. A minimum of 3 year's appropriate experience in the relevant profession after registration with HPCSA. Proof of registration for 2021/2022 Valid driver's license. South African citizen. Knowledge and Skills: Computer Literacy. Ability to work in a multi-disciplinary team. Active participation in planned programs/plans to enhance involvement, capacity building, open communication and participative management in the Allied Health Professional Services Division. Good record management skills. Experience in occupational therapy programme management and personnel supervision.

**DUTIES** : Development, management and implementation of effective and efficient clinical occupational therapy services to ensure compassionate and quality Occupational Therapy Services rendered according to the OT scope of practice and Mental Health Care Act. Manage quality assurance projects in Occupational Therapy service delivery. Training and supervision to relevant staff and students of different professions. Participate in intra and inter departmental collaboration with relevant stake holders including the University of the Free State, licensed NGO's and Rehabilitation services. Participate in information & risk management in Occupational Therapy. Management of allocated resources (consumables and equipment). Ongoing professional development in Occupational Therapy. Policy development when required Administrative functions required by the job and the area practice profile.

**ENQUIRIES** : Me M Moore Tel No: (051) 4079 482/9319

**APPLICATIONS** : To be send to: The Chief Executive Officer, FSPC, Private Bag X20607, Bloemfontein, 9300

**FOR ATTENTION** : Me Me T Mokopanele

**POST 31/124** : **ASSISTANT MANAGER NURSING: DISTRICT COORDINATOR CLINICAL FORENSIC SERVICES (PNA5) REF NO: H/A/80**

**SALARY CENTRE REQUIREMENTS** : R444 276 per annum  
Mangaung Metro Health Services: Bloemfontein  
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. Valid driver's license. Knowledge And Skills: Sound knowledge of clinical forensic medicine. Appropriate experience in the management of comprehensive services to patients of sexual offences. Appropriate experience and knowledge in rendering of medico-legal services as and when required.

**DUTIES** : Integrated Clinical Forensic Service plan into District Health Services. Conduct awareness on PHC re-engineering to Victim Care Centre personnel in the district. Perform Clinical forensic medicine audits quarterly in the district. Monitor the trend in the District. Provide Provincial Clinical Forensic Service guidelines, clinical support, and guidance to clinicians. Orientate Victim Care Centre supervisors. Compile reports on performance of Victim Care Centre. Audit J88 report to ensure compliance to minimum standards quarterly. Render medico-legal services as and when required Render comprehensive services to patients of sexual offences. Documents clinical finding on J88 and in clinical records. Provide medical care. Post exposure prophylaxis. Compile sexual offences reports. Liaise with different stakeholders to ensure optimal service delivery. Ensure proper programmatic data management.

**ENQUIRIES APPLICATIONS** : Ms. GE Ncanana Tel No: (057) 910 3267  
To: The Department of Health, Kopano Complex, Meulen Street, Opposite Mediclinic, Private Bag x 15, Welkom, 9459 or hand delivered

**FOR ATTENTION** : Mr. Nkala

**POST 31/125** : **CLINICAL PROGRAM COORDINATOR PEP (PNA5) REF NO: H/C/56**

**SALARY CENTRE REQUIREMENTS** : R444 276 per annum  
Mangaung Metro Health Services: Bloemfontein  
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. Valid driver's license. Knowledge And Skills: Sound knowledge of clinical forensic medicine. Appropriate experience in the management of comprehensive services to patients of sexual offences. Appropriate experience and knowledge in rendering of medico-legal services as and when required.

**DUTIES** : Integrated Clinical Forensic Service plan into District Health Services. Conduct awareness on PHC re-engineering to Victim Care Centre personnel in the district. Perform Clinical forensic medicine audits quarterly in the district. Monitor the trend in the District. Provide Provincial Clinical Forensic Service guidelines, clinical support, and guidance to clinicians. Orientate Victim Care Centre supervisors. Compile reports on performance of Victim Care Centre. Audit J88 report to ensure compliance to minimum standards quarterly. Render comprehensive services to patients of sexual offences. Documents clinical finding on J88 and in clinical records. Provide medical care. Post exposure prophylaxis. Compile sexual offences reports. Liaise with different stakeholders to ensure optimal service delivery. Ensure proper programmatic data management

**ENQUIRIES APPLICATIONS** : Mr. TA Mokoqo Tel No: (051) 271 0135  
To: The Chief Executive Officer, Mangaung Metro Private Bag x 441, Old Ward 5 Building, EMS, 27 Victoria Road, Bloemfontein 9300, or Hand deliver.

**FOR ATTENTION** : Mr. TA Mokoqo

**POST 31/126** : **INFECTON PREVENTION AND CONTROL COORDINATOR (PNA5) REF NO: H/I/5**

**SALARY** : R444 276 per annum  
**CENTRE** : Embekweni Hospital: Zastron  
**REQUIREMENTS** : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). 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: Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organise, presentation skills, conflict management skills, people skills.

**DUTIES** : Coordinate infection control and prevention programmes, compile reports on compliance and non-compliance to quality standards. Develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention.-NB: Any previous experience must be covered by the attachment of certified certificate of services.

**ENQUIRIES** : Mr M R Motaung Tel No: (065) 673 1200/1201  
**APPLICATIONS** : To: The Chief Executive Officer, Embekweni Complex, Private Bag X32, Zastron, 9950 or hand delivered at: Reichenberg Street no 1 Zastron 9950, Zastron, 9950.

**FOR ATTENTION** : Mrs P Botha

**POST 31/127** : **OPERATIONAL MANGER PNA-5 REF NO: H/O/39**

**SALARY** : R444 276 per annum, (OSD)  
**CENTRE** : Embekweni Hospital: Zastron  
**REQUIREMENTS** : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). 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. Qualifications in post basic Management Course will be an added Advantage. Computer Literacy.

**DUTIES** : Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that a comprehensive nursing treatment and care services is delivered to patients in a cost effective, efficient and equitable manner in the Unit. Ensure clinical nursing team (Unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure compliance to professional and ethical practice. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding HR and Financial policies and practices. Support Coordination of Maternal and Child Health Programs of the facility. Act as Nursing Manager of the facility during when manager is on leave. Detailed Key Performance Areas can be obtained from the contact person.

**ENQUIRIES** : Mr M R Motaung Tel No: (065) 673 1200/120  
**APPLICATIONS** : To The Chief Executive Officer, Embekweni Complex, Private Bag X32, Zastron, 9950 or hand delivered at: Reichenberg Street no 1 Zastron 9950, Zastron, 9950.

**FOR ATTENTION** : Mrs P Botha

**POST 31/128** : **OPERATIONAL MANAGER NURSING PNA-5 (GENERAL) REF NO: H/O/40 (X5 POSTS)**

**SALARY** : R444 276 per annum

**CENTRE REQUIREMENTS** : Free State Psychiatric Complex: Bloemfontein  
 : 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 relations. Ability to function with the Multidisciplinary team. Compliance with the educational qualification, statutory requirements, and competencies for the job level. Ability to work independently under pressure. Preferable males (Coloureds, Asians, Africans) and White females.

**DUTIES** : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner by the Unit. Ensure compliance to professional and ethical practice. Demonstrate an in-depth understanding of nursing legislation and legal and ethical nursing Practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directive by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

**ENQUIRIES APPLICATIONS** : Acting Manager Nursing, Tel No: (051) 4079331  
 : To the HR, Free State Psychiatric Complex, Private Bag x20607, Bloemfontein, 9300, FSPC or hand deliver.

**FOR ATTENTION** : Me DE Fortein

**POST 31/129** : **CLINICAL PROGRAM COORDINATOR: PNA-5: QUALITY ASSURANCE REF NO: H/C/57**

**SALARY CENTRE REQUIREMENTS** : R444 276 per annum  
 : Free State Psychiatric Complex: Bloemfontein  
 : 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: Ability to work independently under pressure. Knowledge of National Insurance (NHI) Processes. Knowledge of National Core Standards (NCS). Knowledge of Adverse Events processes and reporting.

**DUTIES** : Provide Strategic Support and Operational Coordination for Quality Assurance at FSPC. Ensure the monitoring and evaluation for the implementation of the Regulated Norms and Standards for Health Establishments and co-ordination and implementation of the Quality improvement plans (QIP). Facilitate the conducting of the Patients Experience of Care Survey and analysis of data. Co-ordination of the clinical audit system which includes clinical audits. Ensure the implementation and monitoring of the Patient Safety Incidents and Complaints Management programs. Facilitate the conducting of Annual Self Assessments, development and monitoring of Quality Assurance Improvement plans. Maintain standards and norms of Nursing practices to promote the healthcare status of healthcare users. Reengineering mental health services to create access to quality health services relating to monitoring of Batho Pele Principles, Patient Right and Waiting time. Coordination of Risk Management, Health and Safety and other compliance standards at FSPC. Manage and utilize resources in accordance with relevant directives and legislations. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery.

**ENQUIRIES APPLICATIONS** : Mr A Mnyakama Tel No: (051) 409331/236  
 : To the Executive Officer, Free State Psychiatric Complex, Private Bag x20607, Bloemfontein, 9300, FSPC or hand deliver.

**FOR ATTENTION** : Me JM Seboko

**POST 31/130** : **OPERATIONAL MANAGER NURSING: PNA-5 (SPECIALTY) REF NO: H/O/41**

**SALARY** : R444 276 per annum  
**CENTRE** : Free State Psychiatric Complex: Bloemfontein  
**REQUIREMENTS** : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). 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: Knowledge of the Public Service Act and Regulations and Public Finance Management Act (PFMA) and Mental Health Care Act of 2002. Knowledge OSD for Nurses, Knowledge of nursing care processes and procedures, nursing statutes and other relevant frameworks. Nursing Administration will be added advantage.

**DUTIES** : Demonstrate an in-depth understanding of nursing legislation and legal and ethical nursing Practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner by the Specialty Unit. Promote quality of nursing care as directive by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

**ENQUIRIES** : Acting Manager Nursing Tel No: (051) 4079331  
**APPLICATIONS** : To the HR, Free State Psychiatric Complex, Private Bag x20607, Bloemfontein, 9300, FSPC or hand deliver  
**FOR ATTENTION** : Me DE Fortein

**POST 31/131** : **CLINICAL NURSE PRACTITIONER PNB1: GRADE 1-2: REF NO: H/C/57 (X4 POSTS)**

**SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 - R579 696 per annum  
**CENTRE** : Mangaung Metro District Health Services: Bloemfontein  
**REQUIREMENTS** : 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 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: Computer literacy. Good understanding/exposure to Priority health programs. Willingness to work extended hours and endure pressure. Knowledge of quality health assurance program including Ideal Clinic Realization. Function as an effective member of the Health Care Team. Communicate effectively with stakeholders.

**DUTIES** : Provision of optimal, holistic specialized nursing care within the professional / legal framework. Provision of safe patient care environment. Adherence of Nursing care standards and procedures. Compliance to quality health care standards and maintenance of accurate patient records. Effective utilization of resources: management of stock and equipment's in accordance with clinical and economic imperatives. Provision of quality nursing services in the district.

**ENQUIRIES** : Mr WA Maletle Tel No: (051) 271 0134  
**APPLICATIONS** : To the District Manager, Mangaung Metro Health Services, FSPC, No 4 President Brand Street, Bloemfontein, 9300 or hand deliver.  
**FOR ATTENTION** : Mr Mokoqo TA

**POST 31/132** : **PROFESSIONAL NURSE SPECIALTY PNB1 REF NO: H/P/64 (X3 POSTS)**

**SALARY** : R383 226 per annum  
**CENTRE** : Lejweleputswa District: Welkom  
**REQUIREMENTS** : 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. Valid driver's license. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse. Attach proof of working experience endorsed by Human Resource Department/ Employer. Knowledge And Skills: Sound knowledge of clinical forensic medicine. Appropriate experience in the management of comprehensive services to patients of sexual offences. Appropriate experience and knowledge in rendering of medico-legal services as and when required.

**DUTIES** : Compile reports on performance of Victim Care Centre. Render medico-legal services as and when required. Render comprehensive services to patients of sexual offences. Documents clinical finding on J88 and in clinical records. Provide medical car, post exposure prophylaxis. Compile sexual offences reports. Liaise with different stakeholders to ensure optimal services delivery. Ensure proper programmatic data management.

**ENQUIRIES** : Ms. GE Ncanana Tel No: (057) 910 3267  
**APPLICATIONS** : To the Department of Health, Kopano Complex, Meulen Street, Opposite Mediclinic, Private Bag x 15, Welkom, 9459 or hand delivered.  
**FOR ATTENTION** : Mr. Nkala

**POST 31/133** : **PROFESSIONAL NURSE: PNB-1 (SPECIALTY) REF NO: H/P/65 (X8 POSTS)**

**SALARY** : R383 226 per annum, (OSD)  
**CENTRE** : Free State Psychiatric Complex, Bloemfontein  
**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Proof of Registration with the South African Nursing Council (SANC) as Professional Nurse. 1 Year post basic qualification in Advanced Adult/Child Psychiatry. Knowledge And Skills: Knowledge of the legal framework appropriate for nursing practice. Good communication skills and interpersonal relations. Knowledge of Mental Health Act, procedures and legislation.

**DUTIES** : Provide more complex and advanced comprehensive nursing treatment and care to patients in specialty unit in a cost effective, efficient and equitable manner. Give direction and supervision for the implementation of the Nursing plan (clinical practice /quality patient care) as a shift leader. Implement standards, practices, criteria and indicators for quality Nursing (quality of practice). 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. Ensure that a holistic nursing care service is delivered to all patients in a cost effective, efficient and equitable manner by the unit. Ensure compliance to professional and ethical practice. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.

**ENQUIRIES** : Me D.E. Fortein Tel No: (051) 407 9207  
**APPLICATIONS** : To be send to: The Chief Executive Officer, FSPC, Private Bag X20607, Bloemfontein, 9300  
**FOR ATTENTION** : Me M J Mafereka

**POST 31/134** : **PROFESSIONAL NURSE SPECIALTY (PNB1): GRADE 1-2 REF NO: H/P/66**

**SALARY** : Grade 1: R383 226 – R444 276 per annum  
**CENTRE** : Embekweni Hospital: Zastron  
**REQUIREMENTS** : 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. Attach proof of working experience endorsed by Human Resource Department/ Employer. Knowledge And Skills: Good communication skills. Good interpersonal relations. Ability to work under pressure. Computer literacy.

**DUTIES** : Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Act as shift leader in Unit (where necessary). Coordinate the provision of effective training and research for nursing services. Provide save patient care. Manage patient's records according to relevant Legislation. Manage stock and equipment in accordance with clinical and economic imperatives. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Detailed Key Performance Areas can be obtained from the contact person.

**ENQUIRIES** : Mr M R Motaung Tel No: (065) 673 1200/1201  
**APPLICATIONS** : To the Chief Executive Officer, Embekweni Complex, Private Bag X32, Zastron, 9950 or hand delivered at: Reichenberg Street no 1 Zastron 9950, Zastron, 9950.

**FOR ATTENTION** : Mrs P Botha

**POST 31/135** : **ASSISTANT DIRECTOR: ADMINISTRATION (RESEARCH) REF NO: H/A/80**  
Information Management and Research (Research Sub-Directorate)

**SALARY** : R376 596 per annum  
**CENTRE** : Corporate Office, Bloemfontein  
**REQUIREMENTS** : A degree in Epidemiology or appropriate honors degree in health services or social sciences with focus on health system or health care services with at least 3 years' experience in conducting research. Be holder of a valid driver's license. Three to five years' relevant experience in research of which three years must be at supervisory level. Knowledge and Skills: Master's degree is an added advantage. Experience in conducting health research and setting health research priorities. Experience in protocol/ proposal development for health research with ability to set relevant research questions and objectives. Knowledge of departmental or government policies and practices in relation to research. Demonstrate extensive knowledge and application of quantitative and qualitative research methodologies and procedures. Extensive practical knowledge and experience in conducting research starting from protocol development until report writing. Experience on the use of quantitative and qualitative research data analysis software such R studio, STATA, SPSS, SAS etc. Experience of procedures and research report writing including sound research organizing and planning skills Willingness to travel frequently and work long and irregular hours. Ability to conduct operations and or action research in the department. Ability to function well under pressure and willing to work on your own as well as in a team. Analytical thinking and be prepared to conduct research field work in the facilities. Ability to work effectively with stakeholders at various levels during the implementation of research findings recommended for implementation. Ability to train program managers on operational/ action research. Lead research report writing activities of the directorate and support routine data analysis. Monitor implementation of research findings recommended to enhance program management and patient care. Advanced computer literacy – skilled and confident user in office applications such as MS Word, Excel, PowerPoint and any other relevant data analysis software. Excellent communication, verbal and writing skills as well as ability to work individually and in a team.

**DUTIES** : Take active role in supporting research planning including drafting of concept note/terms of reference/proposal to support research project and identification of research topics. Ensure the establishment of research committees and sub-committees prescribed by relevant legislations. Develop quantitative/qualitative research methodology that is appropriate for the study,

compile sampling plan and criteria for each research project. Develop and apply sound data collection/analysis systems. Compile research reports based on analyzed data. Support the Department's Annual Provincial Health Research Days and other departmental research initiatives/projects. Support the directorate to monitor research and institutional research policies. Assist in the provision of a well research data for the development of departmental strategies and policies. Support data management initiatives of the directorate and conduct facility audits to improve data quality. Develop research protocols and obtain ethics approvals. Conduction research on priority programs and advise the program directors on policy development. Supervise, motivate, train, guide, discipline and manage staff where necessary. Allocate duties and perform quality control on the work delivered by officials. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning of the sub-component. Provide capacity building and technical support to National Health Research Database users. Implement all relevant organizational circulars, policies and other communication that impact on the operation of the directorate. Manage and supervise the implementation of the resolutions of the Provincial Health Research Committee. Render administrative support services: Ensure the effective flow of information and research documents to and from the office. Establish and maintain a research document management and tracking system. Ensure the safekeeping of all documentation in the office in with relevant legislation and policies. Scrutinize routine submissions/reports and make notes and/or recommendations for the Deputy Director. Build sound and sustainable relationships with relevant stakeholders to enhance provincial health research capacity. Support the development of the departmental research agenda outlining the research priorities of the Department over the required period. Respond to enquiries received from internal and external stakeholders pertaining to research. Manage leave registers. Ensure the directorate's assets are managed, maintained and safely kept. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance.

**ENQUIRIES** : Dr Chikobvu Tel No: (051) 408 1738  
**APPLICATIONS** : To The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

**FOR ATTENTION** : Me P Mpu

**POST 31/136** : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: H/O/42**

**SALARY** : Grade 1: R317 976 - R361 872 per annum  
Grade 2: R372 810 - R426 291 per annum  
Grade 3: R439 164 - R532 959 per annum

**CENTRE** : Free State Psychiatric Complex: Bloemfontein  
**REQUIREMENTS** : Baccalaureus Degree/ Baccalaureus Scientiae degree in Occupational Therapist. Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy. Offer will be based on proven years of experience. 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 an Occupational Therapy 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 an Occupational Therapy 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 as a Occupational Therapy 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 Occupational Therapy 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 an Occupational Therapy 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 Occupational Therapy in respect of foreign qualified employees, of whom it is not required to perform Community



Service, as required in South Africa. Knowledge And Skills: Computer literacy. Ability to work in a multi-disciplinary team. Active participation in planned programs/plans to enhance involvement, capacity building, open communication, and participative management in the Allied Health Professional Service Division. Good record management skills.

**DUTIES** : Effective and efficient implementation of clinical occupational therapy services to ensure compassionate and quality occupational Therapy Services rendered according to the OT scope of practice and Mental Health Care Act. Participate in quality assurance projects in Occupational Therapy service delivery. Training and supervision to relevant staff and students. Participate in intra and inter departmental collaboration with relevant stakeholders including the University of the Free State, licensed NGO's and Rehabilitation services. Participate in information & risk management Occupational Therapy. Management of allocated resources (consumable and equipment). Ongoing professional development in Occupational Therapy. Contribute to policy development when required. Administration function required by the job and the area practice profile.

**ENQUIRIES** : Mrs M Moore Tel No: (051) 4079482/9319

**APPLICATIONS** : To: The Chief Executive Officer, Free State Psychiatric Complex, Private Bag X20607, Bloemfontein, 9300, FSPC, Admin Building or hand deliver.

**FOR ATTENTION** : Me Mokopanele

**POST 31/137** : **SENIOR STATISTICAL ADVISOR REF NO: H/S/56**  
Information Management and Research

**SALARY** : R316 791 per annum  
**CENTRE** : Corporate Office, Bloemfontein  
**REQUIREMENTS** : B.Sc. Degree in mathematical statistics or statistics majoring in econometrics or B.Sc honors in mathematical statistics or statistics majoring in risk analysis. 2 years' functional experience of which 1 year is at supervisory level  
Knowledge and Skills: Ability to develop monitoring and evaluation tools to support the directorate. Ability to train the officials at all levels of care on the tools, data management system and data analysis as well as data use. Ability to monitor health services performance. Ability to think very fast in order to solve statistical problems around urgent information request from managers and stake holders as well as monitoring and evaluation challenges experienced in the department. Ability to think logically and strong problem-solving skills, plan strategically and develop solutions quickly. Ability to conduct data analysis challenges for the Department. Conduct trainings on data analysis as well as operational research program errors and problems need to be solved on the spot so that the training continues smoothly. Conflict management needs a quick thinker especially when working in health system to enable smooth running of the collaboration with other levels of care. Ability to discuss statistical data problems with respective managers until the consensus is reached. Conduct data review together with managers in order to avoid any data quality disagreements. Experience in managing statistical reports and data analysis preferably in a health environment. Experience in data processing and Interpretation, including data triangulation and target setting, as well as understanding measurements of routine data accuracy, are essential including strategic planning. Experience in using Microsoft Excel, R studio, VBA, Python, C++, SPSS or any other Statistical data analysis program used for statistical data analysis. Experience in report writing and training of health care workers on data monitoring systems and statistical analysis. Health-related statistical analysis experience, as well as knowledge of public health surveillance information system, are added advantages. Experience in interaction with health care works at all levels of the health system and willing to work odd hours

**DUTIES** : Training of provincial, managers on how to use and interpret. Information to manage their services and programs. Analyze all the data from all the, facilities and transform it into information. Support the department with using statistical thinking. Participate in writing of departmental research protocols and conducting research. Writing quarterly reports for managers and scientific papers for publications. Guide data analyst on data analysis for diseases monitoring in the facilities. Lead and support Information Management projects that enables data quality improvement through data analysis and data triangulation. Perform data analysis and interpretation of the results, report

writing, and monitoring the collected information quality. Conduct statistical data analysis using R Studio in an effort to produce a disease profile. Training of other information officers and support staff and managers on the use of data for disease monitoring and the use data reports for planning their Implement the Department's Monitoring and Evaluation Reporting format (inclusive of reporting timeframes) in line with the Department's Annual Performance Plan. Develop and support the implementation of Monitoring & Evaluation tools to improve data quality and ensure implementation of Information Management Policies throughout the health system. Monitor and report on the performance of the Department in relation to the following: Outcome based Provincial Plan, Department Annual Performance Plan, etc. Willing to drive extensively thorough out the province.

**ENQUIRIES** : Dr Chikobvu Tel No: (051) 408 1738  
**APPLICATIONS** : To The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

**FOR ATTENTION** : Me P Mpu

**POST 31/138** : **PROFESSIONAL NURSE SPECIALTY (PNA2-PNA4): GRADE 1-3 REF NO: H/P/67**

**SALARY** : Grade 1: R256 905 per annum  
 Grade 2: R315 963 per annum  
 Grade 3: R383 226 per annum

**CENTRE** : Embekweni Hospital: Zastron  
**REQUIREMENTS** : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Current registration with the South African Nursing Council. Registration with the SANC as a Professional Nurse Proof of registration for 2021/2022. Attach proof of working experience endorsed by Human Resource Department/ Employer. PNA-2: Experience: None after Registration with the SANC as a Professional Nurse. PNA-3: Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. PNA-4: Experience: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. Knowledge And Skills: Good communication skills. Good interpersonal relations. Ability to work under pressure. Computer literacy.

**DUTIES** : Provide holistic nursing care to patients in a nursing unit (General and Maternity Ward) in a cost effective, efficient and equitable manner. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Detailed Key Performance Areas can be obtained from the contact person.

**ENQUIRIES** : Mr M R Motaung Tel No: (065) 673 1200/1201  
**APPLICATIONS** : To the Chief Executive Officer, Embekweni Complex, Private Bag X32, Zastron, 9950 or hand delivered at: Reichenberg Street no 1 Zastron 9950, Zastron, 9950.

**FOR ATTENTION** : Mrs P Botha

**POST 31/139** : **PROFESSIONAL NURSE; SPECIALTY PNB1 (THEATER): GRADE 1-2: REF NO: H/P/69**

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

**CENTRE** : Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek  
**REQUIREMENTS** : 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 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: Good Communication and interpersonal Skills, Knowledge of key priority health programs. Computer literacy. A valid driver's license will be an added advantage.

**DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in Theater. Maintain constructive relationships with Nursing and other stakeholders. Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and Monitor proper utilization of human, financial and material resources. Ensure the provision of an effective and efficient patients perioperative care through adequate nursing care in Operating theater. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Assessing patient's condition pre-op and ongoing through surgery, and ensuring that instrumentations and necessary supplies are available for patients' surgery. Prepare operating room with surgical equipment, sterile linen and supplies that will be needed during surgery. Ensure that equipment is functioning correctly. Maintains patient safety standards in procedure room, operating room and recovery room. Prepare timely and accurate records of patients' history and recovery charts.

**ENQUIRIES** : Mr HS Mosase Tel No: (058) 7183200/3204

**APPLICATIONS** : To the Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag x820, Witsieshoek, 9870, or hand deliver @ room 246, 1<sup>st</sup> floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

**FOR ATTENTION** : Mr SR Makoko

**POST 31/140** : **PROFESSIONAL NURSE; SPECIALTY PNB1 (OCCUPATIONAL HEALTH NURSE); GRADE 1-2 REF NO: H/P/70**

**SALARY** : Grade 1: R383 226 – R444 276 per annum

Grade 2: R471 333 - R579 696 per annum

**CENTRE** : Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek

**REQUIREMENTS** : 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 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: Good Communication and interpersonal Skills, Knowledge of key priority health programs. Computer literacy. A valid driver's licence will be an added advantage.

**DUTIES** : Ensure the provision of an effective and efficient health care of all staff members at the hospital. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care of all staff members. Maintain constructive relationships with Nursing and other stakeholders. Participate in the analysis, formulation of nursing guidelines, practices, standards and procedures. Developing and implementing health and safety programs. Working with employers and employees to identify health and safety needs in the workplace. Developing disease prevention programs in health care workers, such as smoking cessation, exercise, and healthy eating programs. Managing and documenting all employee injuries and illnesses within the workplace. Manage and Monitor proper utilization of human, financial and material resources.

**ENQUIRIES** : Mr HS Mosase Tel No: (058) 7183200/3204

**APPLICATIONS** : To the Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag x820, Witsieshoek, 9870, or hand deliver @ room 246, 1<sup>st</sup> floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.

**FOR ATTENTION** : Mr SR Makoko

**POST 31/141** : **PHYSIOTHERAPIST GRADE 1-3 REF NO: H/P/68**

**SALARY** : Grade 1: R317 976 - R361 872 per annum  
Grade 2: R372 810 - R426 291 per annum  
Grade 3: R439 164 - R532 959 per annum

**CENTRE** : Elizabeth Ross District Hospital: Witsieshoek

**REQUIREMENTS** : Baccalaureus Degree. Registration with the Health Professions Council of South Africa (HPCSA) as a physiotherapist. Proof of current registration with HPCSA (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. Attach proof of working experience endorsed by Human Resource. Computer literacy. **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. Computer literacy Knowledge and Skills: ICU knowledge and skills. Young and healthy enough to treat patient-letter from Physician to declare employee fit to treat confirmed ill patients.

**DUTIES** : Willing and skilled to treat all type of patients seen in the spectrum of the Physiotherapy Profession, e.g. Acutely ill patients. Neurology, Orthopedics, Cerebral, Palsy, etc. Refer specifically to any training (attach proof) and experience in the field of Cerebral Palsy. Render a Physiotherapy at a Tertiary Hospital. Liaison with the multidisciplinary team. After hour responsibilities, Health Promotion. Administration task applicable to the service area and implementation of quality control measures. Marketing of the profession. Supervision of students/assistant/ Community Service Physiotherapist/ support staff. Personal and profession Development-Tuition to Physiotherapy student's /health worker- Profession specific training, in service training.

**ENQUIRIES** : Dr. MP Setlaba Tel No: (058) 718 4000

**APPLICATIONS** : To: The Chief Executive Officer, Elizabeth Ross District Hospital, PO Box 804, Witsieshoek, 9870 or hand delivered @ entrance, Elizabeth Ross District Hospital, Makong Village

**FOR ATTENTION** : Ms. A Sediane

**POST 31/142** : **PROFESSIONAL NURSE PNA 3: GRADE 2 REF NO: H/P/71**

**SALARY** : R315 963 – R362 865 per annum

**CENTRE** : Mofumahadi Manapo Mopeli Regional Hospital: Witsieshoek

**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 SANC as a Professional Nurse. Proof of registration for 2021/2022. Offer will be based on proven years of experience. Attach proof of working experience endorsed by Human Resource. Experience: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse. Knowledge And Skills: Good communication and interpersonal skills. Demonstrate knowledge and related legal and ethical nursing practices.

- Understanding of key priority health programs. Computer literacy. Valid driver's license.
- DUTIES** : Coordinating with multiple specialists to ensure that their patients recover quickly, supervise provision of care, counselling and health education to patient, supervision on assessment planning, implementation and evaluation of nursing care plans. To facilitate optimal patient care, supervise modification of treatment plans where necessary, advice patient on health maintenance and preventative medicine, supervise proper utilization of human, financial and material resources. Work collaboratively with other team members of multidisciplinary team.
- ENQUIRIES APPLICATIONS** : Mr HS Mosase Tel No: (058) 7183200/3204  
To the Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag x820, Witsieshoek, 9870, or hand deliver @ room 246, 1<sup>st</sup> floor, Mofumahadi Manapo Mopeli Regional Hospital, Mampoi Street, Witsieshoek.
- FOR ATTENTION** : Mr SR Makoko
- POST 31/143** : **PHARMACIST ASSISTANT (POST BASIC) REF NO: H/P/43 (X2 POSTS)**
- SALARY** : Grade 1: R208 383 – R234 738 per annum  
Grade 2: R241 839 - R256 686 per annum  
Grade 3: R262 068 - R299 658 per annum
- CENTRE REQUIREMENTS** : Manguang Metro District: Bloemfontein  
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: Good communication and interpersonal skills. Computer literacy.
- DUTIES** : 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 distribution of pharmaceuticals and consumables stock. Assist with the control pharmacy stock: Checking of shelves, cleaning of shelves and stock, monitoring of temperature, maintenance of hygiene in stores, checking for expired stock, stock levels, stock cards. Receiving and unpacking of received stock. Picking and packing of pharmaceutical and consumable stock for distribution to institutions in the FS. Other: Customer care, Answering of phones.
- ENQUIRIES APPLICATIONS** : Mr M Shuping Tel No: (051) 2710100  
To the District Manager, Mangaung Metro Health Services, FSPC, No 4 President Brand Street, Bloemfontein, 9300 or hand deliver.
- FOR ATTENTION** : Mr TA Mokoqo

#### OFFICE OF THE PREMIER

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

#### MANAGEMENT ECHELON

- POST 31/144** : **HEAD OF DEPARTMENT: DEPARTMENT OF SOCIAL DEVELOPMENT REF NO: HOD SOC DEV**
- SALARY** : R1 978 533 per annum, All-inclusive remuneration package per annum PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement.

**CENTRE  
REQUIREMENTS**

: Bloemfontein (Dept. of Social Development)  
:  
: The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level. (At least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). Potential applicants for posts in the Senior Management Service as well as existing SMS members who which to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020. (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours.). No appointment to successful applicant will be concluded in the absence of the certificate. The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.

**DUTIES**

: To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

**ENQUIRIES  
APPLICATIONS**

: Mr. A.J. Venter Tel No: 051 405 4926  
:  
: Mr. AJ Venter Head: Corporate Administration, Office of the Premier, , PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: [joann.kleynhans@fspremier.gov.za](mailto:joann.kleynhans@fspremier.gov.za), Fax: 051 – 405 4955

**FOR ATTENTION  
NOTE**

: Ms J Kleynhans  
:  
: Applications must be submitted on the prescribed Z83 form, obtainable from any public service department. All applications must be accompanied by a comprehensive CV, copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified document will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be

subjected to a personnel suitability check. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed. NB: The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.

- CLOSING DATE** : 17 September 2021 at 16:00
- POST 31/145** : **HEAD OF DEPARTMENT: DEPARTMENT OF TREASURY REF NO: HOD: TREASURY**
- SALARY** : R1 978 533 per annum, All-inclusive remuneration package PLUS a 10% non-pensionable Head of Department allowance. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance. These appointments are subject to the signing of an employment contract, not exceeding a term of five years, a security clearance of top secret, a competency assessment and an annual performance agreement.
- CENTRE REQUIREMENTS** : Bloemfontein (Dept. of Treasury)  
 : The candidate must be in possession of an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA as well as 8 – 10 years of experience at a senior management level. (At least 3 years of which must be with any organ of State as defined in the Constitution, Act 108 of 1996). Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020. (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours.) No appointment to successful applicant will be concluded in the absence of the certificate. The candidate must have knowledge, skills, training and competencies in the principles of Corporate Governance; dynamic professional leadership abilities, as well as strategic, financial and people management skills; the ability to initiate and support organizational transformation and change, explore and implement new ways of delivering services that contribute to the promotion of the area of responsibility of the particular department in the province; the highest standard of ethical and moral conduct; and a thorough understanding of the issues relating to the area of responsibility of the particular department within the Free State Province and South Africa. Recommendation: A post graduate qualification in any of the areas of responsibility of the particular department and/or management will be a recommendation.
- DUTIES** : To perform all the functions and the responsibilities attached to the post as Head of the Department in terms of the Public Service Act and the Regulations issued in terms thereof, which inter alia include the efficient management and administration of the Department, the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use and care of state property, including the rendering of efficient and effective management systems to the Department which include resource management, financial management, information management and pro-active communication systems, as well as such functions, which may be prescribed. To function as Accounting Officer of the Department in terms of the Public Finance Management Act and the Treasury Regulations. Any other

responsibility required by law. This candidate will also be responsible to: Assist with the development of appropriate policies relevant to the particular department and advise the MEC in this regard; ensure the effective implementation of Government Policies in the relevant areas of responsibility of the department mentioned and the Public Service as well as Provincial and National legislation relevant to the Portfolio; provide the MEC with sufficient information and advice to enable him/her to make sound and informed decisions in terms of his/her portfolio; to develop and implement a Strategic and Annual Performance Plan for the department in support of the implementation of the priorities and objectives of the particular department; and such other responsibilities as may be directed. Although the candidate is based in Bloemfontein, the post may require extensive traveling, both domestically and internationally.

**ENQUIRIES  
APPLICATIONS**

: Mr. A.J. Venter Tel No: 051 405 4926  
 : Mr. AJ Venter, Head: Corporate Administration, Office of the Premier, PO Box 517, Bloemfontein, 9300, Room 406, OR Tambo House, St Andrew Street, Bloemfontein, 9301, E-mail: [joann.kleynhans@fspremier.gov.za](mailto:joann.kleynhans@fspremier.gov.za), Fax: 051 – 405 4955

**FOR ATTENTION  
NOTE**

: Ms J Kleynhans  
 : Applications must be submitted on the prescribed Z83 form, obtainable from any public service department. All applications must be accompanied by a comprehensive CV, copies of all educational qualifications and supporting documents such as an identity document, drivers' licence etc. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified document will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Faxed or e-mailed applications may be submitted, subject to subsequent verification. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to a personnel suitability check. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed. NB: The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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. Nominated candidates must 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.

**CLOSING DATE**

: 17 September 2021 at 16:00

**POST 31/146**

: **DEPUTY DIRECTOR-GENERAL: PROVINCIAL POLICY PLANNING AND COORDINATION REF NO: 1/2021**

**SALARY**

: R1 521 591 per annum (Level 15), (An all-inclusive salary package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13<sup>th</sup> cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE  
REQUIREMENTS**

: Bloemfontein (Office of the Premier)  
 : An undergraduate qualification (NQF Level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA. 8 – 10 years of experience at a senior managerial level. Potential applicants for posts in the Senior Management Service as well as existing SMS members who which to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020. (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it



## **DUTIES**

at a cost of R265.00. The duration of the course is 120 hours.) No appointment to successful applicant will be concluded in the absence of the certificate.

The duties are mainly, but not limited to, the following: Provide leadership to ensure that the strategic thrust and objectives of Policy Research, Development and Co-ordination are achieved within the Free State Province. This entails inter alia the following: Co-ordinate the implementation of Major Government Programmes and projects and any other National Programme of Government, having a provincial impact that needs to be implemented at provincial level. Development of policies and processes to ensure implementation of integrated development and planning. Determining the impact of the policy direction of Free State Provincial Government on the overall growth and development of the Free State and advise accordingly. Assess the impact of the implementation of policies/strategies including the Provincial Growth and Development Strategy in order to take corrective action where necessary and/or improve on policies/strategies for purposes of developing policy/strategies and or reporting on progress with implementation. Execute research that will impact on the macro policy direction of the Free State with regard to the macro-economic policy and other priority areas as identified. Manage Intergovernmental Relations and Special Programmes relating to vulnerable groups. Management of the Component to ensure the effective and efficient utilization of resources including the management of the performance of the personnel falling under this component.

## **ENQUIRIES**

Mr. A.J. Venter, DDG: Corporate Administration and Coordination, Tel No: 051 4054926

## **APPLICATIONS**

Posted to: Ms. Lerato Motsie, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivered to: Lerato Motsie, Room 8, Ground floor, OR Tambo House, Bloemfontein or e-mail [lerato.motsie@fspremier.gov.za](mailto:lerato.motsie@fspremier.gov.za) (Kindly note that applicants needs to verify at 051 4055276 whether application is received due to problems experience with our e-mails.

## **NOTE**

Directions to applicants: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by copies of qualifications; driver's license, identity document and a C.V. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified document will be limited to shortlisted candidates Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver's License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these requirements will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. 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 the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed. NB: Note: This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**CLOSING DATE** : 17 September 2021 at 16:00

**DEPARTMENT OF TREASURY**

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



**APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300, or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein. Applications can also be e-mailed to [recruitment.fstresury@gmail.com](mailto:recruitment.fstresury@gmail.com) or [recruitment@treasury.fs.gov.za](mailto:recruitment@treasury.fs.gov.za).

**FOR ATTENTION** : Mr. I B Pheello, Fidel Castro Building, Tel No: (051) 405 5069

**CLOSING DATE** : 27 September 2021

**NOTE** : Applications must be submitted on new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by copies of highest relevant qualification (a transcript of results must be attached or subjects should be mentioned in the CV), certificates relating to the post requirements, identity document, driver's license (if required) and a concise C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. The onus is on the applicants to ensure that their applications are posted, hand delivered or e-mailed timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and previous employment verification). The Department reserves the right not to make appointments on the advertised posts.

**OTHER POST**

**POST 31/147** : **ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT**  
**REF NO: FSPT: 014/21**

**SALARY** : R376 596 per annum (Level 09), (A basic salary)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : A relevant degree in Supply Chain Management/ Retail Business Management/ Accounting/ Public Finance/ Public Administration/ Economics/ Business Administration with a minimum of 3 years' experience in a supply chain management environment. Proven knowledge Public Service Anti-corruption strategy, Public Sector supply chain management models and processes, Delegations of authority, Service level agreements, Supplier management, Asset management and Inventory management. Computer literacy, Presentation skills, Communication skills.

**DUTIES** : Monitor municipalities on the review of municipal supply chain management policies and standard operating procedures (SOP's). Monitor and report on supply chain management procurement plan. Monitor bid committees and report on contract management. Monitor and report on irregular expenditure. Perform any other "ad-hoc" functions relating to municipal supply chain management, as required. Manage the resources allocated.

**ENQUIRIES** : Mr. M H Leburu Tel No: 079 497 0012 (office hours only)

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

*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.*

**OTHER POSTS**

- POST 31/148** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 461 (X1 POST)**  
Directorate: Internal Medicine (Oncology)
- SALARY** : R1 106 040 per annum, (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : 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. Grade 1: No experience. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to mental health care users Computer Literacy.
- DUTIES** : 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.
- ENQUIRIES** : Dr N Soma Tel No: (011) 933 9154/8154  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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). Relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference

checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 30 September 2021
- POST 31/149** : **MEDICAL REGISTRAR REF NO: CHBAH 462 (X1 POST)**  
Directorate: Surgery (Urology)
- SALARY CENTRE REQUIREMENTS** : R821 205 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital  
: Current valid registration with HPCSA as a medical practitioner. The candidate should have passed the CMSA intermediate surgical examinations. At least 12 months' experience in an accredited urology department at medical officer level. South African citizenship or residency is required.
- DUTIES** : Perform duties according to guidelines from department of Urology of the University of Witwatersrand. Be a link between consultants and nursing staff and junior medical staff. Perform ward rounds and enter progress notes daily on patients file. Preparing patients for operations including reading around procedures. Performing after hours' duties. Supervise clerking and filing of admission, discharge letters, ICD 10 coding, death certificates and post mortem forms. Attending academic meetings, undertaking research and presenting at academic meeting. Preparing daily intake reports, weekly statistics and morbidity and mortality presentations. Keeping a logbook. Being punctual. Encourage good working relationship between colleagues. Availability for ongoing assessment. Assisting in the preparation for pre-and post-graduate examination. Follow DOH, Gauteng province and other hospitals and procedures. ND. A registrar may not change decision made by a consultant without prior discussion. Signing yearly performance agreement and availability for quarterly reviews.
- ENQUIRIES APPLICATIONS** : Dr S Doherty Tel No: (011) 933 9611  
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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 is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and

employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

: 17 September 2021

**POST 31/150**

: **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: MO-2021**

Directorate: Dermatology, Ophthalmology, Anaesthesiology, Cardiology, Cardiothoracic Surgery, Ear, Nose and Throat, Emergency Medicine, General Surgery, Internal Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Orthopaedic Surgery, Paediatric Surgery, Paediatrics, Plastics and Reconstructive Surgery, Psychiatry, Radiation Oncology, Radiology, Transplant Surgery, Trauma, Child and Adult Psychiatry and Urology.

**SALARY**

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

**CENTRE REQUIREMENTS**

: Charlotte Maxeke Johannesburg Academic Hospital  
: **Grade 1:** Appropriate qualification which allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. No experience required with the HPCSA as a Medical Officer.  
**Grade 2:** Appropriate qualification which allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner.  
**Grade 3:** Appropriate qualification which allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 10 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner.

**DUTIES**

: Clinical assessment, history taking, mental status examination and physical examination of all patients, formulation, development and execution of management plans of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record of all lab results. Participates in ward / department admin in maintain ward records. Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interests and corruption.

**ENQUIRIES**

: Dr. S Mabunda Tel No: 011 488 5929 – (Medicine, Emergency Medicine, Psychiatry)  
Dr. A Africa Tel No: 011 488 3710 – (Obstetrics & Gynaecology, Paediatrics)  
Dr. S Ngobese Tel No: 011 488 4812 (Surgery, Orthopaedics, Anaesthetics)

**APPLICATIONS**

: Applications should be submitted strictly on a (PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za) Only. Please use the reference as subject.

**NOTE**

: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with a C.V, applications must include three (3) contactable references, Copies of I.D and HPCSA to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a

medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and females, African Males and females, White Males and females are encouraged to apply. NB!! Please use the department where you are applying as a reference on a Z83 form.

**CLOSING DATE**

: 17 September 2021

**POST 31/151**

**MEDICAL REGISTRAR REF NO: REG-2021**

Directorate Dermatology, Ophthalmology, Anaesthesiology, Cardiology, Cardiothoracic Surgery, Ear, Nose and Throat, Emergency Medicine, General Surgery, Internal Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Orthopaedic Surgery, Paediatric Surgery, Paediatrics, Plastics and Reconstructive Surgery, Psychiatry, Radiation Oncology, Radiology, Transplant Surgery, Trauma, Child and Adult Psychiatry and Urology.

**SALARY**

: R821 205 per annum, (All-inclusive package)

**CENTRE**

: Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

: Appropriate qualification that allows for registration with HPCSA as a Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration.

**DUTIES**

: As part of the health care team, registrars participate in safe, cost-effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist, Registrars participate in the educational activities of their chosen specialty training program, including conducting research toward Mmed. Supervise and teach medical students, interns, medical officers and other service commitments to CMJAH and cluster hospitals Commitment to overtime, Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interests and corruption.

**ENQUIRIES**

: Dr. S Mabunda Tel No: 011 488 5929 – (Medicine, Emergency Medicine)

Dr. A Africa Tel No: 011 488 3710 – (Obstetrics & Gynaecology, Paediatrics)

Dr. S Ngobese Tel No: 011 488 4812 (Surgery, Orthopaedics, Anaesthetics)

should be submitted strictly on a (PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za) Only. Please use the reference as subject.

**NOTE**

: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with a C.V, applications must include three (3) contactable references, Copies of I.D and HPCSA to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Males and females, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply. NB!! Please use the department where you are applying as a reference on a Z83 form.

**CLOSING DATE**

: 17 September 2021

**POST 31/152** : **PHARMACY SUPERVISOR GRADE 1 REF NO: CHBAH 463 (X1 POST)**  
 Directorate: Pharmacy

**SALARY** : R821 205 per annum, (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. A minimum of 4 years appropriate/recognizable experience after registration as a Pharmacist with the SAPC. Computer Literacy. Good team building and leadership skills. An understanding of the policies and legal framework applicable to the public sector. Ability to work under pressure. Good problem solving skills.

**DUTIES** : The duties include coordinating leave for staff under his/her supervision. Employee support in conjunction with the Employee Wellness Unit. Managing all pharmacists and pharmacist's assistants under his/her supervision. Assisting in the overall management of the pharmacy, including the satellite pharmacies. Compliance with the provisions of the relevant prescribed Acts and the PFMA to the extent applicable to the official. Development and implementation of relevant Standard Operating Procedures. Plan and coordinate rosters/ schedules for the unit, manage staff rotation. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assisting in the implementation of policy and strategic direction in the pharmacy. Project management and project support as required from time to time. Coordination of training and development of pharmacy personnel including Performance Management of staff under their supervision. Ensure and manage the provision of quality, effective and efficient clinical pharmaceutical services. The supervisor's role also involves the promotion of public health and compliance with the Batho-Pele Principles. Deputising for the Assistant and Deputy Managers when requested to do so. Be available for on-call and after hour services. Be involved with continuous improvement processes to address service delivery challenges.

**ENQUIRIES** : Mr. S. Dikgang Tel No: (011) 933 8797/8843/9864  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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 is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage

of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 17 September 2021
- POST 31/153** : **DENTIST GRADE 1/2/3 REF NO: SMUD02/21**  
Directorate: Orthodontics  
This is a re-advertisement post, those who previously applied are encouraged to re-apply
- SALARY** : R797 109 - R1 089 693 per annum, (all inclusive)  
**CENTRE** : SMU Oral Health Centre  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7/12 years appropriate experience as a Dentist after registration with the HPCSA as a Dentist, with interest in Orthodontics.
- DUTIES** : The incumbent will be responsible for the following key performance areas: Provide Oral Health Services at SMU/Medunsa Oral Health Centre and participate in programme for SMU Oral Health Centre. Teaching/training undergraduate dental students including academic administration. Prepare and deliver dental lectures in Orthodontics. Maintain physical and electronic records. Be willing to be developed in teaching and learning as well as in Research.
- ENQUIRIES** : Prof MPS Sethusa Tel No: (012) 521 4853  
**APPLICATIONS** : Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Medunsa, 0204., The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
- FOR ATTENTION** : Ms Pretty Rangoato  
**NOTE** : Kindly attach/include copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
- CLOSING DATE** : 17 September 2021
- POST 31/154** : **DENTIST REF NO: SMUD01/21**  
Directorate: Integrated Clinical Dentistry
- SALARY** : R797 109 - R1 089 693 per annum  
**CENTRE** : SMU Oral Health Centre  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7/12 years appropriate experience as a Dentist after registration with the HPCSA as a Dentist. Have as postgraduate Masters Degree qualification in the clinical disciplines in Dentistry. A Specialist Qualification in Prosthodontics, Community Dentistry will be preferable. Experience in Academia, Teaching, Learning, Training and Supervising undergraduate and postgraduate (Oral Hygiene, Dental Therapy or Dentistry) students will be an added advantage. Experience in Comprehensive Clinical Case Development for undergraduate Students. Evidence of working & interest in Prosthodontics, Endodontics and Paedodontics. Experience of working in Dental Theatre cases (Adults and children). Experience in working in Rural Health Institutions e.g., Clinics, Community Health Centres or District Hospitals. Experience in Applied Dental Research (Quantitative and Qualitative).
- DUTIES** : Teach Supervise, Manage and Coordinate services for undergraduate and postgraduate students. Provide Oral Health Care services as required. Clinical supervision of under and post graduate students. Conduct and deliver on research publications and outputs. Serve and participate in GDoH and SMU's committees as required. Teach and train undergraduate students on the full



<b><u>ENQUIRIES</u></b>	:	scope of dentistry, including satellite training clinics as identified. Services to include working on Saturdays as per schedule. Willing to work after hours.
<b><u>APPLICATIONS</u></b>	:	Dr LN Makwakwa Tel No: (012) 521 3079
<b><u>FOR ATTENTION</u></b>	:	Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Medunsa, 0204, The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
<b><u>NOTE</u></b>	:	Ms Pretty Rangoato Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
<b><u>CLOSING DATE</u></b>	:	17 September 2021
<b><u>POST 31/155</u></b>	:	<b><u>ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: AMN-S-TUS/CMJAH/2020</u></b> Directorate: Nursing Division (Transplant Unit Services)
<b><u>SALARY</u></b>	:	R614 991 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Critical Care Nursing. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year Critical Care Nursing. At least 3 years of the period must be appropriate at management level. Experience in managing and coordinating transplant and donor organ donor processes and computer literacy will be added advantages. Be able to work flexible working hours.
<b><u>DUTIES</u></b>	:	To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To manage and coordinate transplant and organ donation program. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.
<b><u>ENQUIRIES</u></b>	:	Ms. DA Ramoshu Tel No: 011 488 3360
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted on a (PDF Format only) to the following email-address <a href="mailto:Responsehandling.Cmjah@gauteng.gov.za">Responsehandling.Cmjah@gauteng.gov.za</a> Only online application will be considered. Please use the reference as the subject.
<b><u>NOTE</u></b>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability.

Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and Female, Indian Males and Females, White Males and Females and African Males are encouraged to apply.

- CLOSING DATE** : 17 September 2021
- POST 31/156** : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: REFS/007700**  
 Directorate: Nursing Department - Staff Clinic  
 Re-advertisement
- SALARY CENTRE REQUIREMENTS** : R562 800 per annum, (plus benefits)  
 : Charlotte Maxeke Johannesburg Academic Hospital  
 : Basic R425 qualification (diploma/ degree in nursing) and or equivalent NQF 6 certificate in Occupational Health Nursing Science that allows registration with the South African Nursing Council as a Professional Nurse. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Current registration with the South African Nursing Council. A minimum of five (5) years appropriate /recognisable experience in Occupational Health Nursing. Competencies/Knowledge/Skills: Leadership, Unit management/Administration, Planning, Organising, Co-Ordination and Communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Must have good time management, computer literacy, personal and professional organisational skills. Emotional intelligence and problem-solving skills will be an added advantage. Applicant should be prepared to undergo pre-employment occupational medical surveillance as an inherent job requirement. Comply with relevant regulatory framework.
- DUTIE** : Supervise the administration of OHS clinic. Ensure adherence to quality of occupational health care rendered for employees as directed by Professional scope of practice and set Nursing standard within a professional / legal framework. Ensure compliance to quality and safety in the hospital and implement best practice within the organization. Participate in a programme of Hazard Identification and Risk Assessment to determine. Workplace stressors and the impact on employees. Monitor compliance to workplace exposure monitoring programme implemented and assist departments with implementation of recommendations thereof. Ensure implementation of medical surveillance programmes planned for the institution. Work collaboratively with other professionals as a leader and member of the occupational health team. Participate in developing OHS Unit operational plan and contribute towards meeting the objectives and targets. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Be active in research and self-development. Organize and be supportive, participative and corporative in implementation of new health and safety improvement projects initiated by Gauteng Department of Health, e.g. Health Wise and OHASIS Projects Participate in Disaster management planning, implementation and evaluation. See in-service training as part of the daily duties. Expected to do call on rotational basis.
- ENQUIRIES** : Mrs. KG Maruma Tel No: 011 488 3762

- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address [Responsehandling.Cmjah@gauteng.gov.za](mailto:Responsehandling.Cmjah@gauteng.gov.za) Only online application will be considered. Please use the reference as the subject.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 17 September 2021
- POST 31/157** : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2021/61 (X1 POST)**  
Directorate: Nursing  
Re-Advert
- SALARY** : R562 800 – R633 432 per annum, (plus benefits)  
**CENTRE** : Tshwane District Health Services (Jack Hindon Clinic)  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and a Diploma in Clinical Health Assessment, Treatment and Care (PHC), with duration of at least 3 years accreditation with SANC in terms Government Notice no 212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC and 3 years and above experience in Nursing Management. A certified valid code 8 Driver's license is essential. Other Skills / Requirements: Computer Literacy with an understanding of Ms Word, Excel, Access and Power Point. Good Communication, analytic and numeric skills. Ability to work under pressure.
- DUTIES** : Management of the facility by providing comprehensive Primary Health Care services. Ensure that nursing services are rendered according to the set norms and standards. Implementation of departmental policies including Batho Pele principles and Patient's Rights. Provide administrative services, as well as management of human, material and financial resources. Community involvement and liaise with all stakeholders to improve service rendering. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the multidisciplinary teams within the facility. Effective and efficient coordination and integration of quality health care services.
- ENQUIRIES** : Ms ST Dibakwane Tel No: 012 451 9000 or 082 452 3882, Ms M Leroke 082 826 7881
- APPLICATIONS** : must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed and dated Z83 form (Application form) obtainable from any Public Service Department with the correct Reference number. Copies of both sides of ID and Driver's license and other relevant documents must be attached. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 17 September 2021

**POST 31/158** : **LECTURER PNDI/PNDII (OCCUPATIONAL HEALTH & SAFETY) REF NO: 011860**  
Directorate: Administration

**SALARY** : R383 226 – R444 276 per annum, (plus benefits)/R471 333 – R614 991 per annum, (plus benefits)

**CENTRE** : Gauteng College of Nursing (SG Lourens Campus)  
**REQUIREMENTS** : (PNDI): A Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC Annual Practice Certificate. A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a registered nurse with the SANC in General Nursing and Midwifery/Accoucheur (deduct one year from experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 08 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. (PNDII): Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC Annual Practice Certificate. A minimum of 14 years' appropriate/recognizable experience in nursing after registration as a Registered Nurse with the SANC in General Nursing or Midwifery, 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year post-basic qualification in the relevant Nursing Education (deduct one year from experience for candidates appointed from outside the public service after complying with registration requirements). The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.

**DUTIES** : Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education and Occupational Health and Safety. Conflict management and supervisory skills. Establish and manage the Occupational Health Centre of the Campus. Develop Occupational Health Programmes to manage and prevent Occupational Injuries and Diseases. Manage the medical surveillance for the Campus. Develop Emergency Management Services protocol for the Campus. Develop referral system for the Campus. Plan and Develop protocols and / or guidelines for Occupation Health and Safety Policies. Manage resources to meet the Department's Occupational Health Safety objectives. Provide care to employees that lead to the promotion, protection and restoration of the requirements and Departmental policies and procedures. Monitor compliance to legislative and statutory framework.

**ENQUIRIES** : Ms J.E. Malobola Tel No: (012) 319 5601

**APPLICATIONS** : Applications should be submitted strictly online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**NOTE** : Application must be accompanied by a completed new Z83 form, comprehensive Curriculum Vitae (CV). Applicants must submit qualifications, SANC receipt, Identity document and a valid drivers' licence which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed, or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White Males. The institution reserves the right not to appoint. NB: For

- assistance with online applications please e-mail your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za)
- CLOSING DATE** : 17 September 2021
- POST 31/159** : **LECTURER PNDI/PNDII (OCCUPATIONAL HEALTH & SAFETY) REF NO: 011860**  
Directorate: Administration
- SALARY** : R383 226 – R444 276 per annum, (plus benefits)/R471 333 – R614 991 per annum, (plus benefits)
- CENTRE** : Gauteng College of Nursing (SG Lourens Campus)
- REQUIREMENTS** : (PNDI): A Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC Annual Practice Certificate. A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a registered nurse with the SANC in General Nursing and Midwifery/Accoucheur (deduct one year from experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 08 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. (PNDII): Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows for registration with SANC as General Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education and Occupational Health Nursing registered with the SANC. Proof of current SANC Annual Practice Certificate. A minimum of 14 years' appropriate/recognizable experience in nursing after registration as a Registered Nurse with the SANC in General Nursing or Midwifery, 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year post-basic qualification in the relevant Nursing Education (deduct one year from experience for candidates appointed from outside the public service after complying with registration requirements). The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.
- DUTIES** : Applying and interpretation of regulations and other legislative frameworks pertaining to Nursing Education and Occupational Health and Safety. Conflict management and supervisory skills. Establish and manage the Occupational Health Centre of the Campus. Develop Occupational Health Programmes to manage and prevent Occupational Injuries and Diseases. Manage the medical surveillance for the Campus. Develop Emergency Management Services protocol for the Campus. Develop referral system for the Campus. Plan and Develop protocols and / or guidelines for Occupation Health and Safety Policies. Manage resources to meet the Department's Occupational Health Safety objectives. Provide care to employees that lead to the promotion, protection and restoration of the requirements and Departmental policies and procedures. Monitor compliance to legislative and statutory framework.
- ENQUIRIES** : Ms J.E. Malobola Tel No: (012) 319 5601
- APPLICATIONS** : Applications should be submitted strictly online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- NOTE** : Applications must be accompanied by a completed new Z83 form, comprehensive Curriculum Vitae (CV). Applicants must submit qualifications, SANC receipt, Identity document and a valid drivers' licence which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed, or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment

decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White Males. The institution reserves the right not to appoint. NB: For assistance with online applications please e-mail your query to [e-recruitment@gauteng.gov.za](mailto:recruitment@gauteng.gov.za)

- CLOSING DATE** : 17 September 2021
- POST 31/160** : **PROFESSIONAL NURSE SPECIALTY – OPHTHALMOLOGY REF NO: ODI/23/08/2021/01**
- SALARY** : R383 226 per annum, (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government notice R425 (i.e Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC. A minimum of 4 years appropriate/ recognizable experience in nursing after registered as professional nurse with SANC in general nursing and midwifery. At least one year of the period referred above must be appropriate experience in the specified speciality after obtaining one year post basic qualification in medical and surgical Ophthalmic Nursing Science. Certificate in refraction services and dispensing course will be as an added advantage.
- DUTIES** : Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform all ophthalmic nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant health facility aimed at improving eye health and elimination of avoidable visual impairment and blindness, screening of all patients performing visual acuity. Assist optometrist with bookings and issuing of assistive devices. Promote eye health by teaching patients about proper eye care techniques. Effective utilization of resources, participate in training and research. Provision of support in nursing services, maintain professional growth/ethical standards and self-development (CPD). Maintain constructive working relations with other stakeholders and multi-disciplinary team. Be able to act on behalf of operational manager.
- ENQUIRIES** : Ms. Ntsie EP Tel No: (012) 725 2312/04
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applicants must be submit copies of qualifications, identity document and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from 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.
- CLOSING DATE** : 17 September 2021
- POST 31/161** : **CLINICAL TECHNOLOGIST**  
Directorate: Internal Medicine
- SALARY** : Grade 1: R317 976 per annum  
Grade 2: R321 243 per annum  
Grade 3: R326 064 per annum
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
Clinical Technologist: Grade 1: Ref No: CT/IM/G1  
Clinical Technologist: Grade 2: Ref No: CT/IM/G2  
Clinical Technologist: Grade 3: Ref No: CT/IM/G3
- REQUIREMENTS** : Clinical Technologist: **Grade 1.** Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. Grade 1 none experience after registration with HPCSA as a Medical Technologist. Clinical Technologist **Grade 2.** Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. A minimum of 10 years relevant experience after registration with HPCSA as a Medical Technologist. Clinical Technologist **Grade 3.** Appropriate recognized Diploma or Degree as a

Medical Technologist or Biotechnology registered as a Medical Technologist with the Health Professional Council of South Africa. A minimum of 20 years relevant experience after registration with HPCSA as a Medical Technologist. The following will be an added advantage: Three (3) – Six (6) Years post qualification and experience in a diagnostic laboratory, knowledge of relevant laboratory processes and procedures, assertiveness, good interpersonal skills, basic understanding of finance, general management, communication, analytical and computer skills.

**DUTIES** : Facilitate and support the rational and cost effective usage of laboratory and blood services as well as the point of care machines in the hospital. Improve screening of NHLS and SANBS request forms to avoid discrepancies. Monitor the linking of requests by NHLS and SANBS to relevant cost center. Monitor and intercept tests where insufficient data has been supplied on NHLS request forms. Compile monthly expenditure and utilization reports against allocated NHLS and SANBS budgets. Advise management on ways to maximize use of NHLS and SANBS services and reduction of unnecessary rejections and wastage of blood products and levies. Support other programs in the hospital during internal and external assessments to comply with National Core Standards and perform laboratory and blood related duties delegated. Maintain ongoing liaison and communication with the NHLS and SANBS at institutional level.

**ENQUIRIES** : Dr. S Mabunda Tel No: 011 488 4959/4929  
**APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Please use the reference as subject.

**NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and females, White Males and females are encouraged to apply.

**CLOSING DATE** : 17 September 2021

**POST 31/162** : **PHYSIOTHERAPIST REF NO: CHBAH 464 (X1 POST)**  
 Directorate: Physiotherapy

**SALARY** : R317 976 per annum, (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows for required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable) as an independent practice Physiotherapist. No experience required after completion of community service in Physiotherapy as required in respect of RSA qualified employees. 2021/22 HPCSA annual registration to be submitted.

**DUTIES** : Render effective patient centered physiotherapy service for in- and out-patients in adherence to the scope of practice and health protocols. Carry out delegated duties. Implement and adhere to departmental, institutional, provincial & national policies, procedures, regulations, guidelines and SOP's. Work with colleagues, provide relieve as and when the need arises, and work closely with the interdisciplinary team members. Perform weekend and public holiday duties in accordance with departmental protocols. Participate in student training, supervision and performance evaluation. Monitor proper utilization of allocated financial and physical resources. Participate in the implementation and monitoring of quality assurance standards in the unit.

Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Communicate effectively with all stakeholders. The following will be an added advantage: Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Experience in a hospital setting and experience in ICU Physiotherapy.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. E. Haarhoff Tel No: (011) 933 8927  
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

**NOTE**

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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 is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

: 17 September 2021

**POST 31/163**

: **CLINICAL TECHNOLOGIST GRADE 1 REF NO: CHBAH 465 (X1 POST)**  
Directorate: Clinical Technology (Pulmonology)

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

: Grade 1: R317 976 per annum, (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: An appropriate degree or diploma in Clinical Technology in Pulmonology. Registration with relevant Health Professions Council of South Africa as a Clinical Technologist in Pulmonology. 2021/22 HPCSA annual registration to be submitted. Computer literacy (MS Word, MS Excel). Good written and communication skills. Ability to work as a member of a multidisciplinary team. Demonstrates effective interpersonal skill, strategic planning organizational skills. Willing to learn new skills. Knowledge of and adherence to relevant legislation. Knowledge of Clinical in Pulmonology and a good understanding of public hospital operational systems will be added as advantage. Knowledge in all Pulmonology tests and procedures for both adults and paediatrics will be added advantage.



- DUTIES** : Provision of clinical service in compliance with policies, procedures and standards as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology Department [Pulmonology] activities. Supervision and training of Clinical Technologist students in Pulmonology. Responsible for orientation of new Clinical Technologists in the Division of Pulmonology (Respiratory Unit). Participation in Research activities. Co-ordination of the maintenance and repair of all equipment and the ordering of consumables for the Division of Pulmonology. Perform all pulmonology tests and procedures as in line with standards set by HPCSA. Participate in provincial Clinical Technology activities. Implement effective record keeping, accurate statistics collection and analysis within IPC, OHS and Quality Assurance framework. Contribute to an annual operational plan for the sub-section. Submit monthly reports to the HOD. Attend relevant meetings and training as approved by manager. General assistance to ensure the efficient provision of respiratory services by the Division of Pulmonology, including general administration, operational activities, clinical duties and patient education as delegated.
- ENQUIRIES** : Dr N Soma Tel No: 011 933 /9154/8154
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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 is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 17 September 2021
- POST 31/164** : **LABOUR RELATIONS OFFICER REF NO: 011839**  
Directorate: Administration
- SALARY** : R257 508– R303 339 per annum (plus benefits)
- CENTRE** : Gauteng College of Nursing (GCON): SG Lourens Campus
- REQUIREMENTS** : Grade 12 plus five years' experience in Labour Relations (LR) or Degree/Diploma (NQF Level 6) in HRM/Labour Relations or equivalent qualification plus a minimum of three years' experience in LR. Knowledge of

		relevant legislation/directives and policies. Computer literacy. Experience in investigation process, knowledge of dispute resolution processes, grievance, and dispute resolution. A valid drivers' licence.
<b><u>DUTIES</u></b>	:	Develop and implement Labour Relations policies and procedures. Provide training on LR issues to all managers and personnel. Provide information/advice/support to management. Investigate misconduct cases received by the Labour Relations Office. Provide secretarial support in bilateral and multilateral meetings. Contribute to the promotion of labour peace in the workplace. Report and compile database. Monitor the progress of EAP, EEA. Ms J.E. Malobola Tel No: (012) 319 5601
<b><u>ENQUIRIES</u></b>	:	
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>NOTE</u></b>	:	Applications must be accompanied by a completed new Z83 form, comprehensive Curriculum Vitae (CV), which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed, or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint. NB: For assistance with online applications please e-mail your query to <a href="mailto:e-recruitment@gauteng.gov.za">e-recruitment@gauteng.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	17 September 2021
<b><u>POST 31/165</u></b>	:	<b><u>EMPLOYEE WELLNESS COORDINATOR REF NO: SMUEWC02/21</u></b> Directorate: Human Resource Management
<b><u>SALARY</u></b>	:	R257 508 - R303 339 per annum
<b><u>CENTRE</u></b>	:	SMU Oral Health Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Degree in Social Science, Registration with South African Council for Social Service Professionals (SACSSP) as Social Worker and proof of current payment. Three (3) years functional experience in Employee Health and Wellness. A valid driver's license. Knowledge & Experience in Counselling and Trauma Debriefing. Knowledge and understanding of the Employee Health and Wellness strategic framework for the Public Service. Must have people management skills, must have the ability to interpret and apply legislation, policies and strategies. Functional knowledge of mainstreaming HIV, STI and TB in a workplace. Knowledge of the PILIR. Excellent communication (verbal and written) skills. Knowledge and application of Wellness Management, Report writing, Program design and implementation skills, good presentation skills, assessment/diagnostic skills, problem solving, project management, planning skills, analytical skills, innovative, independent, computer literacy, knowledge and understanding of relevant legislations and their alignment to the EHWP Strategic Framework and understanding of data <u>management processes</u> .
<b><u>DUTIES</u></b>	:	Implement Wellness Management (EAP) Programmes and Services in the Hospital. Coordinate and manage HIV & AIDS, STI and TB Services/ Programmes. Coordinate and manage Health and Productivity Programmes (HPM). Implement Health and Safety working environment/ programmes. Assisting Champion employee value proposition (EVP). Develop, implement and maintain standard operating procedures and practices for EHW service delivery that ensures confidential, ethical and quality services at all times. Implement and ensure policies are in line with the new developments in the field of EHW. Research and advise management on improvement of quality standards. Identify risk factors. Analyze data and compile reports regarding the findings and recommendations. Provide reports on monthly/ quarterly and annual basis. Implement recommended interventions. Implement, monitor and provide administrative support and guidance on the implementation of EHWP

strategic programmes. Liaise with relevant external parties for referrals and identify appropriate institution that will assist staff. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service or lifestyle development interventions e.g. health screenings, Stress management workshops, relationships management workshop or training, financial management and debt control. Advise management regarding the trends that could influence overall work performance as a result of social malfunctioning. Oversee the functioning of the sports and other physical, and recreational activities or coordinate events as per health calendar for the hospital. Conduct staff satisfaction survey, analyze, evaluate data and communicate information, statistics and results.

**ENQUIRIES** : Ms Pretty Rangoato Tel No: 012 521 4881  
**APPLICATIONS** : Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Medunsa, 0204., The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

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

**CLOSING DATE** : 17 September 2021

**POST 31/166** : **LABOUR RELATIONS OFFICER REF NO: 011839**  
 Directorate: Administration

**SALARY** : R257 508– R303 339 per annum, (plus benefits)  
**CENTRE** : Gauteng College of Nursing (GCON): SG Lourens Campus  
**REQUIREMENTS** : Grade 12 plus five years' experience in Labour Relations (LR) or Degree/Diploma (NQF Level 6) in HRM/Labour Relations or equivalent qualification plus a minimum of three years' experience in LR. Knowledge of relevant legislation/directives and policies. Computer literacy. Experience in investigation process, knowledge of dispute resolution processes, grievance, and dispute resolution. A valid drivers' licence.

**DUTIES** : Develop and implement Labour Relations policies and procedures. Provide training on LR issues to all managers and personnel. Provide information/advice/support to management. Investigate misconduct cases received by the Labour Relations Office. Provide secretarial support in bilateral and multilateral meetings. Contribute to the promotion of labour peace in the workplace. Report and compile database. Monitor the progress of EAP, EEA.

**ENQUIRIES** : Ms J.E. Malobola Tel No: (012) 319 5601  
**APPLICATIONS** : Applications should be submitted strictly online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**NOTE** : Application must be accompanied by a completed new Z83 form, comprehensive Curriculum Vitae (CV), which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed, or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post.

Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint. NB: For assistance with online applications please e-mail your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za).  
17 September 2021

**CLOSING DATE**

**POST 31/167**

**PROFESSIONAL NURSE: GENERAL NURSING GRADE 1-3 REF NO: TDHS/A/2021/62 (X2 POSTS)**

Directorate: HAST

**SALARY**

: R256 905 – R485 475 per annum, (plus benefits)

**CENTRE**

: Tshwane District Health Services

**REQUIREMENTS**

: 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 minimum of two years' working experience within HIV, AIDS, STI & TB (HAST) environment.

**DUTIES**

: Provision of high quality care to patients. Health promotion and prevention of diseases by screening patients for HIV, STI and TB. Initiate eligible patients on ART according to the current guidelines and monitoring of viral load accordingly to assess progress. Give health information on treatment adherence and compliance. Track patients who are lost to follow up. Integration of HAST services at all service levels. Actively involved in the facility events e.g. World AIDS Day, SRH, TB and candle lighting. Ensure that Covid-19 measures are adhered to. Link all the eligible patients to care and support system. HIV and TB collaboration. Confidentiality to patient's records and data verification. Monitoring of viral load accordingly and manage the abnormality. To be well conversant with targets for ART initiation, HTS etc. Supervision of colleagues and lay counsellors (CHWs).

**ENQUIRIES**

: Ms. Catherine Chimuse Tel No: 012 700 8906/7 or 082 415 8650

**APPLICATIONS**

: Quoting the relevant reference number, applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, 1<sup>ST</sup> Floor Reception.

**NOTE**

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

**CLOSING DATE**

: 17 September 2021

**POST 31/168**

**ELECTROCARDIOGRAM ASSISTANT GRADE 1 REF NO: CHBAH 466**

Directorate: Cardiology

**SALARY**

: R210 567 - R240 762 per annum, (plus benefits)

**REQUIREMENTS**

: Grade 12 certificate or NQF level 4. A minimum of 2 years' experience in performing in ECG (basic interpretation), excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be self-motivated. Ability to organize and plan. Sound verbal and written communication skills. Knowledge and application of the Batho Pele principles. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Medical surveillance is an inherent job requirement.

**DUTIES**

: Part of shift worker team providing 24 hrs ECG service in Accident and Emergency unit and the entire hospital (clinics and wards). Report all faulty equipment to ECG Department supervisor. Co-ordinate equipment maintenance and repairs. Ordering of ECG department disposable stock items. Candidate will be responsible for compiling ECG Statistics and submit it to ECG Department. Ordering of PPE's and other disposables. Contribute to the development of the ECG department and ECG Assistant profession including participation in institutional workshop and ECG Development program. Ensure ECG machines are cleaned before and after doing ECG to ensure that the infection control policy is adhered to.

**ENQUIRIES**

: Mr W Madondo Tel No: (011) 933 9412

**APPLICATIONS**

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

**NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. Documents to be attached is ID document, copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE** : 17 September 2021

**POST 31/169** : **HANDYMAN REF NO: SMUHM01/21**  
Directorate: Procurement

**SALARY** : R173 703 per annum, (plus benefits)  
**CENTRE** : SMU Oral Health Centre  
**REQUIREMENTS** : Grade 12 plus Handyman Certificate, 5-7 years' experience as a Handyman. Experience in working in health facilities, working with and experience in maintenance of all types of health equipment in Hospitals (Dental). Experience in fixing minor electrical, plumbing, painting, and in gardening work. Experience in working in rural institutions e.g., Clinics, Community Health Centres or District hospitals. Driver licence is a requirement.

**DUTIES** : To ensure that health facilities and equipment in the organisation are monitored and regularly serviced and fit for human utilisation. To ensure that all office appliances, hospital equipment is properly fixed and function very well at all times and know who to contact if he/she cannot fix it. Perform all carpentry work, fixing of doors and furniture, plumbing and fixing of electric appliances. To carry out general inspection around the hospital to avoid casualties that may arise from sudden malfunctioning around the hospital especially the water reservoir, the power generator and other critical hospital functioning equipment. To attend to members of staff promptly when need arises. Take or collect documents to Head Office and any other driver duties when so required. Work after hours when so required.

