



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 36 OF 2021

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
BASIC EDUCATION	A	03 - 05
COOPERATIVE GOVERNANCE	B	06 - 07
DEFENCE	C	08 - 22
EMPLOYMENT AND LABOUR	D	23 - 32
FORESTRY, FISHERIES AND THE ENVIRONMENT	E	33 - 38
GOVERNMENT PENSIONS ADMINISTRATION AGENCY	F	39 - 43
GOVERNMENT PRINTING WORKS	G	44 - 45
HEALTH	H	46 - 47
HIGHER EDUCATION AND TRAINING	I	48
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	J	49 - 59
NATIONAL PROSECUTING AUTHORITY	K	60 - 78
OFFICE OF THE CHIEF JUSTICE	L	79 - 81
PLANNING MONITORING AND EVALUATION	M	82 - 83
PUBLIC WORKS AND INFRASTRUCTURE	N	84 - 87
SMALL BUSINESS DEVELOPMENT	O	88 - 89
SOUTH AFRICAN POLICE SERVICE	P	90 - 91
TRANSPORT	Q	92 - 94
WATER AND SANITATION	R	95 - 106

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	S	107 - 129
GAUTENG	T	130 - 170
KWAZULU-NATAL	U	171 - 193
LIMPOPO	V	194 - 207
MPUMALANGA	W	208 - 215
NORTHERN CAPE	X	216 - 225
NORTH WEST	Y	226 - 230
WESTERN CAPE	Z	231 - 240

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 or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 29 October 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 certified must be attached if required. Required documents need not be certified when applying for 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 36/01** : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND SOCIAL RESPONSIBILITY REF NO: 30393/01**
Branch: Finance and Administration
Chief Directorate: Human Resource Management, Development and Labour Relations
Directorate: Human Resource Development and Social Responsibility

- SALARY** : R1 057 326 per annum, All-Inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a relevant Bachelor's degree or equivalent qualification (NQF Level 7) as recognised by SAQA. At least five (5) years' experience at middle/senior management level executing Human Resources Development and Social Responsibility duties. Experience in the management of skills development and training, employment equity, employee health and wellness, bursary, internship and learnership programmes; Ability to manage, co-ordinate and support capacity building and training programmes for departmental employees; Ability to facilitate the development and maintenance of the Workplace Skills Plan (WSP) and Human Resource Development Plan (HRD Plan); Ability to manage the internal and compulsory induction and bursary programmes; Ability to manage the implementation of the employee health and wellness programme and compile 4 PILLARS operational plans and relevant reports; Ability to organise commemorations and campaigns. Sound knowledge of relevant legislations is essential including the Employment Equity Act, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Service Regulations, Labour Relations Act, Employment of Educators Act, Basic Conditions of Employment Act, Employment Equity Act, Public Finance Management Act and National Skills Development Strategies. Sound understanding of the Recognition of Prior Learning (RPL), the role of the Sector for Education, Training and Authority (SETAs). Understanding of the Performance Management and Development System and Processes. He or she be in possession of the following skills: counselling, analytical, problem solving, planning, facilitation, communication, financial management; and organisational skills; Highly credible professional with good leadership, people management and empowerment, policy making, conflict resolution, negotiation and sound management skills; must a team player and strategist. Process competencies: Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills. Core Competencies: Strategic capacity and leadership, People

- Management and Empowerment, Financial Management, Change management.
- DUTIES** : The successful candidate will be responsible for managing and monitoring the implementation of skills development and training, employment equity, internship, learnership, bursary, employee health and wellness and diversity management programmes. Compiling Workplace Skills, Human Resource Development Implementation, Employment Equity, Employee Health and Wellness (4 PILLARS) Operational Plans and relevant reports. Assessing the impact of training within the Department. Conducting skills audit. Conduct PMDS, induction and diversity management workshops. Organising campaigns and commemorations. Ensuring successful administration and implementation of the internship and learnership programmes; Managing the development, maintenance, monitoring and interpretation of the employment Equity Plan (EEP); Ensuring that the department complies with reporting requirements in line with the EEP; Providing expert advice to the department in pursuit of EEP targets and requirements; Managing issues of diversity such as race, gender and disability.
- ENQUIRIES** : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
- NOTE** : A Certificate for SMS pre-entry programme is required for all SMS 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.

OTHER POST

- POST 36/02** : **ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION, RESEARCH AND DATA PROCESSING REF NO: DBE/59/2021**
(One-Year Renewable Contract)
Branch: Delivery and Support
Chief Directorate: Planning and Implementation Support
Directorate: School Level Planning, Monitoring Development and Support
The Department of Basic Education (DBE) has put measures in place to support the implementation of school improvement support programmes. Such support often takes the form of assisting with strengthening the utilisation of data to craft data-driven interventions to improve learner performance, so as to bring about an improvement in the overall quality of our education system. As part of this process, the DBE is inviting applications for a suitably qualified individual to be appointed as a Systems Administrator.
- SALARY** : R470 040 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicant should have a three-year relevant post matric qualification (NQF Level 6) or equivalent qualification. Three (3) years relevant experience. Advanced computer skills in MS Office (Word, PowerPoint, Excel, Access and Outlook); Experience in the development and testing of data management templates to generate electronic reports. Ability to carry out research and analysis of data. Good knowledge of different programmes and methods to analyse qualitative and quantitative data. Excellent writing and presentation skills. Ability to work with a team and under pressure to meet deadlines.
- DUTIES** : The successful candidate will be developing data management templates and systems to capture and analyse data/information submitted; Receive and monitor actual school visit reports on a daily/weekly basis from monitors in provinces; Capture analysed data to generate reports; Consolidate school visit reports, generate electronic district, provincial and national reports; Quality assure statistical and textual data on actual visit reports from monitors; Provision of guidance and support to Project Managers and monitors on

completion and consolidation of data on monitoring instruments; Disseminate reports and relevant information to Project Managers and provinces and perform any other functions as deemed appropriate by the Director within the ambit of the labour law.

ENQUIRIES
NOTE

- : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
- : Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

CLOSING DATE : 05 November 2021

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. 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 36/03 : **DEPUTY DIRECTOR: MUNICIPAL REVENUE ENHANCEMENT AND DEBT COLLECTION REF NO: 30425/01**

SALARY : R733 257 per annum (Level 11), an all-inclusive remuneration package

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate plus a three-year Bachelor's degree or a three-year National diploma in Accounting/Financial Management, Public Administration or equivalent qualification with 3 to 5 years' experience in a related field. Additional requirements: Driver's licence. Extensive travelling. 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: Financial management. Policy analysis auditing or internal audit. Comprehensive knowledge and understanding of: Municipal Finance Management Act (MFMA); Treasury Regulations; Division of Revenue Act (DoRA); and Public Finance Management Act (PFMA).

DUTIES : The successful candidate will perform the following duties: manage the development and implementation of revenue enhancement initiatives to enhance revenue collection of the municipalities. Monitor and report on the payment of government debt to municipalities. Monitor and report on credibility of credit controls and debt policies and its by-laws in municipalities. Manage the coordination and development of municipal debt collection strategies financial recovery plans.

ENQUIRIES : Ms Z. Ndaleni Tel No: 012 334 4999

APPLICATIONS : may be submitted electronically via email to cogta89@ursonline.co.za. For application enquiries contact URS Response Handling on: 012 811 1900.

POST 36/04 : **WAGE ADMINISTRATOR: COMMUNITY WORKS PROGRAMME REF NO: 30425/02**

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate or equivalent qualification. No experience required. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Data management administration. EPWP / CWP MIS. Public Finance Management Act. Payroll system.

DUTIES : The successful candidate will perform the following duties: Verify the personal information of all the new CWP participants and amendments to the information of existing participants for completeness, compliance and authenticity. Confirm the correctness of the payment information for each CWP participants and effect pre-approval and submit for second level approval. Liaise with the Implementation Agents (IAs) on outstanding and/or incorrect personal and payment information. Follow-up on progress with payments, payment rejections and resubmit. Administer CWP wage payment enquiries and queries.

ENQUIRIES : Mr K. Rakau Tel No: 012 334 0688
APPLICATIONS : Applications may be submitted electronically via email to cogta90@ursonline.co.za. For application enquiries contact URS Response Handling on: 012 811 1900.

POST 36/05 : **REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT REF NO: 30425/03**

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate or equivalent qualifications. No experience required. Generic competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal Relations. Team work. Planning and Execution. Technical competencies: Filing systems. Mail procedure manual. Messenger services. Promotion of Access of Information Act. National Archives Act.

DUTIES : The successful candidate will perform the following duties: Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/or disposal.

ENQUIRIES : Mr J. Tidimane Tel No: (012) 334 0734
APPLICATIONS : Applications may be submitted electronically via email to cogta91@ursonline.co.za. For application enquiries contact URS Response Handling on: 012 811 1900.

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 29 October 2021 @ 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 36/06** : **SECRETARY GR II, REF NO: SAAF/25/21/01**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : AFB Bloemspruit (16 SQN), Bloemfontein
- REQUIREMENTS** : A minimum of Grade 12 or equivalent. Secretarial Diploma/Degree/Certificate will be an advantage, 2-3 years' experience in admin and rendering a support service to senior management. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills. A background as legal secretary will be an advantage.
- DUTIES** : Provide a secretarial support service. Record appointments and events and manage the Manager's diary. Receive telephone calls and refer to the correct role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep

a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

**ENQUIRIES
APPLICATIONS**

: Maj A. Mbiza/WO2 M.V. Maretele Tel No: (051) 405 6310/6178
: Department of Defence, Air Force Base Bloemspruit, Private Bag X20608,
Bloemspruit 9364.

POST 36/07

: **SECRETARY GR II, REF NO: SAAF/25/21/02**

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 per annum (Level 05)
: AFB Waterkloof (21SQN), Pretoria
: A minimum of Grade 12 or equivalent. Secretarial Diploma/Degree/Certificate will be an advantage, 2-3 years' experience in admin and rendering a support service to senior management. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills. A background as legal secretary will be an advantage.

DUTIES

: Provide a secretarial support service. Record appointments and events and manage the Manager's diary. Receive telephone calls and refer to the correct role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

**ENQUIRIES
APPLICATIONS**

: WO2 L. Mkgatsi/F Sgt N.E. Tshabalala Tel No: (012) 672 3064/3.
: Department of Defence, Air Force Base Waterkloof, Private Bag X1001,
Lyttleton 0140.

POST 36/08

: **SECRETARY REF NO: SAAF/25/21/03**

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 per annum (Level 05)
: AFS Port Elizabeth (PROC UNIT), Eastern Cape
: A minimum of Grade 12 or equivalent. Secretarial Diploma/Degree/Certificate will be an advantage, 1-2 years' experience in admin and rendering a support service to senior management. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents

DUTIES

and situations. Excellent secretarial skills. A background as legal secretary will be an advantage.

: Provide a secretarial support service. Record appointments and events and manage the Manager's diary. Receive telephone calls and refer to the correct role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

**ENQUIRIES
APPLICATIONS**

: Maj E.J. Fatyi/WO1 E.Reed Tel No: (041) 505 1498/1463
: Department of Defence, Air Force Station Port Elizabeth, Private Bag X6017, Port Elizabeth 6001

POST 36/09

: **SECRETARY REF NO: SAAF/25/21/04**

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 per annum (Level 05)
: AFB Overberg Western Cape
: A minimum of Grade 12 or equivalent. Secretarial Diploma/Degree/Certificate will be an advantage, 1-2 years' experience in admin and rendering a support service to senior management. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills. A background as legal secretary will be an advantage.

DUTIES

: Provide a secretarial support service. Record appointments and events and manage the Manager's diary. Receive telephone calls and refer to the correct role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

ENQUIRIES

: Maj B. Myatona Tel No: (028) 425 4031
WO2 J. Mentoor Tel No: (028) 425 4034

APPLICATIONS : Department of Defence, Air Force Overberg, Private Bag X14, Bredasdorp 7280

POST 36/10 : **SECRETARY REF NO: SAAF/25/21/05 (X4 POSTS)**

SALARY : R173 703 per annum (Level 05)
CENTRE : SAAF Headquarters Unit, Dequar Road, Pretoria
REQUIREMENTS : A minimum of Grade 12 or equivalent. Secretarial Diploma/Degree/Certificate will be an advantage, 1-2 years' experience in admin and rendering a support service to senior management. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills. A background as legal secretary will be an advantage.

DUTIES : Provide a secretarial support service. Record appointments and events and manage the Manager's diary. Receive telephone calls and refer to the correct role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

ENQUIRIES : Lt Col B.V. Gumede Tel No: (012) 312 1366

WO2 N.L. Mathebula Tel No: (012) 312 2879

APPLICATIONS : Department of Defence, South African Air Force Headquarters Unit, Private Bag X199, Pretoria 0001

POST 36/11 : **FOOD SERVICE AID II REF NO: SAAF/25/21/06 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : AFB Makhado, Venda, Limpopo
REQUIREMENTS : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.

DUTIES : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.

ENQUIRIES : Maj S.L. Malatjie/Ms M. Magwedzha Tel No: (015) 577 2004/2007

APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado 0920.