**ENQUIRIES** : Mr B Makhubela Tel No: (012) 521 4407  
**APPLICATIONS** : Direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Room S521 Level 5 or post to: SMU Oral Health Centre, Private Bag x848, Medunsa, 0204. The Institution reserves the right to not to make any appointment.

**FOR ATTENTION** : Ms Pretty Rangoato  
**NOTE** : Kindly attach/include copies of your Qualifications, Identity book/card, Curriculum Vitae, and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date,

please accept that your application has been unsuccessful. Persons with disabilities encourages to apply.

**CLOSING DATE** : 17 September 2021

**POST 31/170** : **WARD CLERK REF NO: CHBAH 467 (X7 POSTS)**  
Directorate: Medicine & Psychiatry

**SALARY** : R173 703 per annum (Level 05), (plus benefits)

**CENTRE** : CHris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS** : Grade 12 with no experience. Computer literacy (Ms Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Good customer skills and competencies. Knowledge and application of the Batho Pele Principles. Must be prepared to rotate and work shifts, which includes, weekends and public holidays. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

**DUTIES** : Processing movements of patients from ward to ward or to other Institutions Discharge and billing of patients. Birth and death registration. Verifying patients' personal information. Ordering of stock (cleaning and stationary) including requisition forms. Record keeping and internal correspondence. Collect and deliver X-rays, liaise with all other departments as directed by the nurse in charge. Be responsible for patients' menus, assisting patients where required. Assist nursing staff in serving patients' meals. Liaise with the Medical Records Department regarding sticking labels, changing addresses etc. Type monthly, quarterly, annually, incident report and statement report. Compile daily data. Type meeting minutes. Type business and operational plans of the unit prepare ward rounds trolley. File patient's record. Be responsible for the filing of all results in patient's files. General clerical duties designated by the Senior Nurse on duty.

**ENQUIRIES** : Ms. Ralinala Tel No: (011) 933 0241

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

**NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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 is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage

of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 17 September 2021
- POST 31/171** : **ENROLLED NURSE REF NO: E/N/08/2021 (X1 POST)**  
Directorate: Nursing Education
- SALARY** : R171 381 – R242 166 per annum  
**CENTRE** : Rahima Moosa Campus  
**REQUIREMENTS** : Grade 12 certificate. Qualifications that allow registration with SANC as a Staff Nurse (Enrolled Nurse). Current registration with SANC as an Enrolled Nurse. Grade 1: Minimum of 2 years appropriate Experience after registration as an Enrolled Nurse within an ICU or Operating Theatre. Competencies/Knowledge: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal principles. Knowledge of the care of equipment e.g. ventilators, monitors, intubation equipment, nursing equipment. Knowledge of hygiene and disinfection practices. Good communication skills, interpersonal skills, elementary Writing skills and ability to function as part of a team. Basic computer skills will be an added advantage.
- DUTIES** : Work under supervision as part of the team responsible for the simulation and skills labs. Plan and implement with the supervisor and lecturers for students to utilize the simulation and skills labs. Implement hygiene and disinfection processes to ensure the simulation and skills labs are maintained appropriately and safely. Ensure that all equipment is cleaned and ready for use by the lecturers and students. Implement processes for the storage and control of all equipment, linen and supplies. Plan with the supervisor for the maintenance and repair of equipment and machinery. Work with the ICT to prepare the skills and simulation labs for training. Maintain safe practices and abide by all established policies and procedures for the lab.
- NOTE** : All applications must be submitted with new Z83 form CV and certified copied should not be older than six months State all your competencies, training and knowledge in your CV. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (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 the closing date will not be considered
- ENQUIRIES** : Mrs J Gassiep Tel No: (011) 247- 3345-3300  
Mr AT Tsoke Tel No: 011 247 3321
- APPLICATIONS** : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department
- CLOSING DATE** : 17 September 2021 at 12:00
- POST 31/172** : **DENTAL ASSISTANT REF NO: SMUDA02/21 (X4 POSTS)**  
Directorate: Dental Assisting
- SALARY** : R168 429 - R192 576 per annum  
**CENTRE** : SMU Oral Health Centre  
**REQUIREMENTS** : Grade 12 with a National Certificate in Dental Assisting and an appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Proof of current registration. One year experience as a dental assistant. Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.
- DUTIES** : Assist clinicians with oral health procedures. Preparing of instruments and material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and Principles.

- ENQUIRIES APPLICATIONS** : Ms Joyce Peteke Tel No: (012) 521 5631  
 : Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Medunsa, 0204., The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
- FOR ATTENTION NOTE** : Ms Pretty Rangoato  
 : Kindly attach/include copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply. This is a re-advertisement post, those who previously applied are encouraged to re-apply.
- CLOSING DATE** : 17 September 2021
- POST 31/173** : **HEALTH PROMOTER - EESRTERUS CHC,OLIEVENTHOUTBOSCH,RAYTON CLINIC AND KANANA CLINIC REF NO: TDHS/A/2021/63 (X4 POSTS)**  
 Directorate:Health Promotion
- SALARY CENTRE REQUIREMENTS** : R145 281 – R171 138 per annum  
 : Tshwane District Health Services  
 : Grade 12 with proven community work experience. Valid drivers license. Other Skills / Requirements: The candidate should be an excelent communicator and public speaker. Should be able to speak the local languages. Be able to write reports.
- DUTIES** : Give health education and public talks at a Health Facility and in various community settings e.g. Schools, churches, and community halls. Facilitate community dialogues on healthy lifestyles. Establish physical activity groups in the community. Implement community projects and campaigns. The candidate should be willing to work on public holidays, weekends and after hours.
- ENQUIRIES APPLICATIONS** : Mr M. Masubelele Tel No: 012 451 9047  
 : 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.
- NOTE** : Applications must be submitted on Z83 form (application form), obtainable from any Public Service Department.Copies of all required documents must be attached. No copy of a copy.
- CLOSING DATE** : 17 September 2021
- POST 31/174** : **DRIVER REF NO: TDHS/A/2021/64 (X1 POST)**  
 Directorate: Admin & Logistics
- SALARY CENTRE REQUIREMENTS** : R145 281 – R171 138 per annum (Level 04)  
 : Tshwane District Health Services  
 : Grade 10. One (1) to three (3) years' experience in driving / messenger services. A valid Code 10 (C1) driver's license with PDP. (Attach certified copy). Ability to work independently with the team. Willingness to work and travel irregular hours. Knowledge of OHS Act and Infection Control Guidelines  
 Other Skills / Requirements: Good written and verbal communication skills.
- DUTIES** : Transportation of equipment, patients and officials within the District. Deliver and collect official documents when requested. Take vehicle for service/repairs. Keep record of oil, fuel receipt and other admin documents. Assist with loading and offloading of goods, Collect and deliver post and parcels on a daily basis at the post office. Keeping the vehicles clean and in good condition.
- ENQUIRIES APPLICATIONS** : Mr LM Seshoka Tel No: 012 451 9025  
 : 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.



- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Copies of all required documents must be attached.
- CLOSING DATE** : 17 September 2021
- POST 31/175** : **LAUNDRY WORKER REF NO: CHBPL 468 (X1 POST)**  
Directorate: Linen Dept
- SALARY** : R145 281 - R171 138 per annum (Level 04), (plus benefits)
- CENTRE** : Chris Hani Baragwanath Provincial Laundry
- REQUIREMENTS** : AET/ABET- Level 4 / Grade 9 with 10 years' experience in a Hospital setting. Must have ability to read, write and have good reporting skills. Have a sound interpersonal relationship and customer care. Must have sound organizational skills and be able to co-ordinate workflow in the organisation. Must be prepared to engage oneself in Intensive labour production lines and be to handle conflict. Shift work including nights and weekends and Public Holidays is compulsory. Laundry experience will be an added advantage.
- DUTIES** : Supervise, guide and assist subordinates with the execution of tasks to collect, sort, count soiled and clean linen. Wash, iron, press, fold, pack and dispatch back to clients. Act as a team leader to ensure that the departmental objectives are realized. Perform administrative functions and ascertain that the requirements of OHS, LRA, SDA and PMDS prescripts and Disciplinary Code and Procedures as contained in the Resolutions 1 of 2003 are complied with.
- ENQUIRIES** : Ms. Ndamane Tel No: (011) 933 8391/8845
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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 is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 17 September 2021

**POST 31/176** : **OPERATOR REF NO: SMUO02/21**  
 Directorate: Auxiliary Services  
 Re-advertisement post, those who previously applied are encouraged to re-apply

**SALARY** : R122 595 per annum  
**CENTRE** : SMU Oral Health Centre  
**REQUIREMENTS** : Grade 12 or equivalent. One year experience as an operator. Good interpersonal and communication skills. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure.

**DUTIES** : Responsible to ensure that the instruments and equipment received are complete and in good working order. Responsible for cleaning, packing and autoclaving of instruments, and non-instrument packs. Issue and receive instruments and equipment to students and keep records. Pack and check receive sterile on shelves. Unpack clean linen from linen room. Pack cotton wool and gauze. Assist with stats of sets used. To wash, pack and sterilized used equipment. Issue and receive gowns. Clean auto claves. Work under supervision under the supervision of the Dental Assistant.

**ENQUIRIES** : Ms Peteke Tel No: 012 521 5671  
**APPLICATIONS** : Quote the relevant post number, direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria.

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

**CLOSING DATE** : 17 September 2021

**POST 31/177** : **LAUNDRY REF NO: CHBAH 469 (X1 POST)**

**SALARY** : R102 534 per annum (Level 02), (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : AET/ABET- Level 3 or equivalent (Grade 7/Standard 5).Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards).Ability to work under pressure. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to communicate well with people at different levels. Ability to organise and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature and work independently and in a team. Good customer skills and competence. Must be able to work under pressure and to take initiative. Experience and knowledge in a similar environment or health entity will be an added advantage.

**DUTIES** : Collect and receive soiled linen from the health institution for the laundry. Sorting of soiled and clean linen according to different categories. Prepare soiled linen for washing; prepare items for ironing, pressing and folding, Wash iron, press, fold, pack and dispatch back to clients. Convey ironed linen to conduct quality check on finished linen .Rotation to different sections of the laundry .Sign the attendance register on register on arrival and departure. Wear uniform on a daily basis as protective measure. Wear nametag on a daily basis. Promote professionalism (time management, adhere to the requirement of conditions of employment and code of conduct).Provide assistance to manager to the general laundry functions. Assisting with the rendering of an effective and efficient service within the laundry management services .Be prepare to work overtime when needs arise. Shirt workers compulsory. Ensure a clean working environment .Carrying out any lawful and reasonable instructions instructed by the supervisor. Adhere to timelines .Comply with the Occupational health and Safety Act (OHSA).Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meeting, workshops, and training as approved by

- supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Ms. K Tsile Tel No: (011) 933 9090
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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 is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 17 September 2021

#### PROVINCIAL TREASURY

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



- APPLICATIONS** : should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za)
- CLOSING DATE** : 17 September 2021
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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. Prospective applicants must please use the new z83 which is effective as at 01 January 2021.

#### **MANAGEMENT ECHELON**

- POST 31/178** : **DIRECTOR: FAMS REF NO: GPT/2021/8/1**  
Directorate: Financial Governance
- 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 Degree (NQF level 7) as recognised by SAQA in Accounting or Financial Information Technology or Informatics or Computer Science or Financial Information Systems. 5 years' experience at Middle Management in Financial Management Systems. 5 years' experience in System Support. 2 years' experience in Project Management. Intermediate knowledge in BAS/ERP will be an advantage.
- DUTIES** : Investigate and identify user/business requirements for GPG and implement systems accordingly in relation to accounts payable processes. Manage the implementation of all new projects. Review policy framework for the involvement and efficient use of the P-card and E-invoicing system. Manage system upgrades and enhancement developments. Manage technical support and maintenance for P-card and all E-invoicing modules. Ensure training of end-user on new financial management systems. Enhance effective utilisation of the financial management systems. Ensure compliance with the standard in respect of financial systems. Provide National Treasury and EXCO GPG the 15-and 30-day payment compliance reports. Ensure that the deliverables of the unit are met.
- ENQUIRIES** : Ms. Bulelwa Mtshizana Tel No: 011 227 9000

#### **OTHER POSTS**

- POST 31/179** : **DEPUTY DIRECTOR: MACRO ECONOMIC ANALYSIS REF NO: GPT/2021/8/2**  
Directorate: Sustainable Fiscal Resource Management (SFRM)
- SALARY** : R733 257 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 level 7) as recognised by SAQA in Economics/Econometrics. 3 - 5 years' experience at Junior Management level (ASD) in the field of Micro- Economics Analysis Management.
- DUTIES** : Determine and analyse key economic variables, their interrelation and relevance: Determine the potential and constraints for growth and development and their interaction within governmental spending and revenue pattern/trends. Determine alternative budgeting and expenditure impact

scenarios: Contribute and finalise the MTBPS Chapter 1 and socio-economic inputs to EPRE; Supervise the ASD's on their outputs and ensuring that quality submissions are made: Support policy makers by producing and leading the projects for the completion of high quality and improved periodic publications of Economic Update, SERO: Ensure that the unit is a knowledge base for econometric modelling for the analysis and forecasting of trends: Lead, supervising and giving support on the championing of Economic Bulletins: Develop scope and conduct impact studies, using existing economic analysis tools. Perform periodic economic analysis and keep abreast of economic events; Supervise and ensure that Weekly Newsletters are finalised: Give economic analysis support to other business units and attend to ad-hoc duties: Provide technical and strategic support in socio economic research, analysis and development: Assess socio economic section of the IDPS and LED strategies: Provide data / information to municipalities / departments. Manage the Sub-Directorate: Perform strategic and operational planning: Manage stakeholder relationships; Oversee the administrative support functions: Perform people management functions: Perform financial management functions and perform asset management functions.

**ENQUIRIES** : Ms. Tshiamo Sokupha Tel No: 011 227 9000

**POST 31/180** : **ASSISTANT DIRECTOR: SYSTEMS SUPPORT REF NO: GPT/2021/8/3 (X2 POSTS)**

Directorate: Financial Governance

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum, (plus benefits)  
: Johannesburg

: A three A three-year tertiary qualification National Diploma (NQF level 6) as recognized by SAQA in Computer Science / Information Technology / Informatics / Financial Information Systems / Finance related qualification / Public Management. 3 – 5 years' experience in Enterprise Resource Planning (ERP) System Support Procurement Support and Financial Accounting (SAP FI, MM) and training. 3 – 5 years' experience in a full cycle of project implementation as well. Both ERP support system support and project management experience are mandatory requirements for these posts.

**DUTIES** : Oversee and monitor the management of internal controls in line with the ERP system standards. Manage the relationships with key stakeholders to ensure implementation of new reforms. Roll out the procurement system to all customer sites and provide continuous support. Review and implement business processes for procurement and inventory management. Identify and lead the implementation of new reforms. Oversee the rollout of inventory management in the province. Manage and oversee change management in all new projects. Conduct presentations to GPG departments with regards to new enhancement on the system. Oversee User support and problem resolutions on the support queries across all SAP modules. Manage the development of the operational plan and risk registers for the business unit and report on implementation progress.

**ENQUIRIES** : Ms. Tshiamo Sokupha Tel No: 011 227 9000

**POST 31/181** : **SYSTEM SUPPORT REF NO: GPT/2021/8/4**

Directorate: Financial Governance

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum, (plus benefits)  
: Johannesburg

: A tertiary qualification NQF level 6 as recognised by SAQA in Computer Sciences or Information Technology of Informatics or Financial Information Systems or Finance or Statistics, Mathematics related qualification. 3-5 years' experience in database design and the normalization of data structures. 2 years' experience in data analysis, predictive analytics and optimisation of data using Python, R, or other data science-orientated platforms. Proven experience as Business Intelligent Developer or Data Scientist are mandatory requirements for this post.

**DUTIES** : Oversee and manage the reporting of compliance measures and whether applicable laws/ regulations are followed throughout the system development life cycle (SDLC). Oversee and monitor the management of internal controls in line with the existing applications. Ensure that the server processes and services continue to run and operate in the most efficient manner. Develop

statistical analysis, forecasting, predictive modelling, prescriptive analytics simulation, and optimization to discover trends, opportunities, and threats. Building, maintaining, and optimizing decisioning systems using advances statistical and predictive modelling techniques. Maintain and support data analytics platforms. Descriptive analytics (ability to extract insights and trends from data based on requirements). Prepare action plans of continuous data clean-up and integrity project. Continuous improvement of applications to ensure stability, quality reporting and performance optimization. Build and manage the infrastructure (e.g. frameworks, algorithms, models tools and systems). Support existing integration and reporting solutions in the production environment by analyzing problems reported by users and track down their cause through debugging techniques and discussions with other team members. Developing test cases for data monitoring, manipulating of data using Python. Training of users on new existing BI platforms. Build, leads or participates in the development and implementation of statistical models and sampling plans for application in validation.

- ENQUIRIES** : Mr Sihle Hlomuka Tel No: (011) 227-9000
- POST 31/182** : **AUDITORS: RISK AND COMPLIANCE AUDIT SERVICES REF NO: GPT/2021/8/5**  
Directorate: Gauteng Audit Services
- SALARY** : R316 791 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Internal Auditing / Auditing / Accounting. 2 years' experience in Internal Auditing. Knowledge of PFMA, Treasury Regulations and IA Standards. Strong communications skills (verbal & written), computer literacy, problem solving, analytic and research skills.
- DUTIES** : Research auditable area and gather basic understanding of the client. Comply with GAS admin requirements (co-ordinate audit logistics requirements) Contribute expertise and industry knowledge to ensure value is added to the client and GAS. Outline the business process highlighting Risk identification and control assessment. Document system descriptions and prepare flowcharts. Perform walk through tests. Draft audit programmes. Execution of audit programmes. Compiling and referencing audit papers. Liaise with team leaders at the planning, execution and reporting phase of each internal review. Review working papers and referencing prepared by trainees and interns. Gather sufficient and reliable audit evidence to support findings raised. Compile the audit findings and prepare draft audit report. Maintain accurate time records. Supervise subordinates (Interns and Trainees). On the job mentoring/coaching motivating and training of other team members (Interns and Trainees).
- ENQUIRIES** : Ms Tshiamo Sokupha Tel No: 011 227 9000
- POST 31/183** : **PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: GPT/2021/8/6**  
Directorate: Corporate Services
- SALARY** : R257 508 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Psychology / Social Work. Minimum of 1 – 2 years' experience in the field of Employee Health Wellness Program and Public Sector. Must be registered with HPCSA / SACSSP. Knowledge of DPSA EHWP strategic framework, Employee Health and Wellness policies, PILIR and four EHWP pillar policies. Must have counselling skills, facilitation skills, communication skills, planning and organising skills.
- DUTIES** : To provide integrated Employee Health and wellness programmes as outlined in the Strategic Framework. Ensure health and productivity in the department. Implement departmental Wellness policy and procedure. Provide administrative technical support for Wellness activities and Wellness Champions Committee in the department. Implement the four pillars of Employee Health and Wellness in the department: SHERQ Management Pillar, Health and Productivity Management Pillar, Wellness Management Pillar and HIV/AIDS and TB Management Pillar. Facilitate the establishment

of different sporting codes. To co-ordinate Wellness Champions meetings as well as wellness events within the department. To provide short-term solution-based counselling and conflict mediation within the department. Provide administrative duties and adhere to policies.

**ENQUIRIES** : Ms. Linda Ninzi Tel No: 011 227 9000

#### **DEPARTMENT OF ROADS AND TRANSPORT**

**APPLICATIONS** : Must be delivered: to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107 or submitted electronically through <https://professionaljobcentre.gpg.gov.za/>. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.

**CLOSING DATE** : 17 September 2021

**NOTE** : All shortlisted candidates will be subject to pre-employment screening (vetting). Preference will be given to women and Persons with disabilities. Applicants must complete, initial and sign Z83 form. All applicants must submit copies of qualifications, Identity Document, and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the Human Resources division regarding the requirements for certified documents will be limited to the shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the of the interview.

#### **OTHER POST**

**POST 31/184** : **ASSISTANT DIRECTOR: SUPPLY CHAIN PERFORMANCE AND CONTRACT MANAGEMENT REF NO: REFS/011862 (X2 POSTS)**  
Branch: Supply Chain Management

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09), (plus 37% in lieu of benefits)  
Johannesburg

: A Degree NQF Level 7 or National Diploma NQF Level 6 in Supply Chain Management/Accounting/ Internal Auditing or Public Administration/Legal. A minimum of 3 years' experience in the Contract Management/accounting/auditing environment of which 2 years must be at supervisory level. Knowledge of accounting/procurement systems, Public Sector Supply Chain Management Policies, Promotion of Access to Information Act of 2000, Public Service Regulations, and other relevant legislative frameworks. Must demonstrate the following skills: Planning and organizing, verbal and written communication, computer literacy and teamwork.

**DUTIES** : Ensure the recording of contract performance on a regular basis and advise Directorates on impending expiry of contracts. Manage the process of automating all awarded contracts on the Contract Management System. Ensure that a proper document management system is in place. Manage the preparation of the correct contract documentation as per the procurement strategy. Monitor the validation of any conditions applicable to bank guarantees/sureties/insurances in terms of the obligations of the different parties in line with the procurement documentation. Implement controls to comply with contract requirements. Make recommendations for the release of guarantees and retention money in line with the provisions stated in the Treasury Regulations. Undertake relevant research to improve contract management and administration approach and methodologies. Ensure that contract costs are not exceeded and maintain register of contracts. Management of staff performance and Development. Plan and allocate work responsibilities and processes to control work performance including quality assurance and reporting.

**ENQUIRIES** : Vukile Adonis: Acting Director – Supply Chain Management Tel No: 0113557319

## DEPARTMENT OF SOCIAL DEVELOPMENT

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

- CLOSING DATE** : 17 September 2021
- NOTE** : The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention of Mr O Mkhabela. All applicants are also encouraged to number the pages of their CV and the attached certified documents 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](http://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. Applicants must submit copies of qualification, identity documents and drivers license (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. 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. 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 (where applicable). 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 GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.
- ERRATUM:** Kindly note that the following 3 posts were advertised in Public Service Vacancy Circular 30 dated 27 August 2021. The salary has been amended as follows: Salary: R794 889 per annum (all-inclusive package which includes basic salary of 70% of the package) and a flexible portion that may be structured in terms of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum) for the post of Community Development Manager X3: Johannesburg Metro Region X2: SD/2021/08/05 and Tshwane Region X1: SD/2021/08/04)

### OTHER POSTS

- POST 31/185** : **SOCIAL WORK MANAGER GRADE 1: INTAKE AND FIELD REF NO: SD/2021/09/01**
- SALARY** : R794 889 – R1 100 325 per annum, (within the OSD Framework)
- CENTRE** : Soshanguve Secure Care Centre
- REQUIREMENTS** : A Degree in Social Work. Registration with the South Africa Council for Social Service Professions as Social Worker. Minimum of 10 years' appropriate experience in Social Worker after registration as Social Worker with the SACSSP. Knowledge and understanding of Social dynamics, human behaviour and social systems. Knowledge of Social legislation, policies and ethical practices governing field and intake programmes. Knowledge of Social



- Work empowerment interventions. Skills and Competencies: Communication, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work for junior staff, Non-judgmental, Understanding, Assertive and Caring. A valid driver's license.
- DUTIES** : Provision of guidance of Social Work legislation. Management of Social Work interventions. Social empowerment of individuals, families, groups and communities. Conducting Social Work research programmes. Stakeholder support. Reporting on Social Work programmes. Management of Sub-Directorate: Manage of staff training & development, manage sub-directorate budget, manage projects allocated to the sub-directorate, manage staff performance and manage sub-directorate leave plan.
- ENQUIRIES APPLICATIONS** : Ms A Maluleke Tel No: (012) 730 2015
- FOR ATTENTION NOTE** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Soshanguve Secure Care Centre, Soutpan Road Soshanguve Ms A Maluleke Tel No: (012) 730 2015.
- NOTE** : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 31/186** : **OCCUPATIONAL THERAPY GRADE 1 REF NO: SD/2021/09/02**
- SALARY CENTRE REQUIREMENTS** : R356 535 - R419 979 per annum, (within the OSD Framework).  
: Soshanguve Secure Care Centre  
: Degree in Occupational Therapy. A valid proof of registration with Health Professional Council of South Africa (HPCSA). Knowledge of Legislative and Policy framework governing the practice of Occupational Therapy. Knowledge of systems, procedures and processes regulating Occupational Therapy in the Institutional environment. Skills and Competencies: Problem Identification, therapy design and intervention, rehabilitative, monitoring, assessment and reporting skills.
- DUTIES** : Occupational Therapy Assessments: Conduct occupational therapy assessments and Determine the level of functional independence of beneficiaries. Designing of Occupational Therapy intervention: Design appropriate physical exercises for strength and dexterity. Implementation of Occupational Therapy interventions. Management of rehabilitation programmes: Design and implement recovery programmes for patients with extremity injuries. Participation in the Multi-Disciplinary Team: Provide professional opinion to the team.
- ENQUIRIES APPLICATIONS** : Ms A Maluleke Tel No: (012) 730 2015
- NOTE** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Soshanguve Secure Care Centre, Soutpan Road Soshanguve for attention Ms A Maluleke (012) 730 2015
- NOTE** : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 31/187** : **SOCIAL WORK SUPERVISOR GRADE 1 REF NO: SD/2021/09/03 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R341 322 – R634 974 per annum, (within the OSD framework)  
: Soshanguve Secure Care  
: A Bachelor's degree in Social Worker with 7 years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the South African Council for Social Services (SACSSP). Submission of valid proof of registration with the council. A valid driver's licence. Knowledge of and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Knowledge of applicable and relevant legislations and policies in this field of work and the ability to compile complex reports. Skills and Competencies: Good conflict resolution and people management skills. Computer literate and excellent

		verbal and written communication skills. NB: Applicants to indicate where they are applying at a Region or Institution.
<b><u>DUTIES</u></b>	:	Ensure that a Social Work service with regard to the care, support, protection and development of vulnerable individuals, group, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective Social Work Services. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms A Maluleke Tel No: (012) 730 2015
<b><u>APPLICATIONS</u></b>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Soshanguve Secure Care Centre, Soutpan Road Soshanguve for attention Ms A Maluleke (012) 730 2015.
<b><u>NOTE</u></b>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 31/188</u></b>	:	<b><u>SOCIAL WORKER GRADE 1 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 592 - R581 178 per annum, (within the OSD Framework).
<b><u>CENTRE</u></b>	:	Soshanguve Secure Care Centre Ref No: SD/2021/09/04 (X3 Posts) Walter Sisulu Child and Youth Care Centre Ref No: SD/2021/09/05. (X3 Posts)
<b><u>REQUIREMENTS</u></b>	:	A Degree in Social Work. Registration with the South Africa Council for Social Service Professions as Social Worker. Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Skills and Competencies: Communication, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work for junior staff, Non-judgmental, Understanding, Assertive and Caring. A valid driver's license.
<b><u>DUTIES</u></b>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service.
<b><u>ENQUIRIES</u></b>	:	Ms A Maluleke Tel No: (012) 730 2015 Soshanguve Mr T Modika Tel No: (011) 983 0000 Walter Sisulu
<b><u>APPLICATIONS</u></b>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Soshanguve Secure Care Centre, Soutpan Road Soshanguve for attention Ms A Maluleke Tel No: (012) 730 2015. Walter Sisulu Child and Youth Care Centre, 3 Modder Street Noordgesig 1804 for attention Mr C Modika Tel No: (011) 983 0000.
<b><u>NOTE</u></b>	:	NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 31/189</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R256 905 - R485 475 per annum, (within the OSD Framework).
<b><u>CENTRE</u></b>	:	Soshanguve Secure Care Centre Ref No: SD/2021/09/06 (X4 Posts)

- REQUIREMENTS** : Walter Sisulu Child and Youth Care Centre Ref No: SD/2021/09/07 (X4 Posts)  
Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse. Knowledge and understanding of Legislative and Policy mandates regulating Nursing practice, processes and procedures. Knowledge and understanding of Nursing Care practice and procedures applicable in the Institution. Skills and Competencies: Project Management, Analytical, Report writing, Monitoring and Evaluation, Communication and People Management Skills.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- ENQUIRIES** : Ms A Maluleke (012) 730 2015 Soshanguve  
Mr T Modika (011) 983 0000 Walter Sisulu.
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Soshanguve Secure Care Centre, Soutpan Road Soshanguve for attention Ms A Maluleke Tel No: (012) 730 2015.  
Walter Sisulu Child and Youth Care Centre, 3 Modder Street Noordgesig 1804 for attention Mr C Modika Tel No: (011) 983 0000.
- NOTE** : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

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

*Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativeness in all occupational categories in the department.*

**ERRATUM: Clairwood Hospital:** Kindly note that the following X1 post that was advertised in Public Service Vacancy Circular 29 dated 20 August 2021, Finance Clerk (Clairwood Hospital) with Ref No: CL 03/2021, the post has been withdrawn. Kindly note that the following X1 post was advertised in Public Service Vacancy Circular 30 dated 27 August 2021 (**ST CHADS CHC**), The number of posts to be advertised have been amended as follows: X2 Posts Professional Nurse-Specialty (ADM): Grade 1 & 2: Centre: St Chads CHC with Ref No: STC06/2021; The closing date has been extended to 17 September 2021

**OTHER POSTS**

<b><u>POST 31/190</u></b>	:	<b><u>HEAD CLINICAL UNIT (FAMILY MEDICINE) REF NO: HGHD 13/2021</u></b> Component: District Specialist Team
<b><u>SALARY</u></b>	:	R1 728 807 per annum (TCE Package). Other Benefits: Rural allowance on a claim basis.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Harry Gwala District Health Office Appropriate specialist Qualification (i.e. MBChB plus a Master's Degree in Family Medicine registrable with the Health Professions Council of South Africa (HPCSA); Plus, current proof of registration with the relevant professional statutory body; PLUS, at least 3 years' experience as a specialist. Unendorsed valid Code B driver's license (code 08). Knowledge, Skills, Behavioural Attributes and Competencies Required: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Leadership. Communication, Problem solving, Computer literacy, Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.
<b><u>DUTIES</u></b>	:	Represent own specialist discipline as a member of district clinical specialist team responsible for the delivery of quality health care at all levels within Harry Gwala health district. Promote equitable access to an appropriate level of care through coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for Harry Gwala Health District. Provide supervision and support to Medical officers, sessional doctors, community service doctors and PHC nurse practitioners. Provide technical advice and support to District Director and District Management team. Conduct quality improvement and Audit programs. Contribute to training and development programs in the district especially IMCI and PHC etc. Ensure maintenance of optimal referral patterns, clinical protocols and medical processes within the District, based on epidemiological research, disease profiles and community needs. Ensures effective and active participation in Clinical Governance meetings in the District. Consult personally as a Family Physician in the PHC clinics and Community Health Centre. Working with Multidisciplinary District Health management and Health Care team. Foster effective teamwork and collaborate within the district specialist team. Enable engagement with the local community and relevant non-government organisations. 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. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. G.L.L Zuma Tel No: (039) 834 8281 Applications must be directed, Harry Gwala Health District Office, Private Bag x502, Ixopo, 3276 OR Hand delivers to: 111 Main Street, Ixopo under KFC building, Room 99, District office.

**FOR ATTENTION  
NOTE**

: Mr. ZN Dotyeni: Assistant Director: HRM  
: An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Copies of ID documents, Standard 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 previous work experience related to the requirements and recommendations of the advert. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 13/2021. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that Due To Financial Constraints, There will be no payment of S&T Claims covering transport fees to the interview venue.

**CLOSING DATE**

: 17 September 2021

**POST 31/191**

: **MEDICAL SPECIALIST (INTERNAL MEDICINE) GRADE1- 3 REF NO: SPEC/INTEMED 02/2021 (X1 POST)**

**SALARY**

: Grade 1: R1 106 040 - R1 173 900 per annum, (all-inclusive package)  
Grade 2: R1 264 623 - R1 342 230 per annum (all-inclusive package)  
Grade 3: R1 467 651 - R1 834 890 per annum, (all-inclusive package)  
All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

**CENTRE  
REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital – Psychiatry  
: MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Internal Medicine). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Internal Medicine). Proof of current registration as a Medical Specialist with HPCSA (2021 / 2022). Copies of identity/ passport documents; all educational qualifications, professional registration certificates where applicable and certificate/s of service from previous employer/s must be attached and only the shortlisted candidates will be requested to submit the certified copies of their certificates and qualifications. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Experience: Medical Specialist **Grade 1:** No experience required Medical Specialist **Grade 2:** Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. Medical Specialist **Grade 3:** Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. Knowledge, Skills, Training and Competencies Sound knowledge and skills associated with the practice of Internal Medicine. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.

**DUTIES**

: Run specialty clinic. Provide in-patient and out-patient clinical services .Assist with undergraduate and post-graduate training. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Provide effective and

		efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of overtime duties is a requirement (after hours and weekends).
<b><u>ENQUIRIES</u></b>	:	Dr M Aung Tel No: 031 907 8317
<b><u>APPLICATIONS</u></b>	:	should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
<b><u>FOR ATTENTION</u></b>	:	Mrs TZ Makanya
<b><u>NOTE</u></b>	:	Persons with disabilities, the African Male, Coloured Male and White Male / Female are encouraged to apply for the post. Please note that due to financial constraints, there will be no payment of S&T Claims.
<b><u>CLOSING DATE</u></b>	:	27 September 2021
<b><u>POST 31/192</u></b>	:	<b><u>MEDICAL SPECIALIST REF NO: GJGM 48 /2021 (X1 POST)</u></b> Component: Accident and Emergency
<b><u>SALARY</u></b>	:	Grade 1: R1 106 040 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance. Grade 2: R1 264 623 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance. Grade 3: R1 467 651 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.
<b><u>CENTRE</u></b>	:	General Justice Gizenga Mpanza Regional Hospital (Stanger Hospital)
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Specialist in Emergency Medicine. One (1) year relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professionals Council of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Emergency Medicine. Six (6) years relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus, Ten (10) years post registration experience as a Medical Specialist in Emergency Medicine. Eleven (11) year relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to Perform Community Service as required in South Africa. Recommendation Research and management experience is desirable. Knowledge, Skills and Competencies: Good interpersonal relationships. Good communication, team building and motivational skills. Clinical knowledge of general practice at a District /Regional Hospital level. Experience with Pre-Hospital EMRS systems and clinical management of trauma patients. Experience with Disaster Medicine and Practices. Knowledge of current Health and Public Service Legislation, Regulations and Policy including Medical Ethics, Epidemiology and statistics. Information management and quality assurance experience.
<b><u>DUTIES</u></b>	:	Assist Head: Clinical unit, Emergency medicine, to: Provide high quality emergency medicine and trauma services at a regional hospital. Integrate services to provide a multidisciplinary approach and efficient utilization of available resources in the emergency medicine and trauma department. Ensure maintenance of standards of care and ensure adherence to quality improvement programs within the Department. Achieve and maintain acceptable waiting times in line with existing norms and standards for emergency units. Provide supervision and support of interns, community services officers and all junior staff. Co-ordinate and participate in on-going training, formal and shop floor teaching in the department and the hospital. Provide structure and training for a functional internal and external disaster/major incident plan. Maintain relationships with academic institutions and assist in the training of registrars and undergraduates as part of the UKZN

Emergency Medicine training program. Develop and promote local emergency ultrasound protocols and training at nationally accepted Standards. Conduct and promote operational research. To perform commuted overtime in line with hospital needs. Conduct clinical audits.NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

**ENQUIRIES** : Dr J Govender (Head of Department) Tel No: 032 437 6076  
**APPLICATIONS** : Applications to be forwarded to: Human Resources Department, The Human resource manager, GJG Mpanza Regional Hospital, Private Bag x10609, Stanger, 4450.

**FOR ATTENTION** : Mr. S. Govender  
**NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). Originally signed Z83 must be accompanied by a detailed CV I.D Copy, Updated Curriculum Vitae. Please note that Shortlisted candidates will be advised to bring certified copies on the date of the interview. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM 48/2021.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE** : 17 September 2021

**POST 31/193** : **CHIEF EXECUTIVE OFFICER REF NO: G118/2021**  
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** : Nkonjeni 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 (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**DUTIES** : 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  
APPLICATIONS**

: Mrs B Zulu Tel No: 035- 874 0644  
 : All applications should be forwarded to: The District Manager: Human Resource Management Services KZN Department of Health Private Bag X81, Ulundi, 3838, OR Hand Deliver to: King Dinuzulu Highway, Ulundi, 3838

**FOR ATTENTION  
NOTE**

: Mrs B Zulu Tel No: 035 874 0644  
 : 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.

**CLOSING DATE**

: 17 September 2021

**POST 31/194**

: **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: ITSH 15/2021 (X3 POSTS)**

**SALARY**

: Grade1: R821 205 per annum other benefit: 22% rural allowance of basic salary and Commuted Overtime.  
 Grade 2: R938 964 per annum other benefit 22% rural allowance of basic salary and Commuted. Overtime.  
 Grade 3: R1 089 693 per annum other benefit 22% rural allowance of basic salary and Commuted Overtime.

**CENTRE  
REQUIREMENTS**

: Itshelejuba Hospital  
 : **Grade1:** Matric certificate (grade 12), MBCHB Degree or equivalent qualification PLUS, Registration certificate with the HPCSA as an independent Medical Practitioner, Current registration / proof of payment with HPCSA must be attached. **Grade 2:** five (5) years appropriate experience as a Medical Officer after registration with HPCSA as Medical Practitioner OR six (6) years relevant experience after registration as Medical Practitioner with recognised foreign health professional council in respect of foreign employees who is not performing community service as required in South Africa. **Grade 3:** ten (10) years appropriate experience as Medical Officer after registration with HPCSA as a Medical Practitioner OR eleven (11) years relevant experience after registration as Medical Practitioner with a recognised foreign health



professional council in respect of foreign qualified employees of who is not performing Community service as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound clinical supervisory skills, Ability to deal with all medical emergencies, Ability to access, diagnose and manage patience, Ability to work with multi-disciplinary team setting. Excellent communication skills, Knowledge of currently Health Legislation and policies at Public services, Knowledge of national quality standards relating to primary health care, Information management and quality assurance programmes, Good team building, problem solver and effective decision maker, Ability to perform safe caesarean/obstetric emergencies.

**DUTIES** : Ensure that cost effective service delivery is maintained within the respective department. To participate in and contribute to the research and outreach activities of the Department of Medicine. Undertake on-going care individual's patients to allow for continuity of care. Diagnose and evaluate patient's state of health. Provision of quality patient centered care for all patients i.e. inpatient and outpatients. Examine, investigate, diagnose and oversee the treatment of patients. Hand over critically ill patients to the doctors on call after hours and on weekends. Provide medicine related information to clinical staff as may be required. Provide counselling for clients and family members. Provide community orientated Clinical Service and support Primary Health Care Facilities. Maintain accurate health records in accordance with legal ethical considerations including filling / completion of relevant registers. Maintain a high quality clinical service by providing regular in-service training for Nurses and other Clinical Personnel. Train and guide staff and health associated professionals. Actively participate in morbidity and mortality reviews. Attendance, participate and presentation in academic programme of the department. Participate in quality improvement programmes, clinical audits, peer review meetings and development of SOPS .Attend to administrative matters as required. Candidate must be prepared to perform after hour duties (commuted overtime)

**ENQUIRIES** : All enquiries should be directed to Dr SF Simelane Tel No: 034-4134000  
**APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola, 3170.

**NOTE** : Advertisement and accompanying notes must clearly capture the requirements and drivers licence (Where applicate) 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 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. HR endorsed certificate of service/work experience(c) curriculum vitae with full record of service certified copy of identity Documents not more than three months. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that those candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification which is a requirement of the post, evaluated by South African Qualification Authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.

**CLOSING DATE** : 17 September 2021

**POST 31/195** : **MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: VRH 28/2021**

**SALARY** : Grade 1: R821 205 per annum, (An all inclusive package)  
 Grade 2: R938 964 per annum, (An all inclusive package)  
 Grade 3: R1 089 693 per annum, (An all inclusive package)  
 Other Benefits: 22% Rural Allowance of basic salary and Commuted Overtime

**CENTRE** : Vryheid District Hospital

**REQUIREMENTS**

: Degree in MBCHB. Registration certificate with the HPCSA as an Independent Medical Practitioner. Proof of current registration with the HPCSA. **Grade 1:** The appointment to grade 1 requires appropriate qualification plus registration. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** The appointment to grade 2 requires appropriate qualification, registration certificate plus five (5) years experience after registration with the HPCSA as a Medical Practitioner. The appointment to grade 2 requires 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. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. **Grade 3:** The appointment to grade 3 requires appropriate qualification, registration certificate plus ten (10) years experience after registration with the HPCSA as a Medical Practitioner. The appointment to grade 3 requires 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. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Recommendation: Valid Driver's license. The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Sound knowledge of principles of public service and health services management. Ability to plan effectively and efficiently. Ability to plan and manage projects. Ability to monitor and evaluate execution of plans.

**DUTIES**

: Provide clinical services to patients in Labour, Casualty wards and clinics. Provide guidance and training to junior medical staff. Ability to manage patients in the wards and staff as part of multi-disciplinary team. Participating in a continuing medical education programme. Performing after hours Commuted Overtime due to emergency calls. Provide and ensure community orientated clinical services and support to Primary Health Care Services. Support quality improvement programmes, priority programmes, TB management and HIV/AIDS programmes. Provide holistic management of maternity patients with regular wards rounds and referral of maternity patients. Must be able to give an anaesthesia and manage complications as it arises during anaesthesia. Must also be able to manage Casualty, Maternity and Emergency unit.

**ENQUIRIES  
APPLICATIONS**

: Dr Mthethwa NT Tel No: 034 9822111 Ext 5921  
: should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100

**FOR ATTENTION  
NOTE**

: Mr SP Nene  
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The applicants must submit copies of qualifications and Identity document – not copies of certified copies, Identity document and driver's license (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. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from

the South African Qualification Authority (SAQA) to their applications. Non – RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Male are encouraged to apply.

- CLOSING DATE** : 23 September 2021
- POST 31/196** : **CLINICAL PSYCHOLOGIST GRADE 1, 2 & 3 REF NO: VRH 29/2021**  
(Re-advertisement)
- SALARY** : Grade 1: R713 361 per annum, (An all inclusive package)  
Grade 2: R832 398 per annum, (An all inclusive package)  
Grade 3: R966 039 per annum, (An all inclusive package)  
Other Benefits: 17% Rural Allowance
- CENTRE** : Vryheid District Hospital (Clinical Psychology Services)
- REQUIREMENTS** : Master's Degree in Clinical Psychology. Registration certificate with the Health Professional of South Africa as Independent Psychologist. Proof of current registration with the Health Professional Council of South Africa as Independent Psychologist. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. **Grade 1:** None after registration with the Health Professional Council of South Africa (HPCSA) in respect of RSA qualified employees who performed Community Service, as required in South Africa. One (1) year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as Independent 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 Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of nine (9) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent 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 Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of seventeen (17) years relevant experience after registration with Health Professional Council of South Africa (HPCSA) as Independent Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Recommendation: Fluency in IsiZulu. Driver's license. Knowledge, Skills, Training and Competencies Required: Sound Clinical knowledge regarding Clinical Psychology diagnostic assessment and therapeutic procedures and manuals. Knowledge and the ability to administer and interpret psychometric tests. Ability to function in a multi-disciplinary team. Excellent communication and interpersonal relationship skills. Quality Assurance and Improvement. Knowledge of research methodology and ethical code of conduct. Knowledge of relevant legislation. Problem solving skills. Planning and organizing. Psycho-legal assessments.
- DUTIES** : Assess persons by means of clinical interviews. Provide effective administration of clinical work. Deliver a comprehensive psychological services in the relevant area of operations-operate and communicate effectively with multi-professional members. Administer and write reports on psychometric assessments. Ability to conduct individual group and family psychotherapy. Ability to communicate with patients and relatives. Maintain accurate records and compile statistics. Offer outreach services. Provide support to Community Service Psychologists allocated in Clinical Psychology Services.
- ENQUIRIES** : Dr Mthethwa NT (Acting Medical Manager) Tel No: 034 9822111 Ext 5921
- APPLICATIONS** : All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.
- FOR ATTENTION** : Mr SP Nene

<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The applicants must submit copies of qualifications and Identity document – not copies of certified copies, Identity document and driver's license (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. Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non – RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Male are encouraged to apply. The Employment Equity Target is an African Male.
<b><u>CLOSING DATE</u></b>	:	23 September 2021
<b><u>POST 31/197</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (SPECIALTY) OPERATING THEATRE, OPD AND EMERGENCY SERVICE REF NO: SAP 06/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R614 991 – R692 166 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowances employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	St Apollinaris Hospital
	:	Senior Certificate/Grade 12 or equivalent qualification. PLUS; Basic R425 qualification (i.e. Diploma/Degree in nursing) that allows registration with the SANC as Professional nurse and Midwifery. A post basic nursing qualification, with duration of least one (1) year accredited with the SANC in Operating Theatre. Minimum of ten (10) years appropriate/ recognizable in nursing after registration as Professional Nurse with SANC in General Nursing. At least six (6) years of period referred to above must be appropriate /recognizable in the specific speciality after obtaining one (1) year post basic qualification in Operating Theatre Techniques. At least three (3) years of period referred to above must appropriate /recognizable experience at Management Level. Proof of current registration with the SANC (2021). Proof of work experience from previous and current employers endorsed and stamp by HR must be attached. Educational qualification, certificate of service and professional registration certificate need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of registration must be submitted together with your CV. Skills: Knowledge of nursing care processes and procedure, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient's Right Act, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management. Insight in to public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

- DUTIES** : Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisor, other health professional and junior colleagues including more complex report writing when required. Effective management, utilization and supervision of all resources. Display a concern for Patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles nursing and clinical governance are implemented. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participating in training and development of staff and nursing students. Monitor implementation of PMDS. Disaster management, monitor implementation of NCS and interpret its impact on service delivery. Co-ordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery.
- ENQUIRIES** : should be directed to Mr TS Zuma Tel No: 039/8339001-8
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263.
- FOR ATTENTION** : Human Resources Section, Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. Educational qualification, certificate of service and professional registration certificate and driver's licence where appropriate 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. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of foreign qualifications 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
- CLOSING DATE** : 23 September 2021
- POST 31/198** : **OPERATIONAL MANAGER NURSING (SPECIALTY NURSING STREAM) – MATERNITY REF NO: DANCHC 19/2021 (X1 POST)**  
(Re-Advertisement)
- SALARY** : Grade 1: R562 800 – R633 432 per annum. Other benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional) and Housing allowance: Prescribed requirements to be met and 8% Inhospitable Allowance.
- CENTRE** : Dannhauser CHC
- REQUIREMENTS** : Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. One year Post Basic qualification with the duration of at least 1 year in accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current registration with SANC as Professional Nurse with Advanced Midwifery and Neonatal Nursing Science and minimum of 9 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with SANC in General

Nursing, at least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the one year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies Required for the post: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Acts, Health Act, Occupational Health and Safety Act, Batho Pele principles, public service Regulations, Patient's Rights Charter, Labour Relations etc. Disciplinary code and Procedure, Grievance Procedure, Human Resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Leadership, organisational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Team building and cross cultural awareness. Good report writing and facilitation skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

**DUTIES**

: Coordination of optimal, holistic specialised nursing care with set standards and within a professional /legal framework. Develop and implement quality assurance policies, standards, practices and plans for Maternal and Child Care. Implement maternal, neonate and child Health Care Programmes. Support mother baby friendly initiatives. Ensure improvements of health systems for mother and babies. Develop and implement strategies for infection prevention for the ward. Coordinate the provision of effective training and research. Ensure monitoring of performance and staff development within the ward. Manage effectively the supervision and utilisation of resources within the ward. Manage data in the unit and ensure submission to Facility Information Office. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and patient centred nursing care. Maintain professional growth/ethical standards and self-development. Manage effectively the utilisation and supervision of resources. Maintain the Code of Conduct. Ensure improvement of MCWH indicators to reach targets. Provide effective support to nursing management and other sections. Ensure implementation of norms and standards including ICHCRM .Provide comprehensive community health care. Provide educational services to staff and patients.

**ENQUIRIES  
APPLICATIONS**

: Mrs M Ntseki Tel No: (034) 621 6119  
: All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser, 3080.