- POST 36/12** : **FOOD SERVICE AID II REF NO: SAAF/25/21/07**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AFB Langebaanweg, Western Cape
- REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
- ENQUIRIES** : Lt Col D. Els/Capt M.L. Du Plessis Tel No: (022) 706 2515/2571
- APPLICATIONS** : Department of Defence, Air Force Base Langebaanweg, P.O. Box 7375
- POST 36/13** : **FOOD SERVICE AID II REF NO: SAAF/25/21/08 (X2 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : 68 Air School, Pretoria
- REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
- ENQUIRIES** : Maj V. Mahangu/WO2 R.O.Olyn Tel No: (012) 351 5039/5048.
- APPLICATIONS** : Department of Defence, 68 Air School, Private Bag X15088, Lyttelton 0140.
- POST 36/14** : **FOOD SERVICE AID II REF NO: SAAF/25/21/09 (X3 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AFB Durban, KwaZulu-Natal
- REQUIREMENTS** : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
- ENQUIRIES** : Lt P.Temba/ WO2 M.G. Wakhaba Tel No: (031) 450 4883/4821
- APPLICATIONS** : Department of Defence, Air Force Base Durban, P.O. Box 1120, Amanzimtoti 4125.
- POST 36/15** : **FOOD SERVICE AID II REF NO: SAAF/25/21/10 (X3 POSTS)**
- SALARY** : R102 534 per annum (Level 02)

- CENTRE REQUIREMENTS** : AFB Bloemspruit, Free State
 : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
- ENQUIRIES APPLICATIONS** : Maj A. Mbiza/WO2 M.V. Maretele Tel No: (051) 405 6310/6178
 : Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemspruit 9364.
- POST 36/16** : **FOOD SERVICE AID II REF NO: SAAF/25/21/11 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)
 : AFB Hoedspruit, Limpopo
 : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
- ENQUIRIES APPLICATIONS** : Capt M.D Maqashalala Tel No: (015) 799 2924. Mr J. Mapaila Tel No: (015) 799 2826.
 : Department of Defence, Air Force Base Hoedspruit, Private Bag X504, Hoedspruit 1380.
- POST 36/17** : **FOOD SERVICE AID II REF NO: SAAF/25/21/12 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)
 : AFB Overberg, Western Cape
 : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
- ENQUIRIES APPLICATIONS** : Maj B. Mpyatona/WO1 J. Mentoor Tel No: (028) 425 4031/4034
 : Department of Defence, Air Force Base Overberg, Private Bag X14, Bredasdorp 7280.
- POST 36/18** : **FOOD SERVICE AID II REF NO: SAAF/25/21/13 (X3 POSTS)**
- SALARY** : R102 534 per annum (Level 02)

- CENTRE REQUIREMENTS** : SAAF College, Thaba Tshwane, Pretoria
 : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
- ENQUIRIES APPLICATIONS** : Maj N. Rantsome/Lt P. Magana Tel No: (012) 351 5040/5172.
 : Department of Defence, South African Air Force College, Private Bag X1008, Thaba Tshwane 0143.
- POST 36/19** : **FOOD SERVICE AID II REF NO: SAAF/25/21/14 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)
 : AFB Swartkop, Pretoria
 : A minimum of Grade 10 or ABET Level 1 – 4. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorised personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
- ENQUIRIES APPLICATIONS** : Lt Col M.F. Sibiyi/Maj T.N. Qwakele Tel No: (012) 351 2564/2663
 : Department of Defence, Air Force Base Swartkop, Private Bag X05, Valhalla 0137.
- POST 36/20** : **HOUSEHOLD AID II REF NO: SAAF/25/21/15 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)
 : SAAF College, Thaba Tshwane, Pretoria.
 : A minimum of Grade 10 or ABET Level 1 – 4. Previous working experience related to the post will be an advantage. Special requirements (skills needed): Communicate effectively. Must be physically fit and healthy.
- DUTIES** : Prepare and present food products. Clean and sanitise the kitchen and dining area environments (i.e. Keep the fridge clean daily, tables, cutlery, crockery, stoves, cupboards, etc.)
- ENQUIRIES APPLICATIONS** : Maj N. Rantsome/Lt P. Magana Tel No: (012) 351 5040/5172
 : Department of Defence, South African Air Force College, Private Bag X1008, Thaba Tshwane 0143.
- POST 36/21** : **HOUSEHOLD AID II REF NO: SAAF/25/21/16 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)
 : AFB Overberg, Western Cape
 : A minimum of Grade 10 or ABET Level 1 – 4. Previous working experience related to the post will be an advantage. Special requirements (skills needed): Communicate effectively. Must be physically fit and healthy.
- DUTIES** : Prepare and present food products. Clean and sanitise the kitchen and dining area environments (i.e. Keep the fridge clean daily, tables, cutlery, crockery, stoves, cupboards, etc.)
- ENQUIRIES** : Maj B. Mpyatona/WO1 J. Mentoor Tel No: (028) 425 4031/4034

APPLICATIONS : Department of Defence, Air Force Base Overberg, Private Bag X14, Bredasdorp 7280.

POST 36/22 : **CLEANER II REF NO: SAF/25/21/17 (X8 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : AFB Makhado, Venda, Limpopo
REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. Previous cleaning experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Maj S.L. Malatjie/Ms M. Magwedzha Tel No: (015) 577 2004/2007
APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado 0920.

POST 36/23 : **CLEANER II REF NO: SAAF/25/21/18 (X4 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : AFB Ysterplaat, Western Cape
REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. Previous cleaning experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : WO1 B.A. Jefferies/F Sgt S.R. Magidigidi Tel No: (021) 508 6209/6495
APPLICATIONS : Department of Defence, Air Force Base Ysterplaat, Private Bag X4, Ysterplaat 7425.

POST 36/24 : **CLEANER II REF NO: SAAF/25/21/19 (X3 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : AFB Langebaanweg Western Cape.
REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. Previous cleaning experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Lt Col D. Els/Capt M.L. Du Plessis Tel No: (022) 706 2515/2571
APPLICATIONS : Department of Defence, Air Force Base Langebaanweg, P.O. Box 7375.

POST 36/25 : **CLEANER II REF NO: SAAF/25/21/20 (X4 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : AFB Durban, KwaZulu-Natal
REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. Previous cleaning experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Lt P.Temba/ WO2 M.G. Wakhaba Tel No: (031) 450 4883/4821
APPLICATIONS : Department of Defence, Air Force Base Durban, P.O. Box 1120, Amanzimtoti 4125.

POST 36/26 : **CLEANER II REF NO: SAAF/25/21/21 (X5 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : AFB Bloemspuit, Free State

- REQUIREMENTS** : A minimum of Grade 10 or ABET Levels 1-4. Previous cleaning experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
- ENQUIRIES** : Maj A. Mbiza/ WO2 M.V. Maretele Tel No: (051) 405 6310/6178
- APPLICATIONS** : Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemspruit 9364.
- POST 36/27** : **CLEANER II REF NO: SAAF/25/21/22 (X2 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AFB Hoedspruit, Limpopo
- REQUIREMENTS** : A minimum of Grade 10 or ABET Levels 1-4. Previous cleaning experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
- ENQUIRIES** : Capt M.D Maqashalala Tel No: (015) 799 2924
- Mr J. Mapaila Tel No: (015) 799 2826
- APPLICATIONS** : Department of Defence, Air Force Base Hoedspruit, Private Bag X504, Hoedspruit 1380.
- POST 36/28** : **CLEANER II, REF NO: SAAF/25/21/23 (X4 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AFB Overberg, Western Cape
- REQUIREMENTS** : A minimum of Grade 10 or ABET Levels 1-4. Previous cleaning experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
- ENQUIRIES** : Maj B. Mpyatona/WO2 J. Mentoor Tel No: (028) 425 4031/4034.
- APPLICATIONS** : Department of Defence, Air Force Base Overberg, Private Bag X14, Bredasdorp 7280.
- POST 36/29** : **CLEANER II REF NO: SAAF/25/21/24 (X8 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AFB Waterkloof, Pretoria
- REQUIREMENTS** : A minimum of Grade 10 or ABET Levels 1-4. Previous cleaning experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
- ENQUIRIES** : WO2 L.Mokgatsi Tel No: (012) 672 3064
- F Sgt N.E. Tshabalala Tel No: (012) 672 3063
- APPLICATIONS** : Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton 0140.
- POST 36/30** : **CLEANER II REF NO: SAAF/25/21/25 (X2 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AF Mobile Deployment Wing (Swarkop), Pretoria.
- REQUIREMENTS** : A minimum of Grade 10 or ABET Levels 1-4. Previous cleaning experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
- DUTIES** : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing

furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Lt Col M.F. Sibiya/Maj T.N. Qwakele Tel No: (012) 351 2564/2663
APPLICATIONS : Department of Defence, Air Force Mobile Deployment Wing, Private Bag X05, Valhalla 0137.

POST 36/31 : **CLEANER II REF NO: SAAF/25/21/26**

SALARY : R102 534 per annum (Level 02)
CENTRE : SAAF Gymnasium, Hoedspruit, Limpopo
REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. Previous cleaning experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Col N.F.Mazula Tel No: (015) 799 2196
APPLICATIONS : Department of Defence, Air Force Base Hoedspruit, Private Bag X504, Hoedspruit 1380.

POST 36/32 : **CLEANER II REF NO: SAAF/25/21/27 (X8 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : SAAF Headquarters Unit, Dequar Road, Pretoria
REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. Previous cleaning experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Lt Col B.V. Gumede Tel No: (012) 312 1366
APPLICATIONS : WO2 N.L. Mathebula Tel No: (012) 312 2879
Department of Defence, South African Air Force Headquarters Unit, Private Bag X199, Pretoria 0001.

POST 36/33 : **CLEANER II REF NO: SAAF/25/21/28 (X4 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : SAAF College, Thaba Tshwane, Pretoria
REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. Previous cleaning experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

ENQUIRIES : Maj N. Rantsome/Lt P. Magana Tel No: (012) 351 5040/5172
APPLICATIONS : Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane 0143.

POST 36/34 : **GROUNDSMAN II REF NO: SAAF/25/21/29 (X5 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : AFB Makhado, Venda, Limpopo
REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. Previous working (gardening/cleaning) experience will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.

ENQUIRIES : Maj S.L.Malatjie/Ms M. Magwedzha Tel No: (015) 577 2004/2007

APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado 0920.

POST 36/35 : **GROUNDSMAN II REF NO: SAAF/25/21/30 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)

CENTRE : AFB Ysterplaat, Western Cape

REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. Previous working (gardening/cleaning) experience will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES : WO2 B.A. Jefferies/F Sgt S.R. Magidigidi Tel No: (021) 508 6209/6495

APPLICATIONS : Department of Defence, Air Force Base Ysterplaat, Private Bag X4, Ysterplaat 7425.

POST 36/36 : **GROUNDSMAN II REF NO: SAAF/25/21/31 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)

CENTRE : AFB Langebaanweg, Western Cape.

REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. Previous working (gardening/cleaning) experience will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES : Lt Col D. Els/Capt M.L. Du Plessis Tel No: (022) 706 2515/2571

APPLICATIONS : Department of Defence, Air Force Base Langebaanweg, P.O. Box 7375.

POST 36/37 : **GROUNDSMAN II REF NO: SAAF/25/21/32 (X3 POSTS)**

SALARY : R102 534 per annum (Level 02)

CENTRE : AFB Bloemspruit, Free State

REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. Previous working (gardening/cleaning) experience will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES : Maj A. Mbiza/ WO2 M.V. Maretele Tel No: (051) 405 6310/6178

APPLICATIONS : Department of Defence, Air Force Base Bloemspruit, Private Bag X20608, Bloemspruit 9364.

POST 36/38 : **GROUNDSMAN II REF NO: SAAF/25/21/33 (X8 POSTS)**

SALARY : R102 534 per annum (Level 02)

CENTRE : AFB Hoedspruit, Limpopo

REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. Previous working (gardening/cleaning) experience will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.

DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the

- grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
- ENQUIRIES** : Capt M.D Maqashalala Tel No: (015) 799 2924.Mr J. Mapaila Tel No: (015) 799 2826.
- APPLICATIONS** : Department of Defence, Air Force Base Hoedspruit, Private Bag X504, Hoedspruit 1380.
- POST 36/39** : **GROUNDSMAN II REF NO: SAAF/25/21/34 (X6 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AFB Overberg, Western Cape
- REQUIREMENTS** : A minimum of Grade 10 or ABET Levels 1-4. Previous working (gardening/cleaning) experience will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
- ENQUIRIES** : Maj B. Mpyatona/WO2 J. Mentoor Tel No: (028) 425 4031/4034
- APPLICATIONS** : Department of Defence, Air Force Base Overberg, Private Bag X14, Bredasdorp 7280.
- POST 36/40** : **GROUNDSMAN II REF NO: SAAF/25/21/35 (X7 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AFB Waterkloof, Pretoria
- REQUIREMENTS** : A minimum of Grade 10 or ABET Levels 1-4. Previous working (gardening/cleaning) experience will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
- ENQUIRIES** : WO2 L.Mokgatsi/ F Sgt N.E. Tshabalala Tel No: (012) 672 3064/3
- APPLICATIONS** : Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton 0140.
- POST 36/41** : **GROUNDSMAN II REF NO: SAAF/25/21/36 (X2 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : SAAF Gymnasium, Hoedspruit, Limpopo
- REQUIREMENTS** : A minimum of Grade 10 or ABET Levels 1-4. Previous working (gardening/cleaning) experience will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
- ENQUIRIES** : Col N.F.Mazula Tel No: (015) 799 2196
- APPLICATIONS** : Department of Defence, Air Force Base Hoedspruit, Private Bag X504, Hoedspruit 1380.
- POST 36/42** : **GROUNDSMAN II REF NO: SAAF/25/21/37 (X3 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : SAAF College, Thaba Tshwane, Pretoria.