**FOR ATTENTION  
NOTE**

: Mrs DBP Buthelezi  
: 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 detailed Curriculum Vitae, Copies of Certificates, Identity Document and Driver's License. Such copies need not be certified when applying for a post. 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 Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Preference will be given to African Male

- CLOSING DATE** : 17 September 2021
- POST 31/199** : **OPERATIONAL MANAGER NURSING PHC**
- SALARY** : Grade 1: R562 800 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital  
Ndlangubo Clinic Ref No: OPM PHC NDL 9/2021 (X1 Post)  
Ekuphumuleni Clinic Ref No: OPM PHC EKUP 10/2021 (X1 Post)  
Nkwalini Clinic Ref No: OPM PHC NKW 11/2021 (X1 Post)
- REQUIREMENTS** : Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, of which at least 5 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. 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, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills.
- DUTIES** : Plan and organize clinics. Drive the implementation of the National Core Standards in the Clinic. Provision of advanced/more complex primary curative health. Health education of patients, public and staff. Assist patients and families to develop a sense of self-care. Ensure evaluation and follow up of patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical conditions. Continuous evaluation of nursing care and nursing services. Effective crisis management in the clinic. Involvement with matching research to the needs of the community. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting and advocating proper treatment and care. Ensure that the unit adheres to the principles of Batho Pele. Provide a safe and therapeutic environment to practice safe nursing care. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Provide monthly reports to nursing management. Ensure proper utilization of all resources and exercise care over government property. Facilitate the realization and maintenance of ideal clinic program. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism. Participate in operation sukuma sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Analyze and interpret statistics including PHC programme indicators
- ENQUIRIES** : Operational Manager PHC: Ms S Kunene Tel No: 035-4734500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form must be accompanied by a

detailed Curriculum Vitae. Applicants must submit copies of qualification, Identity document drivers license (where appropriate), certificate of service and any other relevant documents. Such documents need not to be certified when applying for a post. Only shortlisted candidates for a post will be required to submit documents on or before the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 17 September 2021
- POST 31/200** : **ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY/ PHYSIOTHERAPY / SPEECH THERAPY: ALLIED HEALTH (CASE MANAGER / PROJECT COORDINATOR) REF NO: EMP45/2021**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R517 326 – R574 158 per annum  
 : Queen Nandi Regional Hospital (Empangeni)  
 : Degree in Occupational Therapy/Physiotherapy/ Speech Therapy PLUS Current registration with Health Professional Council of South Africa. PLUS Minimum of 5 years work experience within a hospital with Paediatrics experience of which at least 3 years must be supervisory in nature. PLUS Unendorsed valid Code B driver's license (Code 08). (Certificates of service or official letters of service from previous/current employers, signed and stamped by HR must be attached to the application) Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Recommendations: Paediatric Neurodevelopmental Therapy and medicolegal experience will be added advantage Knowledge, Skills, Training and Competencies Required: Excellent knowledge and expert skill in occupational therapy/ physiotherapy, Speech Therapy, diagnostic and therapeutic procedures. Knowledge of the scope of other rehabilitation professions. Additional knowledge of the assessment and ongoing holistic and comprehensive care of children with neuro-developmental disorders, especially Cerebral Palsy, and their families. Excellent knowledge in rehabilitation equipment, assistive devices and relevant consumables. Sound knowledge and skill of institutional administrative tasks. Knowledge of medicolegal procedures and reporting related to rehabilitation. Knowledge of all current legislation related to Occupational therapy/ physiotherapy / Speech Therapy eg. Scope, Acts, guidelines, etc. Good knowledge of current research and development. Excellent management and supervisory skill for both staff and students. Excellent interpersonal and communication skills. Excellent problem solving and analytical skill for patient care and management. Ethical reasoning in clinical and human resource management. Good leadership, flexible, innovative, resourceful and creative with excellent organizational and time management skills. Good I.T. Knowledge and skills – Excel, Word and Power point.
- DUTIES** : Overall management of the allied medicolegal service for the Northern Region of KZN (Area 3). Monitor and coordinate all rehabilitation services (Physio, OT, Speech, Audiology) and other relevant services (Psycho-social, Nutritional, medical and surgical) for all medicolegal patients between Queen Nandi Hospital and Ngwelezana Hospital, private practitioners, drainage hospitals and legal services as needed. Ensure coordinated bookings for lodging, assessment, treatments, block therapy, NGO consultations, legal consultations, and other medical professional consultations. Manage a case load, assess and treat patients when indicated and provide an expert opinion



on rehabilitation services. Audit, compile and produce comprehensive medicolegal assessments, progress reports and quantitative costing for all holistic comprehensive care. Audit and review case progress. Liaise with the legal department and associated legal professionals to determine the needs of each case, evaluate plaintiff rehabilitation reports, prepare court documents, and appear in court as needed. To facilitate appointments and referrals to all relevant medical professionals and other role players as directed by the assessing and treating rehabilitation staff. Develop strategic and operational planning for the Centre of Excellence at Queen Nandi and Ngwelezana Hospital. Develop policies, clinical guidelines, operational procedures and quality assurance processes for the Centre of Excellence. To supervise all staff and students allocated to the service and ensure effective staff utilization. Ensure a comprehensive training Programme with research and analysis for medicolegal services.

**ENQUIRIES** : Mr SM Ndabandaba Tel No: 035 907 7011 (Deputy Director: HRM)  
**APPLICATIONS** : must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.

**FOR ATTENTION** : Deputy Director Human Resources Mr SM Ndabandaba Tel No: 035 9077011  
**NOTE** : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective date and copies of qualifications and ID copy, Drivers Licence (where appropriate). General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a 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. 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. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications prior to the date of the interview.

**CLOSING DATE** : 27 September 2021

**POST 31/201** : **CLINICAL PROGRAMME COORDINATOR INFECTION AND PREVENTION CONTROL GRADE 1 REF NO HGHD 12/2021**  
 Directorate: Monitoring and Evaluation

**SALARY** : Grade 1: R444 276.per annum  
**CENTRE** : Harry Gwala Health District Office  
**REQUIREMENTS** : Degree/ Diploma in Nursing) or equivalent qualification that allows registration with SANC as professional Nurse. Registration with the South African nursing Council. Valid south African Nursing Council practicing licence (not proof of payment). A minimum of seven (7) years appropriate /recognisable experience

in nursing after registration as professional nurse with South African nursing council (SANC).valid Code EB licence (Code 08).Certificate of Service endorsed by human resources. Recommendation: Advanced certificate in clinical management of HIV/AIDS. Competencies: Sound Project Management skills. Good monitoring and evaluation skills Good facilitation, Human Relations, negotiation and problem solving skills. Good verbal and written communication skills. Knowledge of District System. Knowledge of Public Service Legislative prescripts. Basic Financial Management Skills. Presentation skills. Understanding of the challenges facing the public health sector. Aptitude of research so as to acquire new knowledge swiftly. Computer Literacy: Ms. Office Software Applications. Behavioural Attributes: Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.

- DUTIES** : Key Performance Areas: A. General. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Maintain standards and norms of nursing practice to promote the health status of health care users. Manage and utilize resources in accordance with relevant directives and legislation. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Develop and implement quality assurance programmes, guidelines, protocols, norms and standards .Coordinate ideal hospital realization programmes .Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Coordinate IPC activities in the district.
- ENQUIRIES** : Mrs. B.A Mkhize: Deputy District Director: Planning and M&E: Tel No: 039 8348282.
- APPLICATIONS** : Applications must be directed, Harry Gwala Health District Office, Private Bag x502, IXOPO, 3276 OR Hand delivers to: 111 Main Street, Ixopo under KFC building, Room 99, District office.
- FOR ATTENTION NOTE** : Mr. ZN Dotyeni: Assistant Director: HRM  
: An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Copies of ID documents, Standard 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 previous work experience related to the requirements and recommendations of the advert. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 13/2021. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T Claims covering transport fees to the interview venue.
- CLOSING DATE** : 17 September 2021
- POST 31/202** : **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: SAP 07/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 -R579 696 per annum  
Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner`s allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : St Apollinaris Hospital (Riverside Clinic)  
: Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 (i.e.Diploma/degree in nursing) that allows registration with the SANC as a Professional Nurse. Diploma/Degree in General nursing and Midwifery plus 1 year post basic qualification in clinical Nursing Science, Health Assessment

Treatment and Care. Certificate of Registration with the SANC (General Nursing and relevant post basic qualification). Proof of current registration with SANC. Valid Driver's licence. **Grade 1:** A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC IN General Nursing plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of fourteen (14) years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to the above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Educational qualification, certificate of service and professional registration certificate need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of registration must be submitted together with your CV. Recommendations Computer Literacy Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with person of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupation Health and Safety Act of 1995.

**DUTIES** : Provide direction and supervision for the implementation of the nursing care compliance and adherence to the relevant prescripts/acts applicable within nursing environment. Utilize human, material and physical resources efficiently and effectively. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Data management.

**ENQUIRIES** : should be directed to Mrs N Chiya Tel No: 039/8339001-8  
**APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263 Human Resources Section, Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.

**FOR ATTENTION** :  
**NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. Educational qualification, certificate of service and professional registration certificate and driver's licence where appropriate 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. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of foreign qualifications 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

**CLOSING DATE** : 23 September 2021

**POST 31/203** : **CLINICAL NURSE PRACTITIONER REF NO: NKAH 12/2021**

**SALARY** : Grade 1: R383 226 - R444 276 per annum, Plus 8% rural allowance  
 Grade 2: R471 333 - R570 696 per annum, Plus 8% rural allowance

**CENTRE  
REQUIREMENTS**

Benefits: Plus 13<sup>th</sup> cheque, Housing Allowance and Medical aid optional  
Employee must meet prescribed requirements

: Nkandla Hospital (Halambu clinic)

: Senior certificate (Grade 12). Degree / National Diploma in nursing that allow registration with South African Nursing Council (SANC) as a Professional Nurse and Midwifery. A post-basic nurse qualification, with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, assessment, Diagnosis, Treatment and Care. Current SANC receipt (2021). Proof of previous and current experience endorsed and stamped by Human Department. Applicants must submit confirmation letter of relevant experience from their supervisor in an official letterhead of the employer when they apply. **Grade 1:** A minimum of four (04) years appropriate / recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least ten (10) year of the period referred to above must be appropriate/ recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care, Knowledge skills and competencies: Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies Appropriate understanding of nursing scope of practice and nursing standards as determined by primary Health Care Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals, Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain high levels of service delivery Knowledge of labour relations and disciplinary procedures Basic understanding of HR and financial policies and practices, Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving disciplinary and co-ordination skills.

**DUTIES**

: Perform a clinical nursing practice in accordance with the scope of practice and Nursing standards as determined for a primary health care facility provide quality comprehensive community health care, Provide educational services, Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Promote scientific quality nurse care. Administrate and control medication, responsible for individual consultation sections and identification of community needs. Render ANC services and conduct deliveries.

**ENQUIRIES  
APPLICATIONS**

: Mrs BW Motloutong Tel No: 035 833 5000 ext: 5080

: should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855.

**FOR ATTENTION  
NOTE**

: Human Resource Manager

: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational categories in the Department, the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). (Qualifications and identity document) only shortlisted candidates will submit certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. NKAH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledging .However; correspondence will be limited to shortlisted candidates only. Please note that due to financial

constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.

**CLOSING DATE**

17 September 2021

**POST 31/204**

**CLINICAL NURSE PRACTITIONER REF NO: DANCHC 20/2021 (X2 POSTS)**

(Re-Advertisement)

**SALARY**

Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 276 per annum  
Other benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional) and Housing allowance:  
Prescribed requirements to be met

**CENTRE  
REQUIREMENTS**

Dannhauser Community Health Centre  
**Grade 1:** Experience: A minimum of 4 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing **Grade 2:** A minimum of 14 years appropriate /recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing, of which at least 10 years must be Appropriate /recognisable experience after obtaining the one year post basic qualification in Primary Health Care Grade 12(Senior Certificate), Standard 10/ or National Certificate plus basic R 425 qualification i.e. Degree/Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic qualification with the duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC .Current registration with SANC as Professional Nurse and Primary Health Care and a minimum of 4 years appropriate /recognisable experience after registration as Professional Nurse in General Nursing. NB: Applicants are required to submit proof of current and previous work experience/ Certificate of Service endorsed and stamped by Human Resources Knowledge, Skills, Training and Competencies Required For The Post Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter, Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in the service areas. Co-ordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

**DUTIES**

Implement and advocate for programmes initiative for clients and the community served by the CHC. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the CHC. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the CHC. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/ collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, Including report writing. Assist Operational Manager with overall management and necessary support for effective functioning in the CHC. Work as part of a multi-disciplinary team to ensure good Nursing Care in the CHC. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the CHC .Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES  
APPLICATIONS**

Mrs M Ntseki Tel No: (034) 621 6119  
All applications should be forwarded to Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080 OR Hand delivery to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser: 3080

**FOR ATTENTION  
NOTE**

: Mrs DBP Buthelezi  
: 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 detailed Curriculum Vitae, Copies of Certificates, Identity Document and Driver's License. Such copies need not be certified when applying for a post. 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 Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of 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. Preference will be given to African Male

**CLOSING DATE**

: 17 September 2021

**POST 31/205**

: **PROFESSIONAL NURSE SPECIALTY NURSING STREAM -  
ORTHOPEADIC REF NO: ITSH 16/2021**

**SALARY**

: Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
Other benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance (employee must meet prescribed requirements and Medical Aid (optional)

**CENTRE  
REQUIREMENTS**

: Itshelajuba Hospital (Out Patient Department)  
: Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in General nursing and Midwifery. A Post Basic qualification with duration of at least one year accredited with SANC in Speciality, Orthopedic Nurse. Registration certificate with SANC- Post Basic Orthopedic. A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. SANC for 2021 be attached. NB: Proof of current and previous experience endorsed by Human Resource Department must be attached. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Orthopedic Nursing Speciality after obtaining the 1 year Post Basic qualification in relevant speciality. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care process and procedures, nursing statuses and other relevant legal framework. Good communication skills, verbal, written leadership, interpersonal problem solving, conflict management and decision making skills. Co-ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labor Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act off 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct

**DUTIES**

: Provide comprehensive, quality nursing care to patients/clients in specialty unit in a cost effective manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and recognize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including the awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele principles). Work

as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all national, provincial and professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and financial management policies and procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient's records. To deliver quality nursing care to orthopedic patients in ward, OPD and clinics. To offer patients by assessing, collecting interpreting information on orthopedic clients and prescribing interventions. Assist in the formulation of policies and procedures for nursing services and to ensure that this is keeping with the current statutory regulations, guidelines and code of ethics. To co-operate the multidisciplinary health team in the provision of quality holistic and individualized patient care. To facilitate experiential training for neophyte nurses allocated in the unit.

- ENQUIRIES** : All enquiries should be directed to Ms. JN Mthenjana Tel No: 034-4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivery to Human Resource section.
- NOTE** : Advertisement and accompanying notes must clearly capture the requirements and drivers 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 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. HR endorsed certificate of service/work experience(c) curriculum vitae with full record of service certified copy of identity Documents not more than three months. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that those candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification which is a requirement of the post, evaluated by South African Qualification Authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.
- CLOSING DATE** : 17 September 2021
- POST 31/206** : **CLINICAL NURSE PRACTITIONER GRADE 1&2 REF NO: ITSH 17/2021 (X4 POSTS)**
- SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
Other benefit: 13 cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)
- CENTRE** : Itshelejuba Hospital (Belgrade Clinic, Gateway Clinic, Kwashoba Clinic and Pongola Clinic)
- REQUIREMENTS** : Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Professional Nurse and Primary Health care plus, a minimum of four (4) years appropriate/recognizable Nursing Experience as a General Nurse. Certificate of service

must be attached as proof of experience. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience as General Nurse. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic qualification for the relevant specialty. NB: Certificate of service must be attached as proof of experience Knowledge, Skills and Competences Required: Knowledge and experience of Public Service Policies and Regulations. Sound Management and negotiation skills. Knowledge of Labour Relations. Clinical Competences. Knowledge of nursing care delivery approaches.

**DUTIES**

: Key Performance Areas: Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community in line with PHC engineering. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. 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. Provide safe and therapeutic environment as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts. Plan and organise own work and that of support personnel to ensure proper nursing care, able to implement the institutional major incident (disaster) plan as required. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager. Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identified. Work effectively, co-operatively and amicably with person of diverse intellectual, culture, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. The incumbent will be expected to work extended hours: after hour on call services

**ENQUIRIES**  
**APPLICATIONS**

: All enquiries should be directed to Ms JN Mthenjana Tel No: 034-4134000  
: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital

**NOTE**

: Advertisement and accompanying notes must clearly capture the requirements and drivers licence (Where applicate) 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 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. HR endorsed certificate of service/work experience(c) curriculum vitae with full record of service certified copy of identity Documents not more than three months. Failure to comply with the above instructions will disqualify the applicants. 2. The reference number must be indicated in the column provided on z83. E.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that those candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification which is a requirement of the post, evaluated by South African Qualification Authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered. Person with disabilities should feel free to apply for the post.



**CLOSING DATE** : 17 September 2021

**POST 31/207** : **PROFESSIONAL NURSE GRADE 1 OR 2 (SPECIALTY) IN MENTAL HEALTH UNIT REF NO: CJMH 08 /2021 (X1 POST)**

**SALARY** : R383 226 – R444 276 per annum. Other Benefits: Other Benefits: Medical Aid (optional). Plus 12% rural allowance 13<sup>th</sup> Cheque, Housing Allowance (employee must meet the prescribed requirements)

**CENTRE REQUIREMENTS** : Charles Johnson Memorial Hospital  
**Grade 1:** Matric or Senior Certificate. Degree/Diploma Comprehensive General Nursing (midwifery, Psychiatry and Community Nursing Science). One year Post Basic qualification in Advance Psychiatric Nursing. Proof of Registration with the S.A.N.C as General Nurse and Midwife / Accoucher. Proof of Registration with the S.A.N.C as a Professional Nurse for the current year 2021. A minimum of four years as appropriate or recognisable experience in nursing field after registration as Professional nurse with SANC in General Nursing. At least one year of the period referred above must be appropriate recognizable experience after obtaining a one year post basic qualification in Advanced Psychiatric Nursing. Proof of current experience endorsed by Human Resource Office / certificate of service must be attached **Grade 2:** Matric or Senior Certificate. Degree/Diploma Comprehensive General Nursing (midwifery, Psychiatry and Community Nursing Science). One year Post Basic qualification in Advance Psychiatric Nursing. Proof of Registration with the S.A.N.C as General Nurse and Midwife / Accoucher. Proof of Registration with the S.A.N.C as a Professional Nurse for the current year 2021. A minimum of fourteen (14) years as appropriate or recognisable experience in nursing field after registration as Professional nurse with SANC in General Nursing. At least ten (10) year of the period referred above must be appropriate recognizable experience after obtaining a one year post basic qualification in Advanced Psychiatric Nursing. Knowledge, Skills, Training and Competences Required Strong interpersonal, communication and presentation skills. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations. Ability to make independent decisions. High level of accuracy. An understanding of challenges facing the Public Health Sector.

**DUTIES** : Provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to identified needs. Display a sound understanding of Mental Health Care Act 7/2002 in relation to the procedures conducted in the mental health care users. Give advice on initial psychiatric assessment to clients requiring 72 hours observation, in order to initiate appropriate nursing care plan required by the client. Create a therapeutic environment for staff, mental health care users and public in line with the relevant policies. Liaise with a multi-disciplinary team as well as other departments within the hospital to ensure continuity of care to mental health care users. Participate and ensure implementation of National Core Standards, National Health priorities and quality improvement initiatives. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient record. Participate in the analysis formulation and implementation of the nursing policies and procedures. Deal with grievance and labour relations issues in terms of laid down policies and procedures. Promote implementation of Batho Pele Principles, Patient's Rights Charter and acceptable professional ethical standards within the applicable legal framework. Ensure keeping, maintaining and auditing of mental health users records. Implement and monitor EPMS in the unit. Ensure efficient and effective management of all resources under your jurisdiction. Collaborate with other stakeholders and build a sound relationship inter-professional inter-sectoral and multidisciplinary.

**ENQUIRIES APPLICATIONS** : Mrs P. N. Kunene Tel No: (034) 271 6405  
should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu, 3135 Private Bag X5503, Nqutu, 3135.

**FOR ATTENTION NOTE** : Human Resource Manager  
Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). ID. Matric, highest educational qualifications and SANC receipts. Current registration with SANC 2021. Updated Curriculum Vitae. Service record endorsed by Human Resource Office. The reference number must be indicated in the column provided on form Z83 e.g. CJM

02/2021. (NB). Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will result in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

**CLOSING DATE**

:

17 September 2021

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM**

*The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of this post. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department's Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.*

- APPLICATIONS** : Department of Economic Development, Environment and Tourism, Private Bag X 9484, Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane. Applications can also be e-mailed to [vacancies@ledet.gov.za](mailto:vacancies@ledet.gov.za)
- CLOSING DATE** : 23 September 2021
- NOTE** : Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of this post will be provisional, pending the issue of a positive security clearance. Therefore the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. Note: All costs associated with an application will be borne by the applicant. Applicants are advised that a new application for employment (Z83) has been in effect since 01 January 2021. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Applications submitted using the old Z83 form will not be considered. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels of ranks pertaining to experience as compared to the Public Service, as well as at least 3 contactable references; (2) a copy of the applicants South African ID document; (3) a copy of the applicants drivers license; (4) a copy of Grade 12 certificate and all tertiary qualifications mentioned in the CV; (5) a SAQA verification report for foreign qualification. 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. It is the applicants responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. If certified, the certification of all attachments may NOT be older than six (6) months. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed applications will not be considered. Candidates must comply with the minimum appointment requirements. CV's should reflect one's degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism

before the stipulated closing date. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. The contents of the advertised post will also be posted on the following websites [www.limpopo.gov.za](http://www.limpopo.gov.za) / [www.ledet.gov.za](http://www.ledet.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za). The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

#### **OTHER POST**

- POST 31/208** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER (PERMANENT) REF NO: C3/21/1**  
Directorate: MEC's Private Office
- SALARY** : R733 257 – R863 748 per annum (Level 11), (An all-inclusive remuneration package)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : An appropriate NQF 7 qualification in Public Administration or equivalent as recognized by SAQA; Three (3) to five (5) years' experience at management level; A valid drivers license (with exception with people with disabilities). Core And Process Competencies: 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. Knowledge and Skills: Organizational communication effectiveness; Problem analysis; Self-management; Budgeting and Financial management; Customer focus and responsiveness; Developing others; Planning and organizing; Problem solving and decision-making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Manage the administrative and coordination activities within the office of the Member of the Executive Council (MEC); Liaise with internal and external role players with regard to matters relating to the portfolio of the Member of the Executive Council (MEC); Render a executive council support service to the Member of the Executive Council (MEC); Supervise employees.
- ENQUIRIES** : Mrs S Pelser Tel No: (015) 293 8678

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

*The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.*

- CLOSING DATE** : 17 September 2021 at 00h00 (Midnight)
- NOTE:** : Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the 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 the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the CORRECT references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za) Only Online Applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) N.B. Applicants are advised to apply as early as possible to avoid disappointments.

**OTHER POSTS**

- POST 31/209** : **CLINICAL MANAGER (MEDICAL) GRADE 1 (REPLACEMENTS) REF NO: MPDOH/SEP/21/01 (X3 POSTS)**
- SALARY** : R1 173 900 – R1 283 601 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Embhuleni Hospital  
Impungwe Hospital  
Mmamethlake Hospital
- REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2021). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's licence. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.
- DUTIES** : Responsible for the leadership and management of the delivery of clinical services to patients referred to hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework

and lead the department. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day-to-day running of the department. Assist the EXCO in the discharge of any responsibilities, which have been delegated. Participate in the management of activities of hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental online application system: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- POST 31/210** : **MEDICAL OFFICER GRADE 3 REF NO: MPDOH/SEP/21/02 (X6 POSTS)**  
(Replacements)
- SALARY** : R1 089 693 – R1 362 366 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Amajuba Memorial Hospital  
Bethal Hospital  
Ermelo Hospital  
Mapulaneng Hospital  
Piet Retief Hospital (X2 Posts)
- REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2021). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). Post-graduate medical qualification will be an added advantage. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure and cope with high workload. Computer literacy. Valid driver's licence.
- DUTIES** : Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Manage resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Provide guidance, training, evaluation and mentorship of junior medical staff. Organize CPD sessions in the unit. Manage the out-patient clinic in the unit. Participate in quality improvement plans in the hospital. Provision of quality patient care for all patients. Examine, investigate, diagnose, and treat patients and provide sound medical records at all times. Monitor the cost effectiveness of medical examinations with due regard of effective patient care, and ethical decision making. Manage transfer /referral of appropriate patients to higher level facility. Be rotated through different clinical units of the hospital according to the hospital needs. Provision of after hour services to care for emergency cases in a form of commuted overtime. Supervision and training of Clinical Associates and Community Services doctors. Observe and comply with the departmental policies and guidelines regulating employment relationship and clinical functioning. Ensure that medical staff also comply with PMDS and are evaluated. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013)

766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

- APPLICATIONS** : Departmental online application system: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- POST 31/211** : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: MPDOH/SEP/21/04**  
(Replacement)
- SALARY** : R897 936 – R1 042 095 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Themba Hospital, Ehlanzeni District  
Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist (2021). A minimum of seven (7) years appropriate experience after registration as a Pharmacist with the SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid driver's licence.
- DUTIES** : Manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Coordinate Hospital Pharmacy and Therapeutic committee. Implement the essential drug Program. Ensure the implementation of the down referral system. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock visibility systems. Manage human and financial resources. NB: Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental online application system: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- POST 31/212** : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/SEP/21/03 (X11 POSTS)**  
(Replacements)
- SALARY** : R821 205 – R884 670 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Rob Ferreira Hospital  
Tonga Hospital  
Amajuba Memorial Hospital  
Barberton Hospital  
Bethal Hospital  
Ermelo Hospital  
KwaMhlanga Hospital  
Witbank Hospital  
Bernice Samuel Hospital  
Mapulaneng Hospital  
Matikwana Hospital
- REQUIREMENTS** : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2021). A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. The prospective incumbent should have knowledge of good

		administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure and cope with high workload. Computer literacy. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Provision of quality patient care for all patients. Examine, investigate, diagnose, and treat patients and provide sound medical records at all times. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide medical services at the department appointed to. Provide guidance, training, evaluation and mentorship Interns and Community Services Medical Practitioners. Participate in community health programmes. Assist with application of sound labour relations policy in accordance with relevant legislation and guidelines. Maintain accurate and appropriate patient records in treatment plans. Perform operating theatre work on an elective and emergency basis e.g. Caesarean section, minor surgical procedures etc. <b><u>NB</u></b> : Any previous experience must be covered by the attachment of certified certificate of services.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<b><u>APPLICATIONS</u></b>	:	Departmental online application system: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 31/213</u></b>	:	<b><u>OPERATIONAL MANAGER: MATERNITY (PN-B3) REF NO: MPDOH/SEP/21/05 (X2 POSTS)</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R562 205 – R633 432 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Mmamethlake Hospital, Nkangala District and Matibidi Hospital, Ehlanzeni District.
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registrations with the SANC as a professional Nurse (2021). Registration with the SANC as Professional Nurse and proof of current registration. Minimum of nine (9) years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in general nursing, at least five (5) years of period referred to above must be appropriate / recognizable experience in the Specialty (maternity) after obtaining the 1-year post-basic qualification in specialty. Computer Literacy and driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act etc.
<b><u>DUTIES</u></b>	:	Coordination of optimal, holistic specialized nursing care with set standards and within a Professional / legal framework. Manage effectively the supervision and utilization of resources. Coordination of provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele and patient centered Nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. <b><u>NB</u></b> : Any previous experience must be covered by the attachment of certified certificate of services.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
<b><u>APPLICATIONS</u></b>	:	Departmental online application system: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>



- POST 31/214** : **ASSISTANT DIRECTOR: LABORATORY, BLOOD, TISSUE AND ORGAN DONOR GRADE 1 REF NO: MPDOH/SEP/21/06**  
(Re-Advertisement)
- SALARY** : R517 326 – R574 158 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Nkangala District Office, Emalahleni  
Senior Certificate / Grade 12 plus Diploma / Degree or diploma in Medical Technology in the category Clinical Pathology. Experienced Medical Technologist currently registered with the HPCSA with 5 – 7 years post registration experience. Knowledge of the Health Care Act, PFMA and its regulations, PPPFA, Public service Act and LRA. Good interpersonal skills and report writing skills. Skills in facilitation and project/ programme management. A valid driver's licence.
- DUTIES** : Provide necessary support to the District leadership in formulating appropriate local district policies and guidelines regarding economical, effective and efficient utilization of both laboratory and Blood transfusion services. Liaise with key partners in establishing guidelines for quality institutional services. Establish reporting systems. Keep records and ensure standard adherence as part of SLA management. Ensure the appropriate utilization of the Laboratory and blood products by developing and implementing a continuous learning programme at all levels of care. Advise the District hospitals on any Clinical Pathology related matters. NB: Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental online application system: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- POST 31/215** : **OPERATIONAL MANAGER: NURSING MDR-TB GATE CLINIC (GENERAL UNIT) GRADE 1 (PN-A5) REF NO: MPDOH/SEP/21/07**  
(Replacements)
- SALARY** : R444 276 – R500 031 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Witbank TB Specialised Hospital  
Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2021) and trained as an Infection Control Nurse. A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Must have sound knowledge of TB and HIV/Aids. Good communication, conflict management and interpersonal skills. Good report writing and presentation skills. Computer literacy will be an added advantage. Valid driver's licence. Any previous experience must be covered by the attachment of certified copies of Certificates of Service.
- DUTIES** : Promote quality of nursing care as directed by the scope of practice and Standards. Management of out-patients, i.e. monitoring and evaluation of patients on monthly basis, referrals from other facilities, reviews and statistics. Bookings and ensuring that patients are initiated on treatment on time. Liaise with catchment areas to and facilitating proper treatment and care and ensuring adherence to the principles of Batho Pele and Patients' Rights Charter. Manage all leaves and overtime. Manage the PMDS of all employees in the unit. Implement all prescripts and policies. Ordering of medical class II, stationery, cleaning material and all instruments. Ability to direct a multidisciplinary team so as to ensure good nursing care. Control of budget and all other resources. Participate in quality improvement plans in the hospital. Ensure discipline of staff and resolve grievances as they arise. NB: Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013)

766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

- APPLICATIONS** : Departmental online application system: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- POST 31/216** : **OPERATIONAL MANAGER: NURSING MDR-TB (GENERAL UNIT) GRADE 1 (PN-A5) REF NO: MPDOH/SEP/21/08**  
(Replacements)
- SALARY** : R444 276 – R500 031 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Witbank TB Specialised Hospital  
Senior Certificate / Grade 12 plus Basic qualification 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 Professional Nurse (2021). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration with SANC as a Professional Nurse. Must have sound knowledge of TB and HIV/Aids. Good communication, conflict management and interpersonal skills. Good report writing and presentation skills. Computer literacy will be an added advantage. Valid driver's licence. Any previous experience must be covered by the attachment of certified copies of Certificates of Service.
- DUTIES** : Promote quality of nursing care as directed by the scope of practice and standards. Display concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring adherence to the principles of Batho Pele and Patients Right Charter. Manage all leaves and overtime. Manage the PMDS of all employees in the unit. Implement all prescripts and policies, ordering of medical class II, stationery, cleaning material and all instruments, ability to direct a multidisciplinary team so as to ensure good nursing care Control of budget and all other resources. Participate in quality improvement plans in the hospital. Ensure discipline of staff and resolve grievances as they arise. NB: Any previous experience must be covered by the attachment of certified certificate of services.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental online application system: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- POST 31/217** : **STATION MANAGER GRADE 3 – 6: EMERGENCY MEDICAL SERVICES REF NO: MPDOH/SEP/21/09 (X2 POSTS)**  
(Replacements)
- SALARY** : R318 042 – R505 113 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Nkangala EMS Communication Centre and EMS Themba Station  
Senior Certificate / Grade 12 or equivalent qualification plus minimum Intermediate Life Support (ILS) that allows registration with the Health Professions Council of South Africa (HPCSA) (2021). Valid Code 10 driver's Licence with Professional Driving Permit (PrDP). Must have three (3) years' experience after registration with the HPCSA in the applicable category according to the OSD appointment's requirement. Good communications skills both written and verbal. Supervisory experience in the EMS operations is mandatory and a Diploma in Management or above will be an added advantage.
- DUTIES** : Responsible for all EMS operational and administrative activities in the station. Provide advice on procedures and policy matters to staff. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service and complaints received. Ensure that all applicable legislation, policies, Standing Operating Procedures, Norms and Standards are implemented and adhered to at all time. Ensure compliance with all policies operating in the service. Ensure effective control and be accountable over resources in the station. Be accountable and have an inventory of all resources at the station. Assist Senior EMS Management in the implementation and maintenance of good corporate governance. Maintain,

monitor and review continuous quality improvement for the station and the entire service in accordance with the policy on quality improvement for EMS. Collect all relevant statistics and indicators. Process overtime and leave forms. Ensure that staff attends to calls timeously. Respond to major incidents and co-ordinate such incidents within the operational area. Conduct periodic and adhoc inspections of crews in operational locations. Respond to calls and major incidents. Undertake any other duties and or responsibilities as assigned by senior management. NB: Any previous experience must be covered by the attachment of certified certificate of services.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

**APPLICATIONS** : Departmental online application system: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 31/218** : **SENIOR STATE ACCOUNTANT REF NO: MPDOH/SEP/21/10**

**SALARY** : R316 791 per annum, (plus service benefits)  
**CENTRE** : Mapulaneng Hospital; Bushbuckridge  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus six (6) years relevant experience or Diploma / Degree in Finance plus three (3) years relevant experience. Knowledge in financial transversal systems (LOGIS& BAS). Understanding of financial management as implemented in Government and within the context of infrastructure / construction finance and spending. Knowledge: PFMA/Division of Revenue Act / Treasury Regulations / Practice Notes / Instructions / Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations. A valid driver's licence.

**DUTIES** : Extract relevant infrastructure project data from BAS and other relevant systems. Capture payments on LOGIS. Check budget allocation for payments processing. Prepare payments reports for internal purposes. Overall management of staff and administration for the unit. Update accruals for the unit on monthly basis. Validate that no duplicate payments as made in terms of projects with a Cession Agreement in terms of subcontractors. Attend to payment queries. Assist with supply chain management. Prepare the issuing of Work orders or Task orders after SCM processes have been completed. Capturing of invoices on LOGIS/BAS for payments after signed off by Director and Chief Director. Authorisation of issuing of work orders and payments of invoices will be the Director and Chief Director in terms of delegations. Assist to manage adherence to financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instructions, Departmental financial policies]. Development of employees. Undertake human resources.

**ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

**APPLICATIONS** : Departmental online application system: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 31/219** : **INTERNAL AUDITOR: FORENSIC INVESTIGATION REF NO: MPDOH/SEP/21/11 (X2 POSTS)**

**SALARY** : R257 508 per annum, (plus service benefits)  
**CENTRE** : Provincial Office, Mbombela  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent plus Diploma / Degree in Auditing / Cost and Management Accounting / Finance. Trainee Auditor or Internship Auditor experience will be an added advantage. Valid Driver's Licence. Knowledge and skills in the application of forensic investigation will be an added advantage. Computer Literacy and good Communication skills (written and verbal)

- DUTIES** : Execution of audit engagements, conduct investigations, gather audit evidence to support audit findings, report audit findings to the supervisor, assist in verification of Remuneration Work Outside Public Service (RWOPS) application, assist in ethics and risk management functions.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental online application system: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)
- POST 31/220** : **CHIEF REGISTRY CLERK GRADE 1 REF NO: MPDOH/SEP/21/12**  
(Replacement)
- SALARY** : R257 508 per annum, (plus service benefits)
- CENTRE** : Provincial Office, Mbombela
- REQUIREMENTS** : Senior Certificate / Grade 12 Certificate or equivalent qualification plus three (3) years relevant experience or Diploma / Degree in Public Administration / Management. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge in working and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision-making, supervision and control. Computer literacy.
- DUTIES** : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and / disposal. Supervise human resources / staff.
- ENQUIRIES** : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.
- APPLICATIONS** : Departmental online application system: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT SPORT ARTS AND CULTURE**

*Department of Sport Arts and Culture 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, all persons and people with disabilities are encouraged to apply.*

- APPLICATIONS** :
- For the posts of Frances Baard District please deliver at:  
**The District Manager: Frances Baard District:** C/o Ms. N. Ntwasa Department of Sport, Arts and Culture Mervyn J. Erlank Sport Precinct Florianville Kimberley 8301 for the posts of ZF Mgcawu District please deliver at:  
**The District Manager: ZF Mgcawu District:** C/o Mr. M. Links 33 Corner Le Roux and Rivier Street Upington 8801. For the posts of Pixley Ka Seme District please deliver at:  
**The District Manager: Pixley Ka Seme District:** C/o Ms. A. Malgas Department of Sport, Arts and Culture 17 Schreiner Street De Aar 7000 for the post of JTG District please deliver at:  
**The District Manager: JTG District:** C/o Mr. K. Gaeganelwe Department of Sport, Arts and Culture MS. Kitchen Library 49 Skool Street Kuruman 8460 for the posts of Head Office please deliver at:  
**The Head of Department:** C/o the Director HRM Department of Sport, Arts and Culture Mervin. J. Erlank Sports Complex 10 Recreation Road Florianville Kimberley 8301 Or  
**For the posts of Head Office please deliver at:** The Head of Department C/o The Director HRM Department of Sport, Arts and Culture Mervin. J. Erlank Sports Complex Private Bag X5004 Kimberley  
**Note:** email applications will be accepted. Applications must be sent as one attachment to avoid non-delivery of the email and only quote the name of the post you applying for on the Subject Line. Applications must be emailed to the following email address: [dsacrecruitment@ncpg.gov.za](mailto:dsacrecruitment@ncpg.gov.za)
- CLOSING DATE** : 17 September 2021
- NOTE** :
- Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://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, ID document and license (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. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. No applications will be accepted by staff in the offices in the buildings. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, emailed or hand delivered timeously. 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 post. All shortlisted candidates (for all SMS and MMS posts) will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the HOD particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate 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. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Further Note: Correspondence will only be entered into with short-listed candidates. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

#### OTHER POSTS

**POST 31/221** : **DEPUTY DIRECTOR: INFRASTRUCTURE DEVELOPMENT MANAGEMENT SYSTEM – (IDMS) REF NO: DSAC/2021/25**

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11), (all inclusive package) Kimberley

A diploma or Equivalent Qualifications(NQF Level 6) especially in the field of Project Management Tertiary qualification in the field of building and construction would be an added advantage 3-5 years building and construction experience Proficiency in computer applications such as Microsoft Office, MS Project and any application applicable to the field of Project Management Research experience in the field of project management Experience in the running of projects either at Local Government or Municipal level. A valid driver's license. Competencies and Skills: Communication Good Interpersonal Skills Flexibility and willingness to work long and extended hours Computer (MS Office) Planning and Organizing Good Language proficiency Good written and verbal skills Work under pressure Report writing skills Strong peer relationship skills Self-development.

**DUTIES** : The main duties of the post: IDMS focus on administration and Project Management in infrastructure, compliance with IDMS framework, financial planning and monitoring, human resource planning and development as well as ensuring performance standards are met annually. Additionally, the Manager: IDMS will perform a lead role in the development of the departmental User Asset Management Plan and manage the departmental input in Intergovernmental Forum and other platforms related to infrastructure.

**ENQUIRIES** : Mr. P. Modise on Tel No: 082 871 4686

**POST 31/222** : **ASSISTANT DIRECTOR: LIBRARY RESOURCE MANAGEMENT AND CO-ORDINATION REF NO: DSAC/2021/32**

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) Kimberley

A recognized Bachelor's Degree/National Diploma in Library and Information Science. A valid driver's license Practical experience in Library and information field; Willingness to travel extensively throughout the Northern Cape Province. Competencies: Knowledge of Selection and Acquisition, Cataloguing techniques and Processes and Slims. Knowledge of MS Office. Ability to communicate effectively to achieve goals. Problem solving skills. Computer skills. Numeracy skills. Financial Management, Literacy skills. Organizing skills, Report writing skills. Client orientated.

**DUTIES** : Manage Technical Services Unit which involves managing the selection and acquisition of library material for community libraries in the province and the Central Reference Library Manage cataloguing and classification of library materials procured for community libraries Manage physical processing and dispatch of library materials to District Libraries Managing of inventory (library material) procured for community libraries and stored in the warehouse.

**ENQUIRIES** : Mr. P. Modise on Tel No: 082 871 4686

**POST 31/223** : **LIBRARIAN (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)  
Greenpoint Community Library Ref No: DSAC/2021/22 (X1 Post)  
Sandile Present (ZF Mgcau District) Ref No: DSAC/2021/23 (X1 Post)  
B.Bibl Degree or equivalent qualification Computer literacy (MS Officeprogrammes)A valid Code 08 driver's license Relevant three years'

experience Must be willing to work long hours or late in the evenings  
Competencies: Verbal and written communication skills Three years' supervisory experience Organizational planning and report writing skills Knowledge of financial management, supply chain management procedures Collection development Legal and policy framework of community library services

**DUTIES** : Manage the planning, administrative and budgetary functions of the library  
Manage effective access to the library Maintain the organization of library materials Collection and development Provide library services in response to the needs of library users Management and supervision of personnel Identification of formal and informal training programmes Liaison with stakeholders regarding the development and promotion of library services Complete program-related reports, maintains statistics, and analyses program performance Participate in professional development to remain informed of current trends, emerging issues, and best practices in public libraries.

**ENQUIRIES** : Greenpoint Community Library: Mr. D.Lesetedi on Tel No: 082 610 0363  
Sandile Present: ZF Mgcau: Mr. M. Smith on Tel No: 082 653 2076

**POST 31/224** : **ARTISAN PRODUCTION A (ELECTRICIAN) REF NO: DSAC/2021/27**

**SALARY** : R190 653 per annum, (OSD)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : A Grade 10 Certificate or Abet; A Trade Test Certificate or a recognized Electrical Certificate. A Valid Driver's License. Competencies: A very good understanding and knowledge of tools and machinery Speedy response to requests for work to ascertain that the work performed is of a high standard and quality. To communicate regularly with supervisor on progress of work. Work independently as well as in a team.

**DUTIES** : Handling and use of tools, equipment and material to ensure effective repairs and maintenance to departmental buildings including construction and installations. Perform operational and maintenance functions of an advanced nature in the electrical field Supervise subordinates and maintain a quality control system by planning in advance Attend to administrative duties such as, obtaining quotes, placing of requisitions and record keeping Conduct inspections on new and existing electrical work Report writing with regards to progress of work.

**ENQUIRIES** : Mr. R. Moabelo on Tel No: 063 688 7798

**POST 31/225** : **ARTISAN PRODUCTION A (PLUMBER) REF NO: DSAC/2021/28**

**SALARY** : R190 653 per annum, (OSD)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : A Grade 10 Certificate or Abet; A Trade Test Certificate or a recognized Plumbing Certificate. A Valid Driver's License Competencies: A very good understanding and knowledge of tools and machinery Speedy response to requests for work. To ascertain that the work performed is of a high standard and quality To communicate regularly with supervisor on progress of work. Work independently as well as in a team

**DUTIES** : Handling and use of tools, equipment and material to ensure effective repairs and maintenance to departmental buildings including construction and installations. Perform operational and maintenance functions of an advanced nature in the plumbing field Supervise subordinates and maintain a quality control system by planning in advance Attend to administrative duties such as, obtaining quotes, placing of requisitions and record keeping Conduct inspections on new and existing plumbing work Report writing with regards to progress of work.

**ENQUIRIES** : Mr. R. Moabelo on Tel No: 063 688 7798

**POST 31/226** : **LIBRARY ASSISTANT (X19 POSTS)**  
(Community Libraries)

**SALARY** : R145 281 per annum (Level 04)  
**CENTRE** : Frances Baard District  
Greenpoint Community Lib. (Kimberley) Ref No: DSAC/2021/01 (X1 Post)  
Tshwarelela Primary School (Galeshewe) Ref No: DSAC/2021/02 (X1 Post)  
Tlapeng (Pampierstad) Ref No: DSAC/2021/03 (X1 Post)

Magogong (Hartswater) Ref No: DSAC/2021/04 (X1 Post)  
 Pescod Library (Kimberley) Ref No: DSAC/2021/05 (X1 Post)  
 Proefplaas (Jan Kempdorp) Ref No: DSAC/2021/06 (X1 Post)  
 Robert Sobukwe (Galeshewe) Ref No: DSAC/2021/07 (X1 Post)

Zf Mgcawu District

Augrabies Ref No: DSAC/2021/10 (X1 Post)  
 Aunt Dolletjies Library Ref No: DSAC/2021/11  
 Sandile Present Ref No: DSAC/2021/11  
 PKS District Office Ref No: DSAC/2021/13 (X2 Posts)  
 Breipal Ref No: DSAC/2021/14 (X1 Post)  
 Olierivier Ref No: DSAC/2021/15 (X1 Post)  
 Schmidtsdrift Ref No: DSAC/2021/16 (X1 Post)  
 Ikageng Ref No: DSAC/2021/17 (X1 Post)

Jtg District

Bendell Community Library Ref No: DSAC/2021/18 (X1 Post)

- REQUIREMENTS** : Grade 12 or equivalent qualification or related library qualification Computer literacy (MS Office programmes) Must be willing to work long hours or late in the evenings Competencies: Verbal and written communication skills Working knowledge of library methods and procedures Ability to operate library machines and systems Organizational planning and report writing skills
- DUTIES** : Perform circulation desk procedures Receipt of delivered consignments Shelves library materials and reads shelves Sorts and routes mail Assist with library programs and displays Assist with information searches to the patrons Opening and closing of the library Lend, collect books and issue fines for late returns Performs other related work as required Do organizing and filing
- ENQUIRIES** : Frances Baard: Mr. D. Lesetedi on Tel No: 082 610 0363  
 ZF Mgcawu: Mr. M. Smith on Tel No: 082 653 2076

**POST 31/227** : **LIBRARY ASSISTANT (X3 POSTS)**

- SALARY CENTRE** : R145 281 per annum (Level 04)  
 : FB District Office (Kimberley) Ref No: DSAC/2021/08 (X2 Posts)  
 : Head Office (Kimberley) Ref No: DSAC/2021/09 (X1 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification or related library qualification Computer literacy (MS Office programmes) Must be willing to work long hours or late in the evenings Competencies: Verbal and written communication skills Working knowledge of library methods and procedures Ability to operate library machines and systems Organizational planning and report writing skills
- DUTIES** : Processing of library materials, withdrawals (weeding), repair of books, and/or reconditions library materials Organizing and filing Completion of statistical reports for the District Performs other related work as required.
- ENQUIRIES** : Frances Baard/Head Office: Mr. D. Lesetedi on Tel No: 082 610 0363

**POST 31/228** : **DRIVER/ MESSENGER REF NO: DSAC/2021/24**

- SALARY CENTRE** : R145 281 per annum (Level 04)  
 : Pixley Ka Seme District Office – De Aar
- REQUIREMENTS** : Grade 10 certificate and a valid code 08 driver's license. Knowledge of the city in which the functions will be performed. Knowledge of the procedures to operate the motor vehicle (i.e trips authorisations; complete the log book of the vehicle), to obtain consumables (i.e petrol and oil) and to obtain basic services (i.e fixing a flat tyre) Competencies: Good interpersonal and communication skills and must be multilingual.
- DUTIES** : Drive light and medium motor vehicles to transport passengers and other items (e.g mail and documents) Do routine maintenance on the allocated vehicle and report defects timely Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled Render clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department; Copy and fax documents; Assist in the registry.
- ENQUIRIES** : Pixley Ka Seme: Ms. P. Dyantyi on Tel No: 063 693 6562

**POST 31/229** : **HANDYMEN REF NO: DSAC/2021/26 (X5 POSTS)**

- SALARY CENTRE** : R122 595 per annum (Level 03)  
 : Kimberley



<b><u>REQUIREMENTS</u></b>	:	A Grade 10 Certificate or Abet; A narrow range of work procedures and processes such as tools, machinery as well as safety precautions. Competencies: A fair knowledge of tools and machinery Speedy response to requests for work. To ascertain that the work performed is of a high standard and quality To communicate regularly with supervisor on progress of work. Work independently as well as in a team
<b><u>DUTIES</u></b>	:	Perform all operational and maintenance functions and repairing of machinery and equipment, including metals, wood and paint. Inspect and test equipment Perform routine inspections of working areas Maintain safety, plan and organize jobs Have a fair knowledge of installing and assembling equipment Report writing with regards to progress of work Render assistance to artisans.
<b><u>ENQUIRIES</u></b>	:	Mr. R. Moabelo on Tel No: 063 688 7798
<b><u>POST 31/230</u></b>	:	<b><u>CLERICAL ASSISTANTS: LIBRARY SERVICES (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R122 595 per annum (Level 03) Kimberley Ref No: DSAC/2021/19 (X2 Posts) Churchill Ref No: DSAC/2021/20 (X1 Post) MS Kitchin Ref No: DSAC/2021/21 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A grade 10 certificate. Knowledge of clerical duties, practices as well as the ability to operate a computer, ability to collect and capture data in the required formats. Knowledge of working procedures in terms of the working environment. Competencies and Skills: Communication. Good Interpersonal Skills. Flexibility and willingness to work long and extended hours. Ability to work as part of a team. Computer (MS Office). Planning and Organizing. Good Language proficiency. Good written and verbal skills. Work under pressure.
<b><u>DUTIES</u></b>	:	Select and sort returned items for repair, binding, shelving and discard categories Check and replace book identification cards, barcodes and other labels as necessary Shelf library material and perform shelf-reading Process books with magnetic tattle-tape strips Assist the Library Assistant to provide library administrative support and information services.
<b><u>ENQUIRIES</u></b>	:	Frances Baard District: Mr. D. Lesetedi on Tel No: 082 610 0363 John Taolo Gaetsewe District: Mr. I. Monaheng on Tel No: 066 729354
<b><u>POST 31/231</u></b>	:	<b><u>GENERAL WORKER (X8 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R102 534 per annum (Level 02) Head Office (Kimberley) (X7 Posts) Greenpoint Community Library (X1 Post) Head Office (Kimberley) DSAC/2021/30 Greenpoint Community LibraryDSAC/2021/31
<b><u>REQUIREMENTS</u></b>	:	A Grade 10 Certificate or Abet Competencies: Speedy response to requests for work. To ascertain that the work performed is of a high standard and quality To communicate regularly with supervisor on progress of work. Work independently as well as in a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work; Load and off-load furniture, equipment and any other goods to relevant destinations; Clean government vehicles; Clean relevant workstation.
<b><u>ENQUIRIES</u></b>	:	Mr. R.Moabelo on Tel No: 063 688 7798

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

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

**CLOSING DATE** : 17 September 2021  
**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

**OTHER POSTS**

**POST 31/232** : **MANAGER: MEDICAL SERVICES: GRADE 1**  
(Overberg District)

**SALARY** : Grade 1: R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs). Plus a rural allowance of 18% of basic salary.