- REQUIREMENTS** : A minimum of Grade 10 or ABET Levels 1-4. Previous working (gardening/cleaning) experience will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.
- ENQUIRIES** : Maj N. Rantsome/Lt P. Magana Tel No: (012) 351 5040/5172
APPLICATIONS : Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane 0143.
- POST 36/43** : **GROUNDSMAN II REF NO: SAAF/25/21/38 (X4 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
CENTRE : 68 Air School, Pretoria
REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. Previous working (gardening/cleaning) experience will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.
- ENQUIRIES** : Maj V. Mahangu/WO2 R.O.Olyn Tel No: (012) 351 5040/5172.
APPLICATIONS : Department of Defence, 68 Air School, Private Bag X15088, Lyttelton 0140.
- POST 36/44** : **WAITER REF NO: SAAF/25/21/39 (X4 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
CENTRE : 68 Air School, Pretoria
REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. Certificate in hospitality will be an advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : To provide a high standard of catering to the clients, serving of meals and/or light refreshments. Making of salads and assisting in the preparation of snacks and sweets. Cleaning according Mess cleaning program, serve plates of food and removal of soiled plates from tables etc.
- ENQUIRIES** : Maj V. Mahangu/WO2 R.O. Olyn Tel No: (012) 672 5039/5048
APPLICATIONS : Department of Defence, 68 Air School, Private Bag X15088, Lyttelton 0140.
- POST 36/45** : **TRADESMAN AID II REF NO: SAAF/25/21/40**
- SALARY** : R102 534 per annum (Level 02)
CENTRE : AFB Makhado, Venda, Limpopo
REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. One to Two (1-2) years general working experience in a workshop. A driver's licence will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Conduct regular inspections in the Base/Unit, attend to minor electrical, plumbing, carpentry and other artisan trade related problems and handle tools. Help with physical tasks such as fastening of bolts, binding of pipes and assist in cleaning and preparing objects after tasks completed etc.
- ENQUIRIES** : Maj S.L.Malatjie/Ms M. Magwedzha Tel No: (015) 577 2004/2007
APPLICATIONS : Department of Defence, Air Force Base Makhado, Private Bag X2010, Makhado 0920.
- POST 36/46** : **TRADESMAN AID II REF NO: SAAF/25/21/41 (X5 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
CENTRE : AFB Langebaanweg, Western Cape
REQUIREMENTS : A minimum of Grade 10 or ABET Levels 1-4. One to Two (1-2) years general working experience in a workshop. A driver's licence will be an added

- advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Conduct regular inspections in the Base/Unit, attend to minor electrical, plumbing, carpentry and other artisan trade related problems and handle tools. Help with physical tasks such as fastening of bolts, binding of pipes and assist in cleaning and preparing objects after tasks completed etc.
- ENQUIRIES** : Lt Col D. Els/Capt M.L. Du Plessis Tel No: (022) 706 2515/2571
- APPLICATIONS** : Department of Defence, Air Force Base Langebaanweg, P.O. Box 7375.
- POST 36/47** : **TRADESMAN AID II REF NO: SAAF/25/21/42**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AFB Hoedspruit, Limpopo
- REQUIREMENTS** : A minimum of Grade 10 or ABET Levels 1-4. One to Two (1-2) years general working experience in a workshop. A driver's licence will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Conduct regular inspections in the Base/Unit, attend to minor electrical, plumbing, carpentry and other artisan trade related problems and handle tools. Help with physical tasks such as fastening of bolts, binding of pipes and assist in cleaning and preparing objects after tasks completed etc.
- ENQUIRIES** : Capt M.D Maqashalala Tel No: (015) 799 2924. Mr J. Mapaila Tel No: (015) 799 2826
- APPLICATIONS** : Department of Defence, Air Force Base Hoedspruit, Private Bag X504, Hoedspruit 1380.
- POST 36/48** : **TRADESMAN AID II REF NO: SAAF/25/43 (X3 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AFB Swartkop, Pretoria
- REQUIREMENTS** : A minimum of Grade 10 or ABET Levels 1-4. One to Two (1-2) years general working experience in a workshop. A driver's licence will be an added advantage. Special requirements/ skills needed: Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc. Must be physically fit and healthy.
- DUTIES** : Conduct regular inspections in the Base/Unit, attend to minor electrical, plumbing, carpentry and other artisan trade related problems and handle tools. Help with physical tasks such as fastening of bolts, binding of pipes and assist in cleaning and preparing objects after tasks completed etc.
- ENQUIRIES** : Lt Col M.F. Sibiya/Maj T.N. Qwakele Tel No: (012) 351 2564/2663
- APPLICATIONS** : Department of Defence, Air Force Base Swartkop, Private Bag X05, Valhalla 0137.
- POST 36/49** : **GENERAL STORE ASSIST II REF NO: SAAF/25/21/44 (X3 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AFB Ysterplaat, Western Cape
- REQUIREMENTS** : A minimum of Grade 10 or ABET Levels 1-4. One to Two years general working experience in packing and counting. A driver's licence will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Provide a productive servicer regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.
- ENQUIRIES** : WO2 B.A. Jefferies/F Sgt S.R. Magidigidi Tel No: (021) 508 6209/6495
- APPLICATIONS** : Department of Defence, Air Force Base Ysterplaat, Private Bag X4, Ysterplaat 7425.
- POST 36/50** : **GENERAL STORE ASSIST AID II REF NO: SAAF/25/21/45**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : AFB Waterkloof, Pretoria

- REQUIREMENTS** : A minimum of Grade 10 or ABET Levels 1-4. One to Two years general working experience in packing and counting. A driver's licence will be an added advantage. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Must be physically fit to perform duties.
- DUTIES** : Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.
- ENQUIRIES** : WO2 L.Mokgatsi/ F Sgt N.E. Tshabalala Tel No: (012) 672 3064/3
- APPLICATIONS** : Department of Defence, Air Force Base Waterkloof, Private Bag X1001, Lyttleton 0140.

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** : 01 November 2021
- NOTE** : 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. 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 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). 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.

OTHER POSTS

- POST 36/51** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/488**
- SALARY** : R869 007 per annum, (All inclusive)
- CENTRE** : Labour Centre: Ficksburg
- REQUIREMENTS** : Three-year relevant tertiary qualification in Business/Public Administration/Public/Business Management/Operations Management/Project

		Management. Two (2) year management experience. Three (3) years functional experience in business/organisational operations/services. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.
<u>DUTIES</u>	:	Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.
<u>ENQUIRIES</u>	:	Ms. E Maneli Tel No: (051) 505 6203
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS4@labour.gov.za
<u>POST 36/52</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYMENT SYSTEM SUPPORT REF NO: HR4/21/09/61HO</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Public Administration/Business Administration/ Public Management/ Business Management/ Information Technology. A valid driver's licence. Four (4) years experience of which two (2) years Supervisory level (Senior Admin Officer/ Practitioner and two (2) years functional experience in management services/ operations. Knowledge: ILO Conversations, Financial Management, Human Resource Management, Public Service Act, Public Finance Management Act, Social Plan Guidelines, Business Process Improvement, Development of standard operating procedure, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Skills Development Act. Skills: Planning and organizing, Communication, Computer literacy, Analytical, Project Management, Interpersonal, Leadership.
<u>DUTIES</u>	:	Facilitate the implementation of ESSA system and processes for ES IT enablement. Facilitate and coordinate the procedural registrations, matching and reporting. Provide advice on service delivery gap analysis and facilitate responsive competency training. Facilitate and provide support for provincial implementation of business rules in registrations, matching and progress reporting. Manage all resources in the division.
<u>ENQUIRIES</u>	:	Ms Sonia Hornsby Tel No: 012 309 4798
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za
<u>POST 36/53</u>	:	<u>ASSISTANT DIRECTOR FACTORY PRODUCTION (WOOD OR TEXTILE) REF NO HR 4/21/08/10</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	SEE, Epping (Cape Town)
<u>REQUIREMENTS</u>	:	Qualification in one of the following: Occupational Certificate: Carpenter/ Furniture Upholstery (NQF Level 04) /Occupational Certificate: Sewing Machine Operator (NQF Level 02) / N6 Clothing Production (NQF 06) / National Diploma: Clothing. Three years' functional experience in wood or textile and three years' supervisory experience. Valid driver's licence will be an added advantage Knowledge: Manufacturing principles/procedures, Technical design/development, Supervision/management, Disability Act and policies, Occupational Health an Safety Act, Knowledge of BCEA, OHSA, UIF and COIDA, Basic research Skills: Planning and organizing, Microsoft office Competency, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Project management.
<u>DUTIES</u>	:	Manage and monitor production within the factory. Manage the operational functions of the factory, Manage resources within the factory. Manage compliance to Occupational Health and Safety within factory.
<u>ENQUIRIES</u>	:	Ms A Pretorius Tel No: 012 843 7425

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za

POST 36/54 : **ASSISTANT DIRECTOR FACTORY PRODUCTION (WOOD, STEEL OR TEXTILE) REF NO: HR 4/21/08/11**

SALARY : R470 040 per annum
CENTRE : SEE, Seshego (Polokwane)
REQUIREMENTS : Qualification in one of the following: Occupational Certificate: Carpenter/ Furniture Upholstery (NQF Level 04) / Occupational Certificate: Welder (NQF Level 04) / Occupational Certificate: Sewing Machine Operator (NQF Level 02) / N6 Clothing Production (NQF 06) / National Diploma: Clothing. Three years' functional experience in wood, Steel or textile and three years' supervisory experience. Valid driver's licence will be an added advantage Knowledge: Manufacturing principles/procedures, Technical design/development, Supervision /management, Disability Act and policies, Occupational Health and Safety Act, Knowledge of BCEA, OHS Act, UIF and COIDA, Basic research Skills: Planning and organizing, Microsoft office Competency, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Project management.

DUTIES : Manage and monitor production within the factory. Manage the operational functions of the factory, Manage resources within the factory. Manage compliance to Occupational Health and Safety within factory.

ENQUIRIES : Ms A Pretorius Tel No: 012 843 7425
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za

POST 36/55 : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR 4/4/5/12**

SALARY : R470 040 per annum
CENTRE : Rustenburg Labour Centre, North West
REQUIREMENTS : Three (3) year National Diploma (NQFL 6)/ Undergraduate Bachelor Degree (NQFL 7) in Environmental Health / Occupational Health / Hygiene / Analytical Chemistry / Chemical Engineering. Valid driver's license. Four (4) years functional experience in Health and Hygiene Inspection / Services. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and regulations, OHS Act and Regulations, OHS Standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Research, Project management.

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

ENQUIRIES : Mr UT Qambata Tel No: (018) 387 8195
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW@labour.gov.za

POST 36/56 : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/8/490**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) year National Diploma (NQFL6) / Undergraduate Bachelor Degree (NQFL 7) in Electrical Engineering. Four (4) years functional experience in Electrical Engineering services. Valid driver licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS Standards, OHS Management System. Skills: Facilitation Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Innovative, Analytical Communication (Verbal and written), Research, Project Management.

- DUTIES** : Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS Programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES APPLICATIONS** : Mr. M Luxande Tel No: (051) 505 6325
: Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS2@labour.gov.za
- POST 36/57** : **SENIOR ADMINISTRATION OFFICER (CLAIMS PROCESSOR) REF NO: HR 4/4/6/71**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum
: Labour Centre Modimolle
: Three-year qualification in Public Management / Administration / Social science / OHS / Finance / HRM with two years functional experience in a claims processing environment of compensation or medical claims. Knowledge: Department of Labour and Compensation Fund objectives and business functions, Management functions and management skills, Compensation fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Human anatomy/Biology and medical terminology, Stakeholders and customers, Customer service (Batho Pele Principles), Required Information Technology knowledge, Information Technology Operating systems, Risk awareness, Compensation for Occupational Injuries and Disease Act, Regulations and Policies, COIDA tariffs, Compensation Fund Service. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Fund IT operations Systems, Data Capturing, Data and records management, Telephone skills and Etiquette.
- DUTIES** : Administer claims registration process. Adjudicate registered customer claims. Prepare for payment of claims. Quality Assurance for medical / accounts payments. Serve as a Team leader / Supervisor.
- ENQUIRIES APPLICATIONS** : Ms TE Maluleke Tel No: 015 290 1768
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. Email: Job-MOD@labour.gov.za
- POST 36/58** : **SUPERVISOR: COID CLIENT SERVICES (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum
: Rustenburg Labour Centre Ref No: HR 4/4/10/13
: Klerksdorp Labour Centre Ref No: HR 4/4/10/14
: Three (3) year tertiary qualification in Customer Services/ Management/ Customer Relations/ Contact Centre Management/ Office Administration Management/ Communication/ Marketing. Two year's functional experience in Customer care/ client services environment. Knowledge: Public Service Regulation, All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic interpersonal skills, Listening skills, Communication skills, Ability to interpret legislation, Telephone etiquette, Mediation.
- DUTIES** : Monitor and oversee the help desk as the first point of the entry within the COID Service. Facilitate customer driven quality workflow processes. Coordinate and ensure quality resolution of queries Management of resources. Attend all queries regarding legislation and follow up on pending queries.
- ENQUIRIES APPLICATIONS** : Mr UT Qambata Tel No: (018) 387 8195
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735, or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW@labour.gov.za
- POST 36/59** : **SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR 4/4/10/15**
- SALARY** : R316 791 per annum

- CENTRE REQUIREMENTS** : Rustenburg Labour Centre
 : Three (3) years tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. Two (2) years functional experience in Pension Administration/ Claims processing environment of a financial nature. Knowledge: Compensation Fund objectives and Business functions, Compensation Fund Value Chain and Business Processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data capturing, Data and records management, Telephone skills and etiquette, Planning and organising, Problem solving and decision making.
- DUTIES** : Render pension administrative duties. Claims adjudication and processing.
- ENQUIRIES** : Mr UT Qambata Tel No: (018) 387 8195
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735, or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW@labour.gov.za
- POST 36/60** : **PRACTITIONER: COLLECTIVE BARGAINING REF NO: HR 4/21/09/18HO**
- SALARY** : R257 508 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Labour Relations/Human Resources Management/ Law. One (1) year functional experience in Labour Relations/ Collective Bargaining. Knowledge: Trade unions, employer's organisations and bargaining councils work, Labour Market Policies and trends, Departmental Policies and procedures, Public Service Regulations and Financial Management, Labour Relations, Batho Pele. Skills: Computer literacy, Communication (verbal and written), Interpersonal Relations, Conflict Management, Analytical, Problem Solving, Client orientation and customer focus.
- DUTIES** : Analyse, and process the recommendation of registration of labour organisations applications. Analyse for compliance of labour organisations in terms of legal requirements. Provision of logistical support to the extensions of collective agreements to non parties.
- ENQUIRIES** : MM Ngwetjana Tel No: (012) 309 4112
- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ6@labour.gov.za
- POST 36/61** : **COID EMPLOYER AUDITOR REF NO: HR HR 4/4/7/33**
- SALARY** : R257 508 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Three-year qualification in Financial Accounting/ BCOM Accounting/ Accounting/ BCOM LAW/ BCOM in Commerce. Knowledge: Departmental policies and procedures, Batho Pele Principles, Compensation of Occupational Injuries and Diseases Act (COIDA), OHS Act and Regulations, UIA & UICA, Public Service Act, Public Service Regulations, Public Financial Management Act (PFMA). Skills: Facilitation, Planning and organising, Communication written and verbal, Computer literacy, Interpersonal, Innovative and creative.
- DUTIES** : Conduct payroll audit on employers in terms of 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 SE Mashinini Tel No: (013) 655 8700
- APPLICATIONS** : The Specialist: Employer Audit Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyr Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
- POST 36/62** : **CLAIMS ASSESSOR REF NO: HR 4/4/10/16**
- SALARY** : R257 508 per annum
CENTRE : Klerksdorp Labour Centre

<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. One (1) year functional experience in Compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant fund policies, procedures and processes, Customer Services (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Required technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating systems, Data capturing, Data and records management, Telephone skills and etiquette, Planning and organising, Analytical thinking, Problem solving and decision making.
<u>DUTIES</u>	:	Administer of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments, Render administrative duties. Serve as a team leader/ supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr UT Qambata Tel No: (018) 387 8195
	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW@labour.gov.za
<u>POST 36/63</u>	:	<u>UI CLAIMS OFFICER SR 6 REF NO: HR 4/4/5/17</u>
<u>SALARY</u>	:	R208 584 per annum
<u>CENTRE</u>	:	Rustenburg Labour Centre
<u>REQUIREMENTS</u>	:	Grade 12/ Senior certificate with Accounting or Mathematics as a passed major subject. Zero (0) to Six (6) months' work experience required. 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 and written), Listening, Computer literacy, Customer relations, Decision making.
<u>DUTIES</u>	:	Receive and assess all the UI Claims on the relevant system 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr UT Qambata Tel No: (018) 387 8195
	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW@labour.gov.za
<u>POST 36/64</u>	:	<u>CLIENT SERVICE OFFICE REF NO: HR 4/4/8/492</u>
<u>SALARY</u>	:	R208 584 per annum
<u>CENTRE</u>	:	Ficksburg Labour Centre
<u>REQUIREMENTS</u>	:	Grade 12. No experience required. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles). Skills: Computer literacy, Business Writing, Listening, Telephone etiquette, Basic interpersonal.
<u>DUTIES</u>	:	Render and verify documents for registration, Register the claims on the Operational System. Assist with employer services at the kiosk. Online system and service centres. Handle all services related queries and complaints.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Lelope Tel No: (053) 574 0932
	:	Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS5@labour.gov.za
<u>POST 36/65</u>	:	<u>SENIOR ADMIN CLERK (CLAIMS PROCESSOR) REF NO: HR 4/4/8/483 (X4 POSTS)</u>
<u>SALARY</u>	:	R208 584 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Grade 12 certificate / three-year tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM. 1-2 years experience on compensation and medical claims processing. Knowledge: Dol and Compensation Fund objectives and business functions, Directorate or sib

directorate goals and performance requirements, Compensation Fund policies, procedures and processes, Human anatomy/ Biology, Medical terminology, Stakeholders and customer (Batho Pele Principles), Fund Values, Required IT Knowledge, IT Knowledge, IT Operating Systems, Risk Awareness, COIDA Act, Regulations and Policies, DPSA guidelines on COIDA, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Fund IT Operation Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing, render administration duties.

ENQUIRIES APPLICATIONS : Mr S Zakwe Tel No: (051) 505 6318
 : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS2@labour.gov.za

POST 36/66 : **UNEMPLOYMENT INSURANCE CLAIMS OFFICER REF NO: HR 4/4/6/67**

SALARY CENTRE REQUIREMENTS : R208 584 per annum
 : Provincial Office Limpopo
 : Grade twelve/Senior Certificate. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions 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 within the section.

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

POST 36/67 : **CLIENT SERVICE OFFICER REF NO: HR 4/4/6/68**

SALARY CENTRE REQUIREMENTS : R208 584 per annum
 : Labour Centre Mokopane
 : Matriculation/ Grade Twelve (12). Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines and Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation and Problem solving.

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

ENQUIRIES APPLICATIONS : Ms JM Fope Tel No: 015 290 1699
 : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. Email: Job-MKP@labour.gov.za

POST 36/68 : **ADMINISTRATION CLERK: PES REF NO: HR 4/4/8/495**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
 : Welkom Labour Centre
 : Grade 12/ Matriculation Senior Certificate. Zero experience. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Analytical, Innovative.

- DUTIES** : Liaise with stakeholder's relations for acquisition of placement opportunities' (Daily), Avail information for coordination of International Cross-Border Labour Migration functions (Daily), Support coordination of the registration and certification of Private Employment Agencies (Daily), Coordinate lager (Provincial) opportunities. Form key stakeholders (Weekly).
- ENQUIRIES APPLICATIONS** : Ms M Mamburu Tel No: (057) 391 0216
: Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS1@labour.gov.za
- POST 36/69** : **ADMINISTRATION CLERK: MSS REF NO: HR 4/4/8/489**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum
: Petrusburg Labour
: Matriculation/Grade12/Senior Certificate No experience required. Knowledge: Batho Pele Principles, Departmental Policies and Regulations, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem Solving, Computer literacy, Analytical, Planning and organising.
- DUTIES** : To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.
- ENQUIRIES APPLICATIONS** : Mr D Namane Tel No: (053) 574 0932
: Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS3@labour.gov.za
- POST 36/70** : **SENIOR ADMINISTRATIVE CLERK: STORES REF NO: HR 4/21/07/01**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum
: SEE, East London
: Matric /Grade twelve and 0 – 6 Months experience. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier. Skills: Computer literacy, Communication, Planning and organizing, Problem solving, Time management.
- DUTIES** : To maintain the warehouse. Preparation of stores for stock take. Provide support with the administration functions of the factory.
- ENQUIRIES APPLICATIONS** : Ms A Pretorius Tel No: 012 843 7425
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za
- POST 36/71** : **ADMINISTRATION CLERK: PUBLIC EMPLOYMENT SERVICES REF NO: HR HR 4/4/7/32**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum
: Provincial Office: Mpumalanga
: Grade 12/ Matriculation Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.
- DUTIES** : Liaise with stakeholder relations for acquisition of placement opportunities (Daily). Avail information for coordination of International Cross-Border Labour Migration functions (Daily). Support coordination of the registration and certification of Private Employment Agencies (Daily). Coordinate large (Provincial) opportunities from key stakeholders (Weekly).
- ENQUIRIES APPLICATIONS** : Mr EA Masemola Tel No: (013) 655 8700
: The Deputy Director: Public Employment Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
- POST 36/72** : **SENIOR ADMIN CLERK (COID) REF NO: HR 4/4/6/72**
- SALARY CENTRE** : R173 703 per annum
: Provincial Office, Limpopo

REQUIREMENTS : Senior certificate (Grade twelve) Knowledge: Department of Labour and Compensation Fund objectives and business functions, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, COIDA Act, regulations and policies, Good command of the English language (written and verbal). Skills: Required technical proficiency, Business writing skills, Required IT skills, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Supervisory.

DUTIES : Liaise with province and Labour centres in respect of the provision of required information. Manage correspondence and documentation. Render effective administrative support services.

ENQUIRIES : Ms Maluleke TE Tel No: 015 290 1768

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. Email: Jobs-LP@labour.gov.za

POST 36/73 : **ADMINISTRATIVE CLERK: MSS (X2 POSTS)**

SALARY : R173 703 per annum

CENTRE : Labour Centre Polokwane- Ref No: HR 4/4/6/69 (X1 Post)
Labour Centre Tzaneen- Ref No: HR 4/4/6/70 (X1 Post)

REQUIREMENTS : Matriculation/Grade twelve/Senior Certificate Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations SKILLS: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing.

DUTIES : To render Supply Chain Management Function in a Labour centre. Provide Finance and office management service to the Labour Centre. Render Human Resource Management, Responsible for training and performance activities in a Labour centre. Responsible for the records management in a Labour centre. Responsible for transport in the Labour centre and ensure safe keeping of pool cars. Render general administrative work for the Labour centre.

ENQUIRIES : Ms Fope JM Tel No: 015 290 1699
Ms TE Maluleke Tel No: 015 290 1768

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. Email: Job-PLK@labour.gov.za

POST 36/74 : **PROVISIONING ADMINISTRATIVE CLERK REF NO: HR 4/4/6/73**

SALARY : R173 703 per annum

CENTRE : Provincial Office Limpopo

REQUIREMENTS : Matriculation/Grade twelve with passed Commercial subjects (Business Management, Economics and Accounting) or equivalent certificate. Knowledge: Public Service Financial Management, Supply Chain Framework, LOGIS System, Preferential Procurement Policy Framework Act, Departmental policies and procedures. Skills: Client orientation and customer focus, Computer literacy, Presentation, Analytical, Communication, Numeracy.

DUTIES : Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the Province. Provide inventory management support to ensure effectiveness and efficiency in the Province. Render assets management support to comply with Departmental policies.

ENQUIRIES : Ms TE Maluleke Tel No: 015 290 1768

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. Email: Jobs-LP@labour.gov.za

POST 36/75 : **ADMINISTRATIVE CLERK REF NO: HR 4/21/09/17HO**

SALARY : R173 703 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Grade 12/ Senior Certificate. No functional experience. Knowledge: Trade unions, employers' organisations and particularly bargaining councils work, Basic Labour Market Policies and trends, Apply technical and legal knowledge,

Basic Departmental Policies and procedures, Labour Relations Act, Basic Conditions of Employment Act. Skills: Interpersonal relations, Administration, Computer literacy, Communication, Problem solving.

DUTIES : Register applications of Labour Organisations on the system. Remove non genuine and non-compliant Labour Organisations on the system. Capture and update Labour Organisation information on the system. Report on impact of collective agreements on SMME's and update collective to non-parties. Render effective and records management.

ENQUIRIES APPLICATIONS : RF Sekgalabye Tel No: (012) 309 4117
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ4@labour.gov.za

POST 36/76 : **ADMINISTRATIVE CLERK: PES SR 5 REF NO: HR 4/4/10/18**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Mmabatho Provincial Office
: Grade 12/ Matriculation Senior Certificate. No working experience required. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele Principles. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.

DUTIES : Liaise with stakeholder relations for acquisition of placement opportunities (Daily), Avail information for coordination of International Cross-Border Labour Migration functions (Daily), Support coordination of the registration and certification of Private Employment Agencies (Daily), Coordinate large (Provincial) opportunities from key stakeholders (Weekly).

ENQUIRIES APPLICATIONS : Mr UT Qambata Tel No: (018) 387 8195
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW@labour.gov.za

POST 36/77 : **OFFICE AID REF NO: HR4/4/10/19**

SALARY CENTRE REQUIREMENTS : R122 595 per annum
: Rustenburg Labour Centre
: Standard 8/ Grade 10. No work experience required. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal communications, Listening skills.

DUTIES : Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES APPLICATIONS : Mr UT Qambata Tel No: (018) 387 8195
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW@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, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for the attention: Human Resources Management.
Applications for **Western Cape** must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, For Attention: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town.
- CLOSING DATE** : 15 November 2021
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 36/78** : **CHIEF DIRECTOR: FISHERIES OPERATIONS SUPPORT AND MLRF GOVERNANCE REF NO: FIM19/2021**
- SALARY** : R1 251 183 per annum, (An all-inclusive annual remuneration package)
- CENTRE** : Cape Town
- REQUIREMENTS** : An undergraduate qualification in Public Administration/ Management/Social Sciences or relevant qualification (NQF Level7) as recognized by SAQA with a minimum of 5 years' experience in a senior managerial position. The incumbent should have knowledge of the PFMA, Regulations, and other relevant legislation. Knowledge of government financial policies and processes, including budgeting and reporting. Knowledge of the DPSA rules and the constitutional imperatives. Knowledge and understanding of Government

priorities and imperatives. Knowledge and understanding of the White Paper on the transformation of public service delivery (Batho Pele). Knowledge of the human resource planning framework in the public sector. The Employment Equity Act and the Skills Development Act.

DUTIES : Oversee customer service center and permitting. Facilitate and promote customer relations to effect co-operation and co-ordination between the Department and its stakeholders. Develop frameworks to liaise with and manage stakeholder relations inequitable manner. Develop and administer permitting systems. Oversee the management and daily operations within the proclaimed fishing harbours in line with the Marine Living Resources Act. Develop and implement fisheries livelihoods programmes. Develop, manage (including licensing and permitting) and implement programmes for management of fishing harbors, fish-processing plants and related economic infrastructure. Oversee the Working for Fisheries Programme. Develop, manage and coordinate all reporting and record keeping requirements. Manage the provision of MLRF governance which includes strategic planning, reporting and risk management. Develop and manage risk management processes. Develop and manage awareness on business continuity management to ensure good corporate governance practices in Marine Living Resources Fund; Manage the Internal and External Audit function for the MLRF.