**CENTRE** : Caledon Hospital (Theewaterskloof Sub-district)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years' experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and skills to do after hours work. Valid (Code B/EB) driver's license. The ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint, Internet and email). Strong business orientation proven management competencies specific to a health-care environment. Appropriate experience with proven skills and abilities in the clinical management of a health service.

**DUTIES** : Strategic and operational management of all health service platforms in the Theewaterskloof Sub-district, including PHC and district hospital services. Ensure safe clinical services and practices that comply with professional laws of the country and compatible with acceptable clinical practices. Set up systems to manage quality assurance in Theewaterskloof Sub-district to ensure support of the patient centered experience, compliance to national core standards, Ideal clinic standards and improved information management. Provide operational support to the office of the Director by effective and efficient use of allocated human, financial, infrastructure and health technology resources and to support service delivery of all the health service platforms in the Theewaterskloof Sub-district. Develop internal and external key partnerships in the sub-district to ensure a WOSA to address the BoD and move to a wellness approach.

**ENQUIRIES** : Ms W Kamfer Tel No: (028) 214-5800  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**POST 31/233** : **FACILITY MANAGER (PHC)**  
Chief Directorate: Metro Health Services

**SALARY** : R733 257 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Delft Community Health Centre  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Health related Degree or National Diploma. Experience: Appropriate experience in a managerial position in a NGO, private organisation or the state sector. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation and Health sector experience. Computer literacy.

**DUTIES** : General and operational management of a Community Health Centre, related services in the drainage area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes. Sound financial, Supply Chain Management and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with clients and communities served. Information and data management and Community Engagement.

**ENQUIRIES APPLICATIONS** : Mr A Patientia Tel No: (021) 815-8894  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**POST 31/234** : **DEPUTY DIRECTOR: FINANCE MANAGER**  
(Chief Directorate: Rural Health Services)

**SALARY** : R733 257 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Worcester Regional Hospital  
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a Financial Management and/or Accounting fields. Appropriate managerial and supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the Financial Business Units implementation. High level of computer literacy (Microsoft Office package). Strong people management skills, analytical thinking, problem solving, decision making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report writing.

**DUTIES** : Manage overall performance of Finance, Supply Chain Management, Revenue departments. Co-ordinate processes to ensure compliance with supply chain policies, the PFMA and regulations as well as Treasury Instructions to achieve effective and efficient Corporate Governance. Analyze, interpret and report on relevant financial data for various FBUs, including management. Monitor overall hospital budget, expenditure patterns and revenue projections. Function within the Executive Management Team. Provide support to the Hospital Facility Board's finances.

**ENQUIRIES APPLICATIONS** : Ms E Vosloo Tel No: (023) 348-1113  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Shortlisted candidates may be subjected to a practical test and/or competency test. No payment of any kind is required when applying for this post.

**POST 31/235** : **ASSISTANT MANAGER NURSING (HEAD OF NURSING)**  
Central Karoo District

**SALARY** : R562 800 per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)

**CENTRE REQUIREMENTS** : Nelspoort Hospital  
: Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's license. Work overtime, day or night should the need arise. Competencies (knowledge/skills): Good conflict management and communication (writing and verbally) skills. Ability to work effectively and amicably, at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own

work, and that of the units which report to the post, and to ensure appropriate interventions to enhance all services at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Proficiency in at least two of the three official languages of the Western Cape.

**DUTIES** : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality care within set standards and legal framework within the service framework of COPC, Primary healthcare and the acute hospital. Participate in analysis, formulation and implementation of all guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilization of human, financial and physical resources. Co-ordinate the provision of effective training and research. Provide effective support to Nursing services, Administration services and Support services and maintain professional self-development. Co-ordinate, monitor and participate clinically in the COPC, Primary Health Care Clinic and the Acute Hospital.

**ENQUIRIES** : Dr A J Muller Tel No: (023) 414-8202

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

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

**POST 31/236** : **OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE)**

**SALARY** : R562 800 per annum (PN-B3)

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Operating Theatre Nursing Science in terms of R212. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Theatre Technique after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.

**DUTIES** : Provide leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071

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

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

**POST 31/237** : **HEALTH DATA SCIENTIST**

Directorate: Information Management (Health Impact Assessment)  
Re advert candidates who already applied don't need to re-apply.

**SALARY** : R470 040 per annum

- CENTRE** : Head Office, Cape Town) (Based at Norton Rose House, 8 Riebeeck Street, Cape Town)
- REQUIREMENTS** : Minimum educational qualification: Undergraduate or Postgraduate Degree: Majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics, Demography, Biostatistics, Epidemiology. Experience: Appropriate experience in the following: Handling and manipulating large datasets using enterprise database technologies. Building SQL-based ETL processes. Advanced SQL programming. Building web-based reports, preferably using enterprise reporting tools. Team-based software development and management approaches. Data analysis based on large datasets. Experience with health data would be advantageous. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Ability to design databases and build new ETL processes. Ability to code proficiently in one computer or statistical environment with an aptitude to learn others as needed. Analytic skills to conceptualise and execute data extraction and analysis tasks. Ability to conceptualise, design and implement efficient data-driven reports.
- DUTIES** : Assist with the development and maintenance of data take-on processes and curation of routine health data. Data Analysis & developing web-based reports. Process and deliver against data requests of varying complexity. Supervise junior data staff as required. Administratively support the functioning of the Provincial Health Data Centre.
- ENQUIRIES** : Prof A Boule Tel No: (021) 483-9341
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. A competency test may form part of the selection process. The Provincial Department of Health in the Western Cape has established the Provincial Health Data Centre for the consolidation of all person-level health data in support of patient care and health system operations. The Department seeks to appoint a suitable, qualified, and motivated Data Scientist to further develop and maintain this key initiative. The successful candidate will be responsible for both developing and maintaining routine reporting from the consolidated environment, as well as responding to internal data requests.
- POST 31/238** : **PROFESSIONAL NURSE GRADE 1 TO 2: SPECIALTY (OCCUPATIONAL HEALTH AND SAFETY)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R383 226 per annum (PN-B1)  
Grade 2: R471 333 per annum (PN-B2)
- CENTRE** : Valkenberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with the SANC. 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 the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays to meet the operational requirements. A valid Code B/EB Drivers license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Computer skills.
- DUTIES** : Manage staff wellness clinic. Provide occupational Health clinical services and a safe and healthy workplace. Conduct risk assessment audits. Provide advisory services on OHS matters. Ensure an effective and efficient

		administrative system and control of the occupational health clinic. Liaise with IPC related matters.
<b><u>ENQUIRIES</u></b>	:	Mr M Photo Tel No: (021) 826-5801
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 31/239</u></b>	:	<b><u>PACS/RIS ADMINISTRATOR</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Children's Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Information Technology. Experience: Appropriate experience in Digital Medical Imaging workflow, procedures, and equipment and/or Information Technology. Appropriate experience in the medical imaging environment and/or medical informatics. Appropriate experience in the IT environment especially with troubleshooting, and first level support in computers and network. Appropriate experience in PACS / RIS Systems and applicable international standards (DICOM, IHE, HL7). Competencies (knowledge/skills): Ability to work under pressure, independently and in a team context. Good interpersonal skills within work context. Project management skills. Teaching and training skills.
<b><u>DUTIES</u></b>	:	Support and coordinate technical systems within the healthcare environment. Draft and implement applicable systems, policies, regulations and procedures to ensure efficient system support, monitoring of performance, quality assurance and recoverability systems to uphold the integrity of information. Troubleshooting in terms of Windows and Network administration and institutional information systems. Effect and monitor DICOM analysis. Manage and coordinate agreements between the Hospital and PACS/RIS vendor. Manage PACS / RIS change control. Provide first line support for hardware and software of the PACS / RIS solution. Provide training of personnel in the optimal use of the PACS / RIS solution. Provide technical advice to management regarding the procurement of imaging modalities and other information systems to ensure integration with the PACS /RIS solution. Liaise with management and report on technical advice regarding the expansion of the PACS / RIS solution to allow additional functionality, to connect additional modalities and to accommodate growth. Assist with outreach to other Provincial Hospitals as required.
<b><u>ENQUIRIES</u></b>	:	Ms A Vlok Tel No: (021) 658-5104, Prof T Kilborn Tel No: (021) 658-5101
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 31/240</u></b>	:	<b><u>STATISTICIAN (X2 POSTS)</u></b>
		Directorate: Information Management
		Re advert candidates who already applied don't need to re-apply.
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town (Based at Norton Rose House, 8 Riebeeck Street, Cape Town)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Bachelor's Degree majoring in one or more of the following: Mathematics, Statistics, Population studies or related cognate disciplines. Experience: Appropriate working experience in data collection, analysis, evaluation and interpretations or equivalent experience gained through post-graduate studies at least to master's level. Experience with health data would be advantageous. Inherent requirements of the job: Valid (Code B/EB) drivers license and willingness to travel. Competencies (knowledge/skills): Proficient in SAS, SPSS, R, Python, Stata or other statistical packages. Proficiency with relational databases (e.g. MS-SQL, MySQL, Postgress, SQLite), or noSQL database (e.g. MongoDB) or high-volume data processing in statistical environments. Exceptional aptitude for data processing analysis and automation. Ability to conceptualise, design and operationalise efficient data-driven reports.
<b><u>DUTIES</u></b>	:	Effective and efficient inspecting, cleaning, transforming and modelling of data with the goal to discover useful trends and information that will support decision making. Conceptualising, defining and delivering new reports, as well

as improving existing ones. Assist with the development and maintenance of take-on and curation of routine health data. Draw out the main messages from research and use essential supporting information to derive conclusions that will apply to the entire population. Administratively support the functioning of the Provincial Health Data Centre and provide technical guidance, advice and consultation to co-workers, other government departments and internal committees & in doing so enhance interoperability.

**ENQUIRIES** : Prof A Boule Tel No: (021) 483-9973  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

**NOTE** : No payment of any kind is required when applying for this post. A competency test may form part of the selection process. The Provincial Department of Health in the Western Cape has established the Provincial Health Data Centre for the consolidation of all person-level health data in support of patient care and health system operations. The Department seeks to appoint suitably qualified and motivated Statisticians to further develop and maintain this key initiative. The core focus will be to translate data into actionable intelligence by applying data processing and analytic methods to analyze, interpret, summarize and unlock value in large datasets allowing the Department to continuously monitor and improve on the impact of health interventions.

**POST 31/241** : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (NEUROLOGY)**

**SALARY** : Grade 1: R317 976 per annum  
 Grade 2: R372 810 per annum  
 Grade 3: R439 164 per annum

**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Neurology. Registration with a professional council: Registration with the HPCSA as Clinical Technologist in Neurology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology 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 HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years’ relevant experience after registration with the HPCSA in Clinical Technology 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 Clinical Technology in respect of RSA qualified employees. Minimum of 21 years’ relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Willingness to work overtime when required. Must be able to function in all areas of the hospital, e.g. laboratory, ICU, theatres, etc. Competencies (knowledge/skills): Advanced knowledge of Clinical Neurology and the skill to work with Paediatric, Adult and Geriatric patients. Relevant experience in all aspects of Clinical Neurophysiology. Experience with intra-operative monitoring, as well as subdural electrode EEG recording, and long-term video-EEG monitoring is strongly recommended.

**DUTIES** : Perform high quality diagnostic procedures such as: EEG, NCS, Evoked potentials, Polysomnography/ MSLT and Long-Term Epilepsy EEG Monitoring, including subdural electrode monitoring. Equipment management and quality control. Carry out all duties pertaining to laboratory patient administration. Training of Neurological Clinical Technologists and Neurology Registrars. Assist with research and clinical trials.

**ENQUIRIES** : Ms C Hanekom, email address: [Carla.bailey@westerncape.gov.za](mailto:Carla.bailey@westerncape.gov.za)  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

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

- POST 31/242** : **FOOD SERVICES MANAGER**
- SALARY** : R257 508 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: A three-year diploma/degree or equivalent in Food Service or Hospitality Management. Experience: Appropriate experience in a Food Services or Hospitality environment. Appropriate supervisory experience. Inherent requirement of the job: The Food Services Component renders a 7- day week function. The successful candidate will be required to work shifts and weekends. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Ability to communicate at least two of the three official languages of the Western Cape. Conversant with the Labour Relations Act, Food Services Policies and the Occupational Health and Safety Act. Manage and empowering a very large staff team, drawing up and implementing training schedules.
- DUTIES** : Operationally manage the food preparation, distribution and serving of meals in the Food Services Department. Responsible for hygiene and safety standards. Effective utilisation of the Food Service team including equipment and utensils. Ordering of food consumables and Vendor Contract Management. Enact Human Resource Management when required, inclusive of leave, disciplinary code of conduct, time keeping, filling of vacant posts in the Department etc. Manage financial resources inclusive of the food costing and weekly statistics.
- ENQUIRIES** : Ms A van Schalkwyk Tel No: (021) 404-4042  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates might be subjected to a competency test.
- POST 31/243** : **BUILDING MANAGEMENT SYSTEM: OPERATOR**
- SALARY** : R173 703 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in operation of Building Management Systems (BMS) software. Inherent requirements of the job: A valid vehicle driver's license. Willingness to work shifts, weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to monitor and acknowledge faults through the BMS software. Ability to carry out general electrical and/or electronic tasks. Ability to perform minor general BMS repairs and maintenance. Ability to communicate in at least two of the three official languages of the Western Cape. Computer Literacy (MS Word, MS Excel, MS Outlook). Electrical or Electronic background will be an added advantage.
- DUTIES** : Provide effective technical support to the supervisor. Control over service contractors in the division. Keep an up to date record of systems and administration functions regarding the BMS functioning, equipment maintenance and evaluation. Manage, monitor and assist with general BMS related tasks. Undertake the input of information in computer applications. Handle BMS machinery and equipment as well as telephonic queries. Assist other departments within the department set-up when it is required.
- ENQUIRIES** : Mr AK Mgcodo Tel No: (021) 404-6251  
 Mr N Sauls Tel No: (021) 404-5055  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Potential candidates might be subjected to a competency test.
- POST 31/244** : **DRIVER (HEAVY DUTY VEHICLE)**  
 (West Coast District)
- SALARY** : R122 595 per annum  
**CENTRE** : Citrusdal Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience of transporting personnel and goods. Inherent requirements of the job: Valid (Code B/C1/EB) drivers license. Valid PDP (must be valid at the time of the closing of the post). Must be physically fit and able to load/unload heavy



goods/equipment. Willingness to do standby for the transporting of blood after hours (weekends and public holidays). Competencies (knowledge/skills): Must be able to speak clearly and legible. Must be able to speak in two of the three official languages of the Western Cape. Knowledge of Transport regulations (Handbook 1 of 2019). Ability to accept accountability, responsibility and to work independently. Must be able to read and write accurately.

**DUTIES** : Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine inspection, maintenance, cleaning of vehicles and report any defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

**ENQUIRIES** : Mr SP Cupido Tel No: (022) 921-2153

**APPLICATIONS** : The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

**FOR ATTENTION** : Mr SP Cupido

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

**POST 31/245** : **FOOD SERVICE AID**  
(Chief Directorate: Rural Health Services)

**SALARY** : R102 534 per annum

**CENTRE** : Worcester Hospital

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale food service unit. Inherent requirements of the job: Ability to lift and move heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): The ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. The ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.

**DUTIES** : Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving of food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.

**ENQUIRIES** : Ms H Botha Tel No: (023) 348-1222

**APPLICATIONS** : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

**FOR ATTENTION** : Ms H Swart

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

**POST 31/246** : **HOUSEHOLD AID**

**SALARY** : R102 534 per annum

**CENTRE** : Red Cross War Memorial Children's Hospital

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.

**DUTIES** : Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the

supervisor with regards to general housekeeping duties. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.)

**ENQUIRIES** : Ms L Chenga Tel No: (021) 658-5436  
**APPLICATIONS** : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

**FOR ATTENTION** : Ms T Nqola  
**NOTE** : Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.

**POST 31/247** : **PORTER**

**SALARY** : R102 534 per annum  
**CENTRE** : Red Cross War Memorial Children's Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate porter duty experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including nightshifts, weekends and public holiday. Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards. Transport of Blood and Specimen.

**ENQUIRIES** : Mr F Snyders Tel No: (021) 658 5457  
**APPLICATIONS** : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.  
**FOR ATTENTION** : Ms T Nqola  
**NOTE** : No payment of any kind is required when applying for this post.

**POST 31/248** : **CLEANER**  
 Cape Winelands Health District

**SALARY** : R102 534 per annum  
**CENTRE** : Mbekweni CDC, Drakenstein Sub-district  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirements of the job: Relief according to the needs of the service. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

**DUTIES** : General cleaning and maintenance (i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Dispose/handle all waste according to waste policy. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues.

**ENQUIRIES** : Ms C Solomons Tel No: (021) 862-4520  
**APPLICATIONS** : To the Primary Health Care Manager: Drakenstein Sub-district, Private Bag X3043, Paarl, 7646.  
**FOR ATTENTION** : Ms J Cecils  
**NOTE** : No payment of any kind is required when applying for this post.

**DEPARTMENT OF EDUCATION (WCED)**

**APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.

**CLOSING DATE** : 17 September 2021  
**NOTE** : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

#### **OTHER POSTS**

**POST 31/249** : **ASSISTANT DIRECTOR: ASSURANCE REF NO: 205**  
Directorate: Internal Control

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Relevant recognised 3-year post matric qualification (Degree/National Diploma in Financial Accounting/ Auditing. Three to five years of relevant work experience in an accounting/internal control/auditing and governance environment. Valid Code B/EB driver's license. Competencies (knowledge/skills): Knowledge of Policy Development. Knowledge of Budgeting processes. Knowledge of financial norms and standards and the pre-scripts that governs it. Knowledge of financial systems. Knowledge of accounting, internal control/supply chain management. Knowledge of risk management. Extensive knowledge of Compliance and Financial management including the legislative framework that governs it on financial and non-financial issues. Knowledge of Human Resource Management. The ability to interpret and apply financial policies, procedures, and prescripts. Excellent presentation and report writing skills. Outstanding planning, organisational and people management skills; computer literacy (including MS Word & MS Excel); interpersonal relations; communication, formulation and evaluation skills, ability to handle conflict management; the ability to lead and direct teams, project management; research; problem solving and analytical thinking.

**DUTIES** : Render an Assurance Service: Monitoring of compliance with regulatory framework: Conduct regular reviews at Departmental components in accordance with a pre-determined program to detect matters of non-compliance. Submit reports on the review finding to relevant managers, including the root causes for non-compliance. Monitor whether identified non-compliance is being addressed by the relevant components. Provide assistance with the development of corrective action plans for the relevant component, where necessary. Monitor implementation of corrective action plans. Co-ordinate financial/non-financial responses for the department in respect on external audits. Maintain financial information and knowledge management. Perform a post compliance function, particularly on financial documentation. Co-ordinate financial/non-financial responses for the department in respect on internal/ external audits including: complete follow-ups, liaise with management on audit matters. Maintain financial information and knowledge management by maintaining and updating a shared drive (on the network) of all issued departmental/financial instructions and standard operating procedures. Ensure proper governance: Develop policies, procedures and processes pertaining to internal control. Identify, monitor, and render advice on departmental/financial instructions and standard operating procedures development within other components of the Department. Maintain a database of all issued departmental/financial instructions and standard operating procedures. Liaise with management and advise on policy and procedure trends. Perform managerial and supervisory tasks: The management of staff, including training and development, leave management, performance and attendance management.

**ENQUIRIES** : Ms W Salie Tel No: 021-467 2680

**POST 31/250** : **ASSISTANT DIRECTOR: FRAUD AND LOSSES MANAGEMENT REF NO: 204**  
Directorate: Internal Control

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Relevant recognised 3-year (NQF Level 6) post matric qualification (Degree/National Diploma in Financial Accounting/Auditing). Three to five years of relevant work experience in an accounting/internal control/auditing and governance environment. Valid Code B driver's license. Competencies: Knowledge of Acts and regulations i.e. PFMA; Treasury Regulations; Public Service Act and Public service Regulation; Knowledge of risk management framework and techniques; Knowledge of internal controls and techniques; and Knowledge of human resource management. Skills: The ability to interpret and apply procedures, policies and prescripts; planning and organisational skills; formulation and evaluation skills; report writing skills; presentation skills; computer literacy (incl. MS Word/MS Excel/MS PowerPoint, etc.). Personal Attributes: Organisational skills; interpersonal relations; ability to handle conflict management; good work ethic; ability to persuade and influence; problem solving; analytical thinking; the ability to supervise and work in a team; the ability to lead and direct teams.

**DUTIES** : Provide Fraud and Losses Management Services - provide support with the management of fraud and prevention in the Department by: Ensuring an effective system is in place to manage and consolidate recommendations/allegations/complaints received from institutions for example: Provincial Forensic Services. Public Service Commission and Department Officials; Maintaining adequate record of all recommendations/allegations/complaints received for implementation or further handling. Liaising regularly, where applicable, with the external assurance providers. Liaising regularly with management and monitor implementation of recommendations. Assessing management feedback and conclude on recommendations. Reporting monthly/quarterly on caseload. Supervising staff responsible to monitor and follow-up on the implementation of action plans. Attending meetings with senior management and where applicable prepare presentations. Maintaining adequate record and safeguard work and Coordinating the fraud awareness training as required for departmental officials. Ensure Proper Governance and Ethics: Develop procedures and processes pertaining to internal control. Liaise with management and advise on policy and procedure trends and updates. Coordinate the bi-annual submission of gifts by department officials and report accordingly in terms of compliance. Perform Managerial and Supervisory Tasks: The management of staff, including training and development, leave management, performance and attendance management.

**ENQUIRIES** : Ms W Salie Tel No: 021- 467 2680

**POST 31/251** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT (E-FILING) REF NO: 209**  
Directorate: Knowledge and Information Management

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : 3 -year degree/diploma (or equivalent NQF 6) with 3 years relevant experience in a Records Management or ICT environment. Records Management certificate. A valid Code B driver's license. Recommendations: Extensive appropriate practical proven supervisory experience in a records management or ICT environment. Knowledge and understanding of the Provincial Archives and Record Service Act (Act No 43 of 1996).

**DUTIES** : Assist the departmental Records Manager to manage, maintain, and ensure safekeeping of the various information resources of the department. Construct and maintain integrated document and records management in all formats in an integrated manner. Assist to maintain and implement a disaster recovery plan for the protection of vital records. Manage, maintain and control over the application of electronic records management and systems. Assist with the drafting of a departmental electronic records management strategy aligned to

the relevant national and provincial strategies. Assist the departmental Records Manager management governance and strategic records management outcomes. Assist with the development of a resource plan to sustainably manage electronic records management across the department. Coordinate, Implement and manage e-filing records management projects for electronic systems, properly documented. Ensure electronic systems implemented complies with the requirements of the WCARS and compliant to records management capabilities. Assist to maintain relationship building with the WCARS, other departments, management, and records management clients as well as actively contribute to the departmental Records Management Forum. Implement and maintain well-structured records classification systems to ensure effective and efficient identification, retrieval, and life cycle management of electronic information. Manage and control the electronic Register of Files Opened (jTrack). Ensure that the implementation of content management systems and electronic business process systems are managed in accordance with the requirements of the WCARS. Ensure the quality assurance, execution, and management of the departmental electronic mail dissemination process for internal mass communication. Monitor and implement sound electronic records management practices and good governance compliant to the requirements of the Provincial Archives and Record Services of the Western Cape, 2005 [Act 3 of 2005]. Liaison, management, and collaboration with DotP: CEI on the maintenance of the Transversal issue Management System (IMS)

- ENQUIRIES** : Mr S Hansraj Tel No: 021- 467 2086
- POST 31/252** : **ASSISTANT DIRECTOR: MARKING SERVICES REF NO: 237**  
Directorate: Assessment Management
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : A recognised three - or four-year qualification (in teaching would be an advantage). At least 5 years' appropriate experience in a supervisory capacity. Experience in management, support or implementation of marking of NSC, SC or AET scripts. A valid driver's license. Proficiency in at least two official languages of the Western Cape.
- DUTIES** : The successful candidate will be responsible and accountable for the following tasks: manage the administration and training of marking officials for the NSC, SC and AET examinations; support the online marker systems; write submissions to appoint markers; arrange meetings; support training of markers; manage administration support of marking centres; manage re-mark and re-view processes of the department; develop media/manuals to support marking processes; support payment processes for marking officials; assist re-mark projects, competency tests for markers and awards functions as required; manage attendance, daily work and deliverables of marking unit; ensure SOPs are developed for sections of the marking unit; manage resources and procure resources as required.
- ENQUIRIES** : Mr J Parbhoo Tel No: 021- 467 2572