ENQUIRIES : Ms S Middleton; Cell No: (082) – 371 6088 e-mail: SMiddleton@environment.gov.za (for enquiries purposes only)

POST 36/79 : **DIRECTOR: INSHORE FISHERIES MANAGEMENT REF NO: FIM20/2021**

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum, (An all-inclusive annual remuneration package)
: Cape Town

SALARY CENTRE REQUIREMENTS : A Bachelor's degree in Natural or Environmental Sciences (NQF Level7) or relevant qualification as recognized by SAQA. Applicants must have 5 years' experience at middle management level. Knowledge of the Marine living Resource Act, 1998 (Act No.18 of 1998), and the regulations promulgated thereunder. Knowledge of the fishing sectors and fisheries management. Applicants must have knowledge and understanding off all relevant legislation and regulations that govern the Public Service including the PFMA, Treasury Regulations, the Public Service Act, and the Labour Relations Act etc. knowledge of the Government's policies and priorities for Forestry, Fisheries and the Environment. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). A valid driver's license.

DUTIES : Manage the administration and support of inshore fisheries sectors in accordance with legislative requirements. Develop and review regulations, norms and standards applicable to inshore fisheries sectors. Ensure compliance with the provision of the MLRA, in respect of permitting, licensing and other legislative measures. Manage the rights allocation processes in inshore fishing sectors. Provide leadership and support for the development of the inshore fisheries sector. Develop and implement relevant policies. Manage the collection, collation and dissemination of inshore fisheries data and information. Ensure cooperative governance and enhance service delivery and stakeholders relations through participation. Provide leadership and direction in the establishment and strengthening of the Management Working Groups. Participate and represent the department in the national, regional and international forums relevant to the management of inshore fisheries. Manage the inshore fisheries sector to ensure sustainability of the sector. Monitor compliance with the conditions of permits and licenses and other applicable measures. Collaborate with other stakeholders with regards to enforcement of legislative and regulatory requirements. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Manage client relations.

ENQUIRIES : Mr Abongile Ngqongwa; Cell No: (060) – 508 7014 e-mail: ANgqongwa@environment.gov.za (for enquiries purposes only)

POST 36/80 : **DIRECTOR: COASTAL CONSERVATION STRATEGIES REF NO: OC33/2021**

SALARY CENTRE : R1 057 326 per annum, (all inclusive package)
: Cape Town

REQUIREMENTS : A Bachelor's Degree in Natural or Physical Sciences, or Environmental Management or equivalent qualification (NQF level 7). A minimum of 5 years' experience at middle managerial level. Knowledge of oceans & coastal management legislative frameworks. Experience and knowledge of policy development and implementation. Knowledge of government administrative procedures and processes, departmental procedures and prescripts, and financial management. Good strategic capability and leadership, analytics skills and understanding of environmental issues. Experience in strategic planning, financial management, programme and project management, and organizational transformation. Computer literacy and good communication skills (both verbal and report writing) with advanced experience in stakeholder engagement, and sound problem solving and analytical skills.

DUTIES : Manage and coordinate the directorate responsible for implementation of aspects of the National Environmental Management Integrated Coastal Management Act. Manage, co-ordinate, develop the implementation and refinement of the National Coastal Management. Manage and coordinate integrated coastal management institutional and policy development and implementation. Manage and coordinate the implementation of coastal legislation such as audit issuing of permits in line with the relevant legislation, and compile reports and statistics. Provide strategic leadership, good corporate governance and enhance international interest including participating in regional and international conventions, draft plans for inter-sessional work for the Abidjan Convention and establish formal relations with higher learning and research institutions.

ENQUIRIES : Adv R Razack Tel No: 021 819 2426

NOTE : Shortlisted candidates will be subjected to an oral interview and a written test.

OTHER POSTS

POST 36/81 : **SPECIALIST SCIENTIST: ROCK LOBSTER REF NO: FIM21/2021**

SALARY : R1 246 842 per annum, (An all-inclusive annual remuneration package)

CENTRE : Cape Town (Foretrust Building)

REQUIREMENTS : PhD in Science or relevant qualification (NQF level 10), 10 years' relevant scientific experience after BSc qualification and the Compulsory registration with South Africa Council for Natural Scientific Professions (SACNASP) as a professional Scientist (certified copy of registration certificate) or current (in-date a time of application) confirmation of certificate of subscription must be attached) a Knowledge of Marine Living Resources Act; Fishery sector and fisheries management; Knowledge of biology, ecology, life history strategies and population dynamics of fisheries resources; Scientific methodologies and models; Research and development; Computer-aided scientific applications; Technical report writing; Data analysis; Policy development and analysis; Scientific presentation; Skills: Strategic capability and leadership; Decision making; Team leadership; Analytical skills; Financial management; Customer focus and responsiveness; Communication; Networking; Planning and organizing; Conflict management; People management; Change management; Problem solving and analysis; Programme and project management.

DUTIES : Perform final review and approvals or audits on scientific projects: Perform scientific functions and establish research and regulatory frameworks; Guide the setting of scientific standards, specifications and service levels according to organizational objectives; Monitor and evaluate scientific efficiency. Provide strategic research direction on scientific matters: Provide expert support and advice to stakeholders; Develop relationships and collaborations at national, regional and international levels; Participate actively at national, regional and international for arena. Play a lead role in the presentation and exchange of scientific knowledge and information; Review scientific publications. Lead, coordinate and develop scientific models and regulatory frameworks: Design scientific methodology for the analysis of scientific data; Evaluate, monitor and disseminate information; Design and develop appropriate scientific models to generate information and knowledge; Formulate and evaluate proposals and compile reports. Research and development: Continuous professional development to keep up with new technologies and procedures; Lead, co-ordinate and conduct basic (fundamental) and applied research; Ensure knowledge generation and dissemination; Review scientific publications; Publish and present research findings; Liaise with relevant bodies/councils on

science-related matters; Source funding for research projects. Human Capital development: Mentor, train and develop scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice; Supervise scientific work and processes; Manage the performance and development of staff.

ENQUIRIES : Dr. K Prochazka; Cell No: (083) 302 8191 e-mail: KProchazka@environment.gov.za (for enquiries purposes only)

POST 36/82 : **OPERATIONS MANAGER: OPERATION PHAKISA REF NO: FIM22/2021**

SALARY : R869 007 per annum, (An all-inclusive annual remuneration package)
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : A Bachelor's Degree in Aquaculture/ Environmental Management / Economics or equivalent qualifications in Natural Sciences, 3 years working experience within the aquaculture development sector or management field. Extensive supervisory experience. Knowledge of project planning and management; good understanding of the Marine Living Resources Act and any other legislation related to aquaculture; Knowledge and understanding of aquaculture systems and economics. Skills: Data analysis and statistics; financial Management; good communication skills (verbal and written); Team leadership; Problem solving. A valid driver's license.

DUTIES : Monitoring the implementation of all Aquaculture Operation Phakisa Lab/Master Plan commitments and reporting thereof: report implementation of all Aquaculture Operations Phakisa/Master Plan commitments on weekly basis: Prepare implementation reports on a weekly, monthly, quarterly and yearly basis, submit reports to the relevant structures; Provide support towards ensuring provision for financial support towards aquaculture projects. Facilitate provision of advisory services to all Aquaculture Oceans Economy Operation Phakisa /Master Plan Implementing Agencies/Initiative Owners. Oversee the investment promotion for the Aquaculture Oceans Economy Operation Phakisa/Master Plan projects and maintain good public relations: Ensure aquaculture sector and initiatives promotions and marketing; Attract domestic investments into Operation Phakisa Aquaculture projects. Ensure secretariat services are available for Operations Phakisa Steering Committee chair by the Minister; Implement international obligations entered to in relation to Aquaculture Operations Phakisa. Perform and manage the administrative functions of the Aquaculture Phakisa Unit: Develop the Phakisa Unit Operational Plans and implement the service delivery improvement plan for the unit; Manage and ensure development of all human resources within the unit; Provide support in management of budget, control and monitor expenditure for the unit.

ENQUIRIES : Ms. Andrea Bernatzeder; Cell No: (082) – 687 5333 e-mail abernatzeder@environment.gov.za (for enquiries purposes only)

POST 36/83 : **DEPUTY DIRECTOR: SMALL-SCALE FISHERIES OPERATIONS MANAGEMENT REF NO: FIM23/2021**

SALARY : R733 257 per annum, (all-inclusive remuneration package)
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : A Bachelor's degree or National Diploma in Natural or Environmental Sciences or Fisheries Management or relevant qualification as recognized by SAQA. Three (3) years' experience in management. Knowledge and understanding of the Marine Living Resource Act, 1998 (Act No.18 of 1998), and the regulations promulgated thereunder. Knowledge and understanding of the small-scale fishing sectors and fisheries management. Applicants must have knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA, Treasury Regulations, the Public Service Act, and the Labour Relations Act etc. knowledge of the Government's policies and priorities for Forestry, Fisheries and the Environment. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). A valid driver's license.

DUTIES : Formulate, implement and review small-scale fisheries policies and legislation. Coordinate stakeholder participation in finalizing policies and legislation formulation. Manage the small-scale fisheries sector. Administer rights allocations to small-scale fishing co-operatives. Provide inputs to permit, licence and exemption conditions. Monitor the performance of small-scale fishing co-operatives and the sector. Develop necessary networks and

- partnerships to encourage co-management and development of the sector. Coordinate supplementary livelihoods and support program. Ensure adequate communication with stakeholders. Manage special projects. Initiate, coordinate the implementation of the project and monitor performance of such projects.
- ENQUIRIES** : Mr. Abongile Ngqongwa; Cell No: (060) – 508 7014 e-mail: ANgqongwa@environment.gov.za (for enquiries purposes only)
- POST 36/84** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (BUDGET & REPORTING) REF NO: FIM24/2021**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum, (all-inclusive remuneration package)
: Cape Town (Foretrust Building)
: Bachelor's Degree or National Diploma in Financial Accounting or Financial Management majoring in Accounting. Three (3) years working experience in a financial management environment and supervisory experience. Knowledge of the Public Finance Management Act, Treasury Regulations, Standards of Generally Recognised Accounting Practise (GRAP) and International Accounting Standards (IAS). Knowledge of interpretation and implementation of policies and prescripts. Knowledge and experience in Project Management. A valid driver's licence.
- DUTIES** : Reduce exposure to risk through sound corporate governance. Report on risks of the Directorate on a quarterly basis to the Director: Financial Management. Monitor and review monthly management accounts on expenditure and balance sheet reconciliations. Prepare and submit monthly and quarterly statutory reporting to National Treasury. Manage the cash flow of the MLRF. Compile audit file and prepare the financial statement in compliance with GRAP. Manage and resolve audit queries relating to financial management. Manage and deliver effective budget support service for MLRF in adherence to the PFMA and other relevant prescripts Assist with the planning and co-ordinating of the MLRF budget process. Provide training to staff on financial policies and procedures, National Treasury and instructions.
- ENQUIRIES** : Ms V.M. Mogolla; Cell No: (072) – 712 9414 e-mail: VMogolla@environment.gov.za (for enquiries purposes only)
- POST 36/85** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: ODG10/2021**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum, (all-inclusive remuneration package)
: Pretoria
: National Diploma on NQF level 6 or Bachelor's Degree in Auditing/Risk Management or equivalent qualification plus 3-5 years' experience required in relevant field. Registration with a professional body/Certified Internal Auditor (CIA). Knowledge of the Standards for the Professional Practice of Internal Audits and the Code of Ethics developed by the Institute of Internal Audit. Extensive knowledge of internal auditing and risk management. Extensive knowledge of Public Finance Management Act and Treasury regulations. Skills: Leadership and Management, Coordination skills, organisational and planning, Communication skills (written and spoken), Programme and Project Management, Listening skills, Writing skills, Decision-making skills, Report writing skills, Organisational skills and Management Accounting skill. Personal attribute: Innovative and proactive, Ability to work long hours voluntarily, Ability to gather and analyse information, Proven leadership skills, Ability to develop and apply policies, Ability to work independently and in a team, Ability to lead multidisciplinary team, Good interpersonal relations skills, Ability to work under extreme pressure, Conflict management and resolution, Ability to organise and plan under pressure and Ability to collect and interpret information and reports.
- DUTIES** : The incumbent will be responsible to provide management support on the facilitation of internal audit services within the Department. Support the development of a three-year rolling strategic internal audit plan and an annual internal audit plan. Manage the implementation of the approved operational and strategic plans, policies and procedures and internal audit guideline. Manage and coordinate the planning and execution of internal audits. Monitor and facilitate reporting on internal audits. Perform and manage ad-hoc audits as requested by management.
- ENQUIRIES** : Mr W Oelofse Tel No: 012 399 9013

POST 36/86 : **ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION SUPPORT REF NO: CMS23/2021**

SALARY : R376 596 per annum, (terms and conditions apply)
CENTRE : Pretoria

REQUIREMENTS : National Diploma on NQF level 6 or Bachelor Degree in Office Administration/Public Administration or equivalent relevant qualification. A minimum of 3-5 years' experience in Office Management, Administration and Coordination, or any secretarial related work. Knowledge of Public Service prescripts, policies and procedures, PFMA and other Financial Management and associated prescripts. Understanding of Inter-governmental relations. Knowledge of strategic coordination/planning and project management. Experience in planning, reporting and performance management is also required. Skills required: Sound organizing and planning, Facilitation, Analytical thinking, interpersonal, report writing and Excellent communication skills (written and verbal). Ability to work individually and in a team and work effectively with stakeholders at various levels. Proactive approach to meeting deadlines and delivering results with limited supervision. Advanced level of computer literacy (Ms package). Ability to stay focused and work under extreme pressure.

DUTIES : The successful candidate will be responsible to provide support to the Office of the Deputy Director-General through the following key performance activities: Provide administration and co-ordination support services to the Office of the DDG for the effective and efficient management of the Branch. Render procurement and budgeting services and coordinate financial administration functions (this includes coordinating the compilation and monitoring of the Branch's procurement plans, budgets and expenditure reports). Render secretariat functions for relevant Branch-related meetings and liaise with relevant stakeholders. Identify and direct important and key requests, both from internal and external stakeholders to relevant officials for attention. Keep track of the Branch's responses to compliance with enquiries, questions, requests and dates (e.g. from Cabinet, Portfolio Committees, public and others). Provide document management services, as well as point of interaction with the DG's office.

ENQUIRIES : Ms T Bhunu Tel No: (012) 399 9946

POST 36/87 : **MARINE RESEARCH ASSISTANT III REF NO: FIM25/2021**

SALARY : R257 508 annum
CENTRE : Port Elizabeth

REQUIREMENTS : National Diploma in Natural Science or equivalent qualification (NQF level 6), extensive experience in the relevant field. Applicant will be expected to undergo and pass a medical for seafarers in line with (section 101 of the SAMSA Act 57 Of 1951). Knowledge of Marine Living Resource Act) and other relevant acts, data capturing procedures; record management principles. Skills: Planning and execution; Computer literacy; good communication (verbal and written); A valid unendorsed driver's license. willingness to work at sea on commercial and research vessels and spend extensive periods away from home while on sea/field trip.

DUTIES : Engage with stakeholders within fishing industry and public: Ensure accurate data flow from vessel to end-user; Maintain accurate data reporting and attend to queries; continuous consultation with right holders and vessels skippers. Conduct biological sampling; Collect biological samples and size composition data from pelagic fishery, inshore trawl fishery and squid; Capture collected samples; Prepare samples for analysis; Provide oceanographic and biological assistance to fisheries research sector. Data collection: Collect CPUE data as per different fishery sector; capture squid factory declaration data; Provide research administration: Maintain office and ensure equipment, laboratory is ready and prepared; Ensure electronic transfer of data/stats of fishery sectors to fisheries resource management. Provide support in surveys and field work.

ENQUIRIES : Dr. K Prochazka; Cell No: (083) 302 8191 e-mail: KProchazka@environment.gov.za (for enquiries purposes only)

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

**CLOSING DATE**

: 01 November 2021 at 12h00 noon. No late applications will be considered.

NOTE: Take note of the Disclaimer mentioned on each advert during COVID Lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.**MANAGEMENT ECHELON**

POST 36/88 : **SENIOR MANAGER: INFORMATION SECURITY MANAGEMENT REF NO: SM/IS/2021/10-1P**
Information and Communication Technology

SALARY : R1 057 326 - R1 245 495 per annum (Level 13), (all-inclusive package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A recognised B Degree or equivalent three-year qualification (NQF level 7) as recognised by SAQA. A minimum of eight years demonstrated experience in the Information Security field of which five years' experience should be at a middle/ senior managerial level. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be a distinct advantage. Membership of a professional body in the Information Security field will serve as an advantage. Knowledge of: Benefits Administration, Customer Relationship Management (Channel Management), relevant legislative requirements and GPAA policies and procedures, Industry Knowledge, Knowledge Management, Financial management including budgeting and forecasting, Compliance Management and Relevant Systems. Strategic capability. Service delivery innovation, Client orientation and customer focus. Financial Management. People management and empowerment. Change Management. Exceptional communication skills (verbal and written). Problem solving and analysis. Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional intelligence. Team player.

DUTIES : The successful candidate will be responsible for the following functions and include, but are not limited to: Manage the implementation of the Information Security (IS) Management strategy: Monitor the implementation of the operational plan for the Unit to support the achievement of ICT Unit and the GPAA's strategic objectives. Manage, monitor and review the Unit policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Unit. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practice regarding Unit functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Analyse service delivery gaps, challenges and implement remedial action strategies. Conduct trend analyses and forecasting. Manage the security of organisational information: Collaborate with relevant internal and external stakeholders to identify, monitor and manage IS risks proactively. Develop and manage the implementation of appropriate mitigation strategies, achieving stipulated objectives. Ensure that the GPAA is appropriately protected against unforeseen events, losses, and damages, to recover Information infrastructure where required. Conduct operational risk assessments for the Information Security Unit, in line with the GPAA's risk management framework, in order to develop and maintain adequate internal operations controls and standards. Oversee the operations of the business unit: Assess the provision of IS Management support and advice to line managers to ensure that they are fully equipped to deal with IS Management strategy related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of IS Management policies and procedures. Monitor compliance with relevant legislation throughout all IS Management functions. Manage planning of resource requirements for the unit to ensure sufficient resources are in place to meet service delivery demands. Analyse service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Proactively ensure the identification and mitigation of risks. Establish and manage agreed budgets in consultation with the Chief Information Officer, ensuring that costs are contained. Manage, coordinate and oversee the daily operational activities of the sub unit to ensure that it functions effectively and efficiently. Proactively oversee mitigation of risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Manage and facilitate business partnering: Assist line managers to prepare business cases and budgets for new projects relating to provision of organizational information, motivating project viability and value to the GPAA. Provide IS support and advice to the ICT management with regard to relevant IT solutions or problems raised by managers. Contribute to Client

meetings, demonstrating IS capability when required. Establish sound working relationships with various third party service providers, monitoring achievement of agreed service levels. Manage and develop the capacity requirements plan: Perform IS budget and expenditure reconciliations for the ICT Unit to ensure prudent financial management of the department. Assist ICT management to develop and report on cost of Information Security per employee to optimise and manage cost of service provided. Motivate for additional budget and staff resources to meet business requirements. Assess IT infrastructure requirements so that IS processes and procedures run smoothly. Manage third party contracts sufficiently to ensure maximum return of benefits to the organisation. Continuously manage the improvement of processes and procedures: Track new developments in the industry to improve the effectiveness and efficiency of the IS function in the GPAA. Identify areas of improvement to meet organisational needs. Formulate process and technological improvement solutions to enhance efficiencies. Work in conjunction with relevant units to implement changes, providing an integrated service. Manage project implementation evaluating progress in terms of set objectives. Execute IS governance requirements to ensure compliance with best practices. Manage all the resources in the Unit: Ensure the development and management of staff within the Unit. Implement and maintain a relevant management approach to support effective business results within the Unit. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilisation of all other resources (including IS, Assets, Infrastructure, etc) within the IS environment.

- ENQUIRIES** : Application Enquiries: URS Response Handling Tel No: 012 811 1900
General Enquiries: Ms Felicia Mahlaba Tel No: (012) 319 1455
- APPLICATIONS** : It is mandatory to email your application with the relevant supporting documentation to gpaa18@ursonline.co.za quoting the reference number in the subject heading of the email.
- NOTE** : A permanent Senior Manager: Information Security Management position is currently available at the Government Pensions Administration Agency: ICT Unit. The purpose of the role is: to effectively manage the Information Security Management service. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations. (Information contained in the footer). The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates.
- POST 36/89** : **SENIOR MANAGER: FRAUD AND FORENSIC MANAGEMENT RE NO: SM/FFM/2021/10-1P**
Fraud and Forensic
- SALARY CENTRE REQUIREMENTS** : R1 057 326 - R1 245 495 per annum (Level 13)
: Pretoria Head Office
: A recognized B Degree/B Tech in either Accounting/Law/Audit/Enterprise Wide Risk (NQF level 7) as recognized by SAQA; A minimum of eight (8) years demonstrated experience in the Fraud and Forensic environment of which five (5) years should be at a middle/senior managerial level; Display extensive knowledge of fraud prevention and investigation management. Extensive knowledge of PFMA, Treasury and Public Service Regulations and the Prevention and Combating of Corrupt activities Act. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be a distinct advantage. Membership of a professional body in the Project Management field will serve as an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Fraud Prevention and Forensic Investigation framework, methodology, strategy. Knowledge of Data Analytics: techniques, approaches. Knowledge of Fraud investigation: tools, techniques, methodologies and approaches. Knowledge of Governance and Compliance. Knowledge of integrated systems verification. Knowledge of Prescribed Regulations, Policies, PFMA, Treasury Regulations. Knowledge of Public

Service Regulations and other Government prescripts. High level of communication skills. Project management. Strategic decision making. Leadership skills. Collaboration. Delegation. Problem solving analysis. Initiative. Emotional intelligence. Integrity. Ability to see the big picture. Demonstrable Commitment. Customer service orientation. Structured approach.

DUTIES

: Ensure implementation of Fraud Prevention and Case management strategy. Implement and monitor achievement of an effective Business Plan and budget for Fraud Prevention and Case Management to support the achievement of GPAA's strategic objectives; Implement and maintain Fraud Prevention and Case management methodologies, policies, procedures, frameworks, templates and processes in accordance with best practices; Ensure implementation of an effective short, medium and long term operating strategy for Enterprise Fraud Prevention and Case management; Participate in the annual strategic planning cycle to assist GPAA business units to identify key fraud prevention and case management requirements and implications of business decisions; Analyze trends and prepare reports to provide recommendations on mitigation of fraud risks and relevant Fraud Prevention and Case management information to GPAA management to take appropriate action when needed; Track new developments in practices to improve the effectiveness and efficiency of the Fraud Prevention and Case Management function; Ensure implementation of a management effectiveness and leadership strategy; Ensure implementation and maintenance of relevant policies, methodologies, standard operating procedures, guidelines and processes, achieving compliance with Public Service requirements; Engage in strategic relationships with relevant stakeholders to serve the interest of the business unit; Drive and maintain a culture of compliance with GPAA line managers and staff to ensure greater awareness of Fraud Prevention and Case Management policies and procedures; Analyze service delivery gaps and challenges, define service delivery operational measures and targets and implement remedial action strategies; Proactively ensure the identification and mitigation of operational and fraud risks and proactively identify, monitor and mitigate risks. Lead case management process: Identify and evaluate investigations to be undertaken based on information received from various sources; report to the CEO, Risk Management Committee, Audit Committee and related governance committees on all critical investigations, providing a clear brief on the status of specific high profile cases; provide recommendations on disciplinary action to be taken and criminal case handling, ensuring applicable processes and procedures are followed; Interact with stakeholders involved in a criminal prosecution for the duration of the case, keeping abreast with the status of the prosecution process and the implications for GPAA; oversee and manage forensic and fraud cases on an end-to-end basis (investigation through to prosecution) to ensure that sound cases files are prepared to enable successful prosecution of perpetrators; Represent GPAA in disciplinary and court proceedings or nominate an appropriate representative to best present the organization's case; Manage a quick response capability to investigate fraud incidents in order to meet required turnaround times; develop and maintain a Fraud Register to keep formal records of suspected fraud and prima facie fraud cases and associated successful prosecution; manage the investigation of employees' credit histories to identify any high risk employees in a timely manner and provide technical guidance and advice to investigation, prevention and detection with regard to the approach taken on high level investigation. Lead the fraud prevention process: Oversee and manage regular GPAA fraud risk assessments to identify areas resulting in fraud; participate in the review and enhancement of business processes, procedures and the internal control environment, achieving planned objectives; Quantify the value-at-risk from potential fraudulent activities to guide fraud prevention strategies and fraud investigations; Oversee the implementation of the Fraud Hotline Service, ensuring anonymity of staff and members of public reporting suspicious activity; Proactively monitor effectiveness of current GPAA and Employer Fraud intelligence systems; Oversee the effectiveness of fraud, ethics, integrity awareness training and communication provided for all GPAA stakeholders, implementing changes where identified; Coordinate the identification and profiling of GPAA employees or any other parties that may be at risk of being approached by crime syndicates liaising with SAPS; NPA; Home Affairs and relevant Financial Institutions as required; Cooperate with the Asset Forfeiture

Unit to recover any losses as a result of fraud; provide input to Finance to formally record losses from fraud (i.e provision for losses and actual losses incurred) and Facilitate the process in conjunction with other stakeholders within business units at GPAA to achieve recoveries. Business unit management: Ensure the development and management of staff within the business unit; Implement and maintain a relevant management approach to support effective business results within the business unit; Develop and sustain a culture of high performance, professionalism, innovation and integrity to support overall quality of service delivery; Set, agree and monitor performance of direct reports, check that such are aligned with planned targets and establish and manage agreed budgets in consultation with the Chief Risk Officer, ensuring that costs are contained.

ENQUIRIES

: Application Enquiries: URS Response Handling Tel No: 012 811 1900
General Enquiries: Mapule Mahlangu on Tel No: 012 399 2639

APPLICATIONS

: It is mandatory to email your application with the relevant supporting documentation to gpaa22@ursonline.co.za, quoting the reference number in the subject heading of the email.

NOTE

: One permanent position of Senior Manager: Fraud and Forensic Management is currently available at GPAA: The purpose of the job is to ensure management of Fraud Prevention and Case Management initiative for the GPAA. Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations (Information contained in the footer). The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experience with the COVID 19 pandemic. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001.
- FOR ATTENTION** : Ms N Kana or Ms D Kgosana, Human Resources Tel No: 012 748 6279 / 012 748 6277.
- CLOSING DATE** : 01 November 2021 (12:00 noon)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed, and clear indication of the reference number on the Z 83. A recent comprehensive CV specifying all qualifications and experience with respective dates, Copies of qualifications, ID and a valid driver's license (where required), must be attached. Such copies need not to 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. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA), The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, which might be virtual at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which might be virtual that intends to test relevant technical elements of the jobs; by the Government Printing Works, Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration, If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

- POST 36/90** : **BRANCH ADMINISTRATOR (FINANCIAL SERVICES BRANCH) REF NO: (GPW21/39)**
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate, appropriate 3-year degree or equivalent Office Management/Public/Business Administration/ Financial Management or equivalent relevant qualification at NQF level 6, with 3-5 years' experience in office management and administration. Core Competencies: Computer literacy. Microsoft Office and Outlook. Interpersonal Skills. Programme and Project Management. Time Management. Client orientation and Customer focus.
- DUTIES** : Provide an administrative support service to Senior Management members. Be responsible for document management to ensure the efficiency of the office of the General Manager: Senior members reporting to him/her. Appropriately screen and direct calls. Take accurate and comprehensive messages. Provide efficient clerical and secretarial support. Make and manage meeting arrangements. Manage the diary. Make travel arrangements. Co-ordinate functions. Ensure effective communication with all stakeholders. Handle delegations according to relevant protocols. Be the expert on specific and applicable documents. Prepare reports.
- ENQUIRIES** : Mr. I Van Der Merwe Tel No: (012) 764 3966

POST 36/91 : **ADMINISTRATION CLERK REF NO: (GPW21/40)**

SALARY : R173 703 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : National Senior Certificate or Equivalent qualification. Good Computer Literacy. Numerical proficiency. Problem solving skills. Accountability and ethical conduct. Pay attention to detail. Must be able to work under pressure. Interpersonal relations. Communication skills (Verbal & written). A Valid driver's license.

DUTIES : Perform general administrative assistance. Ensure that the administrative and record keeping of the day to day functions of Facilities Management systems are maintained and updated. Report and follow-up all calls logged with Department of Public Works on facilities. Prepare and follow up on invoices for payment. Maintain good housekeeping and an effective workplace. Compile and submit basic reports.

ENQUIRIES : Ms. L Mudau Tel No: (012) 748 3905

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 X399, Pretoria. Applications should be emailed to: rh@konesolutions.co.za quoting the reference number indicated per advertised post.
- FOR ATTENTION** : Ms T Morake
- CLOSING DATE** : 01 November 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. 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. 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). Copies of qualification certificates (need not be certified) should be attached (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) including ID and driver's licence. Only emailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Media: Sunday times, PSVC, DOH website

MANAGEMENT ECHELON

- POST 36/92** : **CHIEF FINANCIAL OFFICER REF NO: NDOH 09/2021**
Please note this is a re-advertisement and those who previously applied need to re-apply.
- SALARY** : R1 521 591 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : National Department of Health. Pretoria
- REQUIREMENTS** : A postgraduate qualification (NQF 8) as recognised by SAQA in Finance. Management or Leadership qualification will be an advantage. Membership of the Institute of Public Finance (IPFA) will serve as an added advantage. SMS pre-entry Certificate is required for appointment finalisation. At least 8 years' experience at a Senior Management level in Finance. Experience should comprise, Transactional and Developmental Finance, Asset and Liability management as well as Audit, Risk and Governance Management. A good track record of managing strategic programmes or projects. Application experience or knowledge of government policies and legislation relevant to the post i.e. Public Finance Management Act 1 of 1999, Division of Revenue Act, 4 of 2020, Public Audit Act, 25 of 2004, Public Service Act, 103 of 1994 as amended and related regulations etc. Excellent communication skills (written and verbal) appropriate to operational and executive levels, Strategic leadership, stakeholder engagement and coordination skills, change management and analytical skills. Advanced computer office package skills. Flexibility and ability to work under pressure. Valid driver's licence.
- DUTIES** : Strategic Manage of financial services in the Department i.e. Revenue, Expenditure, Assets, Liability, Supply Chain and Internal Control. Oversee the

development of financial models that facilitate the selection of optimised funding options and effective investment of funds for the Health Sector. Manage and coordinate the budget planning processes and maintain performance budget monitoring system. Facilitate the implementation of national norms and standards where applicable. Advice on the strategic financial planning of the Health Sector, through the analysis of the current financial status, estimates of future revenues and expenditure. Advise on the establishment and /or restructuring of the public entities by mergers, acquisitions, or capital restructuring. Grant management. Monitoring and coordination of Provincial Health Budgets. Assess spending by spheres of government and health public entities and advice. Oversee the Supply Chain Management System including assets and contract management, maintenance of supplier database as well as procumbent delegations. Maintain a system of internal control and ensure that policies and processes are developed and managed. Facilitate risk management processes. Implement fraud prevention system and maintain audit processes and systems. Management of Human Resources. Ensure compliance with all relevant legislation and good governance.

ENQUIRIES : Ms VM Rennie on email: valerie.rennie@health.gov.za

POST 36/93 : **DEPUTY DIRECTOR-GENERAL: HOSPITALS TERTIARY SERVICES AND HUMAN RESOURCES DEVELOPMENT REF NO: NDOH 10/2021**
Branch: Hospitals Tertiary Services and Human Resources Development

SALARY : R1 521 591 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE : Pretoria

REQUIREMENTS : A post-graduate degree in Health, Social Sciences or Public Health or equivalent NQF 8 qualification. SMS pre-entry Certificate is required for appointment finalisation. At least 10 years relevant working experience on Senior Management level Knowledge of and experience in Hospital Management, Tertiary Health Service and Human Resource Development, policy development, implementation, evaluation, and monitoring. In-depth knowledge and understanding of health challenges in South Africa as well as SADC regions. Good communication (written and verbal), interpersonal and computer skills. A creative and an innovative thinker. Willingness to travel frequently and work long irregular hours. Ability to function under pressure. A valid driver's license.

DUTIES : Facilitate appropriate governance of hospitals within a National Health Insurance system. Facilitate the planning and development policies to ensure the effective Training of Health workers in line with the Human Resources for Health strategy. Development of transversal policies for human resources in the health sector. Development of policies that guide the governance and management of Emergency Medical Services (EMS) in the country. Render effective and efficient Forensic Chemistry Laboratory services to support the Criminal Justice System and reduce the burden of diseases and unnatural causes of death. Responsible for policies that guide the management of and service standards of Forensic Pathology Services. Responsible for providing leadership in development and implementation of policies in nursing education and practice. Responsible for planning, setting norms and standards, monitoring and coordination of the delivery of health infrastructure to enable provinces to plan, manage, modernise, rationalise and transform infrastructure, health technology, hospital management and improve quality of care. Responsible for the management of the provincial health facility revitalisation grant and the infrastructure component of the national health grant.

ENQUIRIES : Ms VM Rennie on email: valerie.rennie@health.gov.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(THEKWINI TVET COLLEGE)**

- APPLICATIONS** : Please apply through www.pnet.co.za. We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Pnet website and upload all documents required per advert.
- CLOSING DATE** : 29 October 2021
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document), which must be completed in full, signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full. Applications must be accompanied by a covering letter clearly indicating experience in the post applying for, a detailed Curriculum Vitae and Copies of Qualifications and Academic Record indicating subjects studied, Identity Document, and Drivers Licence (where applicable) as well as the questionnaire as directed on the application process. NB: The employment decision shall be informed by the Employment Equity Plan of the College. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

OTHER POST

- POST 36/94** : **ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING
REF NO: FIN 01/09/2021 (X1 POST)**
Permanent

- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Thekwini TVET College (Central Office)
- REQUIREMENTS** : Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) in Commerce Accounting or Financial Management. Seven years' functional work experience in an overall financial management and reporting role, of which three years should be at managerial (supervisory) level. Good computer skills (including Word, PowerPoint and Outlook) with excellent Excel skills. Good knowledge of one or more accounting software packages. Leadership and management skills; good communication and interpersonal skills. Good administration skills. Valid and unendorsed Code EB Drivers' Licence. Experience in the public sector will be an advantage. Knowledge of TVET Finance System will be an added advantage.

- DUTIES** : Planning Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Supervise employees to ensure an effective financial accounting service. Budgeting-Coordinate, review, Analyse and quality assure the budget preparation process. Manage the collection and recording of revenue, Debt management and expenditure management for the College. Manage the operational processes, resources and procedures associated with management accounting functions. Reporting-Coordinate, review, analyse and quality assure the management accounting reporting processes. Assisting in design, management and maintenance of credible financial system ensuring that the College has a financial system which produces reports which are accurate, and can be relied upon to produce a confidence audit trial. Oversee all financial reports, registers and systems to ensure timeous and efficient extraction of standard and customised financial reports. Ensure compliance with legislation related to Public TVET College, thereby ensuring internal audit are clear of negative findings and an unqualified external opinion. Assist in the management of the College cash flow via monthly, quarterly and annual reports; ensuring that the College is liquid at all time.

- ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 250 8408

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 01 November 2021

NOTE : Interested applicants must submit their applications for employment to the address specified to each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. 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

MANAGEMENT ECHELON

POST 36/95 : **REGIONAL HEADS (X3 POSTS)**
(This is a re-advertised Post, Candidates who previously applied are encouraged to re-apply)

SALARY : R1 251 183 – R1 495 956 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office: Nelspruit: Ref No: 21/236/CS (X1 Post)
Mahikeng: Ref No: 21/237/CS (X1 Post)
Cape Town: Ref No: 21/238/CS (X1 Post)

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Social Science, BCom Law or qualification and / or Public Administration / Management; A post graduate qualification in Law or legal will be an added advantage; At least 6 years' experience of which 5 years must be at Senior Management level; Relevant work experience in the field of Court/Administration of Justice/ Public Administration; A valid driver's license. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills.

DUTIES : Key Performance Areas: Manage Justice Operations and related services in the regions; Manage infrastructure, facilities, auxiliary services and ICT related services; Manage Security service and monitor risk of all courts in the region; Manage and monitor justice stakeholders and customer relations; Provide effective people management.

ENQUIRIES : Ms M Kganyago Tel No: (012) 315 1844

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001

NOTE : Women and People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.

- POST 36/96** : **DIRECTOR: ADMINISTRATION SUPPORT, OFFICE OF THE DIRECTOR-GENERAL REF NO: 21/235/DG**
(12 Months Contract Appointment)
(Re-Advertisement)
- SALARY** : R1 057 326 – R1 245 495 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
A Degree in Public Administration, Management Studies and Social Sciences, legal/Law at NQF level 7 or equivalent qualification; Post-Graduate qualification (NQF level 8) is an added advantage; A minimum of three (3) years in Public Administration; Minimum of 5 years' experience at a middle/senior managerial level; Experience in Public Service financial management and Departmental policies and Procedures; Knowledge and understanding of the South African legal system; Knowledge of National Treasury and Department of Public Service Administration (DPSA) policies and procedures. Skills and Competencies: 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; and Honesty and Integrity.
- DUTIES** : Key Performance Areas: Manage the administrative support services in the Office of the Director- General; Provide technical and administrative support pertaining to Parliamentary and various stakeholders, offices and committees; Manage and oversee budget and procurement functions in the Office of the Director- General; Manage and monitor the implementation and development of departmental policies and other relevant prescripts; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. O Melato Tel No: (012) 315 1351
Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : Preference will be given to women and people with disability.

OTHER POSTS

- POST 36/97** : **DEPUTY DIRECTOR: LANGUAGE POLICY & INTERPRETING SERVICES REF NO: 04/20/NC**
(This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)
- SALARY** : R733 257 – R 863 748 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office Northern Cape, Kimberley
Bachelor's Degree in Administration/Management or equivalent qualification; Minimum of six (6) years experience in Administration of which three (3) years experience should be at Supervisory level (ASD level). Knowledge of Language Policy and Language Service; Interpreting Services; Public Service Regulations; Public Finance Management Act; Treasury Regulations and Labour Relations Act; A valid driver's license. Skills and Competencies: Computer Literacy (MS Word, Power Point, Outlook, Excel); Communication Skills (Written and verbal); Research; Monitoring and evaluation; Report writing; Policy Development; Cultural Diversity; Strong leadership with strategic capabilities; Translation and Editing; Presentation and facilitation skills.
- DUTIES** : Key Performance Areas: Manage the development of Language and Court Interpreting strategies and policies; Monitor performance on the implementation of language and Court Interpreting services; Facilitate language policy awareness; Manage language, stakeholders and customer relations; Provide effective people management, etc.
- ENQUIRIES** : Ms S Segopa Tel No: (053) 802 1300

- POST 36/98** : **DEPUTY DIRECTOR: ICT BUSINESS ANALYSIS REF NO: 21/201/ISM (X1 POST)**
(Contract Appointment ending 31 March 2022)
(Re-Advertisement)
- SALARY** : R733 257 – R863 748 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Information Technology, Computer Systems or Computer Science or equivalent qualification; An understanding of the Public Service Sector and application of legislation, policies and regulation; A minimum of 3 years at management/supervisor level; 2 years experience in Business Analysis; Knowledge and understanding of System Analysis, Solution Architecture, Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies); Knowledge and understanding of Corporate Governance of ICT Policy Framework, Public Service Regulations and Public Finance Management Act. Skills and competencies: Good communication (written and verbal) skills; Applied strategic thinking; Budget and financial management; Diversity management; Networking and building bonds; Project Management skills; Good interpersonal relations and Problem solving; Planning and organizing; Ability to work in a team; Ability to work overtime; Must be able to travel.
- DUTIES** : Key Performance Areas: Plan and Manage the analysis and optimization of business processes for ICT solutions; Manage the design of ICT solutions; Manage the quality of the development of ICT solutions; Ensure the participation of the Analysts in Pilot Site implementation; Manage human-finances and other resources.
- ENQUIRIES APPLICATIONS** : Mr J. Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 36/99** : **DEPUTY DIRECTOR: ICT PROGRAMME AND PROJECT MANAGEMENT REF NO: 21/203/ISM**
(Contract Appointment ending 31 March 2022)
(Re-Advertisement)
- SALARY** : R733 257 – R863 748 (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: A Degree or National Diploma NQF 6 as recognized by SAQA in Project Management, Information & Communication Technology, Computer Science or equivalent; 3 years at Management/ Assistant Director level; 2 years Project Management experience; Knowledge and understanding of Public Service Regulations and Public Finance Management Act; Knowledge of ICT Strategic Planning, ICT Business Value Matrics, Information and Systems Management; Knowledge of Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies), PMBOK and Prince 2. Skills and Competencies: Applied strategic thinking; Budgeting and interpersonal relations; Networking and building bonds; Project management; Applying technology; Information management; Planning and organizing; Decision making; Problem solving skills; Developing others; Continuous improvement; Relationship/Stakeholder Management; Willing to work overtime and under changing and difficult circumstances; Willing to travel.
- DUTIES** : Key Performance Areas: Manage the overall planning, execution, monitoring, controlling and closing of ICT business application projects; Manage the development and implementation of project management strategies and plans for ICT infrastructure; Manage administrative support for ICT project management; Provide effective people and financial management.
- ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First

Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 36/100 : **DEPUTY DIRECTOR: ICT SECURITY OPERATIONS REF NO: 21/205/ISM (X1 POST)**
(Contract Appointment ending 31 March 2022)
(Re-Advertisement)

SALARY : R733 257– R863 748 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: A Degree or National Diploma in Project Management, Information & Communication Technology, Computer Science or equivalent qualification NQF 6 as recognized by SAQA; A minimum of 3 years management/Assistant Director level; 2 years' experience in ICT Security; Sound knowledge of ICT Security Operations management framework. Knowledge and understanding of Corporate Governance of ICT Policy Framework, Public Service Regulations and Public Finance Management Act. Sound knowledge of government ICT Security policies; Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Networking and interpersonal relations; Project management; Applying technology; Information management; Planning and organizing; Decision making; Problem solving skills; Continuous improvement.

DUTIES : Key Performance Areas: Manage ICT Security Infrastructure operations; Manage ICT Security monitoring and reporting; Manage and facilitate ICT Security Operational Compliance; Manager ICT Security Customer Relations and User Experience; Provide effective people and financial management.

ENQUIRIES APPLICATIONS : Mr. J Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 36/101 : **DEPUTY DIRECTOR: ICT STRATEGY, PLANNING AND MONITORING REF NO: 21/208/ISM (X1 POST)**
(Contract Appointment ending 31 March 2022)
(Re-Advertisement)

SALARY : R733 257 – R863 748 per annum, (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: A Degree/National Diploma at NQF level 6 as recognized by SAQA in Information and Communication Technology, Computer Science, Strategy, Finance or equivalent qualification; A minimum of 3 years at management/Assistant Director level; 2 years in ICT Planning and Monitoring; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Knowledge of government ICT planning and monitoring frameworks; Knowledge of government financial processes and systems. Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Networking and interpersonal relations; Project management; Applying technology; Information management; Planning and organizing; Problem solving and decision making; Developing others; Continuous improvement.

DUTIES : Key Performance Areas: Manage and facilitate the establishment and review of the ICT strategic plans and annual operational plans; Monitor the performance against the ICT strategic and operational plans; Manage and facilitate the establishment, review and monitoring of the ICT budget and ICT procurement plan; Facilitate overall ISM Financial Management Reporting requirements; Provide effective people and financial management.

ENQUIRIES APPLICATIONS : Mr J. Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

- POST 36/102** : **ASSISTANT DIRECTOR: ICT SERVICE OPERATIONS REF NO: 21/213/ISM (X1 POST)**
(Contract Appointment ending 31 March 2022)
(Re-Advertisement)
- SALARY** : R376 596 + 37% = R515 936 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : A Degree/National Diploma at NQF level 6/7 as recognized by SAQA in Information & Communication Technology or equivalent qualification; A minimum of 3 supervisory level; 2 years' experience in ICT Service Operations; Knowledge and understanding of Public Service Regulations, Finance Management Act and Treasury Regulations; Knowledge of ICT policy development; Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Networking and interpersonal relations; Project management; Applying technology; Information management; Planning and organizing; Diversity management and Decision making; Problem solving skills; Developing others; Continuous improvement; Communication and information management.
- DUTIES** : Key Performance Areas: Facilitate the resolution of incident logged via the service desk; Facilitate all vendor management processes; Manage ICT related assets; Provide effective people and financial management.
- ENQUIRIES** : Mr J. Maluleke Tel No: (012) 315 1090
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 36/103** : **ASSISTANT DIRECTOR: ICT STRATEGY, PLANNING AND MONITORING REF NO: 21/216/ISM (X2 POSTS)**
(Contract Appointment ending 31 March 2022)
(Re-Advertisement)
- SALARY** : R376 596 + 37% = R515 936.52 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : A National Diploma NQF level 6 as recognized by SAQA in Information Technology; Computer Systems, Computer Science, Strategy, Finance or equivalent qualification; A minimum of 3 years at supervisory level; 2 years experience in ICT Strategy and/or Planning and Monitoring; Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Regulations; Knowledge of Government financial processes and systems; Knowledge of ICT Planning and Monitoring Frameworks. Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Information management; Communication skills (verbal and written); Interpersonal relations; Developing others; Diversity management; Problem solving skills; Networking and building bonds; Planning and organizing; Decision making; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Establish and review the ICT strategic plans; Establish and review the ICT annual operational plans; Monitor the performance against the ICT strategic and operational plans; Establishment, review and monitor the ICT budget and ICT procurement plan; Provide the overall ISM Financial Management Reporting requirements; Provide effective people and financial management.
- ENQUIRIES** : Mr J. Maluleke Tel No: (012) 315 1090
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.

- POST 36/104** : **ASSISTANT DIRECTOR: ICT BUSINESS ANALYST (2 POSTS) REF NO: 21/215/ISM**
(Contract Appointment ending 31 March 2022)
(Re-Advertisement)
- SALARY** : R376 596 + 37% = R515 936.52 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: A National Diploma/ Degree NQF level 6 as recognized by SAQA in Information Technology, Computer Systems and Computer Science or equivalent qualification; A minimum of 3 years at supervisory level; 2 years' experience in Business Analysis and/or Project Management; Knowledge of Public Finance Management Act and Public Service Regulations and Government financial processes and systems; Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Information management; Communication skills (verbal and written); Interpersonal relations; Developing others; Diversity management; Problem solving and decision making; Networking and building bonds; Planning and organizing; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Conduct the analysis and optimization of business processes for ICT solutions; Conduct the functional Design of ICT solutions; Participate in the Testing/Quality Assurance phase; Ensure solution pilot and implementation; Conduct the functional design of ICT solutions; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr J. Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 36/105** : **ASSISTANT DIRECTOR: ICT GOVERNANCE AND SERVICE DELIVERY MANAGEMENT REF NO: 21/217/ISM (X1 POST)**
(Contract Appointment ending 31 March 2022)
(Re-Advertisement)
- SALARY** : R376 596 + 37% = R515 936.52 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: A National Diploma/ Degree NQF level 6 as recognized by SAQA in Information Technology, Computer Systems and Computer Science or equivalent qualification; A minimum of 3 years at supervisory level; 2 years' experience in ICT Governance and/ or ICT Service Delivery Management; Knowledge of ICT policy development, ICT Corporate Governance, ICT risks, ICT audits, ICT Service Delivery/Portfolio Management; and ICT related compliance; Knowledge of Public Finance Management Act, Treasury Regulations; Public Service Regulations. Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Information management; Communication skills (verbal and written); Interpersonal relations; Developing others; Diversity management; Problem solving and decision making; Networking and building bonds; Planning and organizing; Project management; Team leadership.
- DUTIES** : Key Performance Areas: Implement and monitor ICT governance frameworks, policies and procedures; Identify and/ or facilitate the identification and mitigation of ICT risks (strategic and operational risks); Facilitate the execution of ICT audits and conduct monitoring of audit action plans (internal and AG audits); Facilitate the establishment and conduct monitoring of the ICT services portfolio and associated service levels; Provide effective people and financial management.
- ENQUIRIES APPLICATIONS** : Mr J. Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.

POST 36/106 : **ASSISTANT DIRECTOR: ICT ENTERPRISE ARCHITECTURE REF NO: 21/218/ISM (X2 POSTS)**
(Contract Appointment ending 31 March 2022)
(Re-Advertisement)

SALARY : R376 596 + 37% = R515 936 per annum in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
: National Diploma/ Degree (NQF level 6) as recognized by SAQA in Information Technology, Computer Systems and Computer Science or equivalent qualification; A minimum of 3 years at supervisory level; 2 years' experience in ICT Architecture; Knowledge of enterprise architecture, architecture frameworks, Knowledge of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Networking and building bonds; Project management; Applying technology; Information management; Planning and organizing; Decision making; Problem solving skills; Developing others; Continuous improvement.

DUTIES : Key Performance Areas: Design, implement, review and monitor the ICT enterprise architecture; Design, implement, review and monitor the ICT business, information and data architecture domains; Design, implement, review and monitor the ICT applications, network and technology architecture domains; Design, implement, review and monitor the ICT security architecture domains; Establish, review and monitor ICT standards (hardware & software); Provide effective people and financial management.

ENQUIRIES APPLICATIONS : Mr J Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

POST 36/107 : **ASSISTANT DIRECTOR: ICT INFRASTRUCTURE OPERATIONS REF NO: 21/219/ISM (X2 POSTS)**
(Contract Appointment ending 31 March 2022)
(Re-Advertisement)

SALARY : R376 596 + 37% = R515 936 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: A Degree/National Diploma at NQF level 6 as recognized by SAQA in Information Systems/Technology/Computer Science or equivalent qualification; A minimum of 2 years relevant IT management experience which includes at least 3 years managing networks; Knowledge of prescripts and legislation frame work of the department; Sound knowledge of government policies; Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Service delivery innovation; Communication; People management and empowerment; Problem solving and analysis; Change management; Client orientation and customer focus.

DUTIES : Key Performance Areas: Manage the ICT Back-end infrastructure and cloud hosted services; Manage the departments data centers; Manage all software licenses; Ensure management of related assets; Provide effective people and financial management.

ENQUIRIES APPLICATIONS : Mr J. Maluleke Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 36/108 : **ASSISTANT DIRECTOR: ICT TESTING & QUALITY ASSURANCE REF NO: 21/220/ISM (X2 POSTS)**
 (Contract Appointment ending 31 March 2022)
 (Re-Advertisement)

SALARY : R376 596 + 37% = R515 936 per annum in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
 : National Diploma/ Degree (NQF level 6) as recognized by SAQA in Information Technology, Computer Systems and Computer Science or equivalent qualification; Certificate in Quality Assurance/Software Testing will be an added advantage; 3 years should be at supervisory level; 2 years experience in ICT Solutions Testing; Knowledge of Public Service Regulations and Public Finance Management Act; Knowledge of Test Methodologies in relation to the implementation of SDLC (Waterfall and Agile) methodology, Quality Management and Testing Techniques and Programming; Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Networking and building bonds; Project management; Applying technology; Information management; Planning and organizing; Decision making; Problem solving skills; Developing others; Continuous improvement.

DUTIES : Key Performance Areas: Develop the test strategy and test plan; Conduct the analysis of testing requirements and design the test cases; Manage and execute the testing process; Conduct Post Deployment Testing; Provide effective people and financial management.

ENQUIRIES APPLICATIONS : Mr J Maluleke Tel No: (012) 315 1090
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

POST 36/109 : **ASSISTANT DIRECTOR: ICT BUSINESS APPLICATIONS OPERATIONS REF NO: 21/221/ISM (X2 POSTS)**
 (Contract Appointment ending 31 March 2022)
 (Re-Advertisement)

SALARY : R376 596 + 37% per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
 : A Degree/National Diploma at NQF level 6 as recognized by SAQA in Information Systems/Technology/Computer Science or equivalent qualification; A minimum of 2 years relevant IT management experience which includes at least 3 years managing networks and end user devices; Knowledge of prescripts and legislation framework of the department; Sound knowledge of government policies; Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Service delivery innovation; Communication; People management and empowerment; Problem solving and analysis; Change management; Client orientation and customer focus.

DUTIES : Key Performance Areas: Manage the operational support of all end user devices(laptops, desktops, printers, scanners, etc); Assist in managing local area network (LAN) infrastructure and operations; Conduct wide area network (WAN) infrastructure services; Ensure management of assets; Provide effective people and financial management.

ENQUIRIES APPLICATIONS : Mr J. Maluleke Tel No: (012) 315 1090
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

- POST 36/110** : **ASSISTANT DIRECTOR: ICT SECURITY OPERATIONS REF NO: 21/222/ISM (X2 POSTS)**
(Contract Appointment ending 31 March 2022)
(Re-Advertisement)
- SALARY** : R376 596 + 37% per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : A Degree/National Diploma at NQF level 6 as recognized by SAQA in Information Systems/Technology/Computer Science or equivalent qualification; A minimum of 2 years relevant IT management experience which includes at least 3 years ICT Security governance experience; Knowledge of prescripts and legislation frame work of the department; Sound knowledge of government policies; Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Service delivery innovation; Communication; People management and empowerment; Problem solving and analysis; Change management; Client orientation and customer focus.
- DUTIES** : Key Performance Areas: Coordinate ICT security infrastructure and reporting; Facilitate ICT security monitoring and reporting; Manage and facilitate ICT security operational compliance; Provide effective people and financial management.
- ENQUIRIES** : Mr J. Maluleke Tel No: (012) 315 1090
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 36/111** : **ASSISTANT DIRECTOR: ICT PROJECT MANAGER REF NO: 21/223/ISM (X2 POSTS)**
(Contract appointment ending 31 March 2022)
(Re-Advertisement)
- SALARY** : R376 596 + 37% = R515 936 per annum in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : National Diploma/ Degree (NQF level 6) as recognized by SAQA in Information Technology, Computer Systems and Computer Science, Project Management or equivalent qualification; 3 years at supervisory level; 2 years' experience in ICT Project Management in Infrastructure/Deployment of ICT Business Solution/ICT Project; Knowledge of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Government financial systems and processes. Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Networking and building bonds; Project management; Applying technology; Information management; Planning and organizing; Decision making; Problem solving skills; Developing others; Continuous improvement.
- DUTIES** : Key Performance Areas: Manage and facilitate the development, execution and monitoring of project plans; Maintain, update and report on budgets as project progress; Manage project Administrative functions; Manage project related activities; Provide effective people- and financial management.
- ENQUIRIES** : Mr J Maluleke Tel No: (012) 315 1090
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 36/112** : **COURT INTERMEDIARY REF NO: 45/21/NC/SPR (X2 POSTS)**
(Re-Advertisement)
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE** : Magistrate Office, Kuruman Ref No: 01/18/NC/KUR (The successful candidate will also serve Kathu, Mothibstad, Postmasburg, Danielskuil, Upington); Magistrate Office, Springbok
- REQUIREMENTS** : Three years bachelor's degree/National Diploma academic qualification in one of the following fields; teaching, Social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist. Applicants must be duly registered with the relevant professional/scientific organization/body in their field of specialization. A valid driver's license. Minimum of three years' working experience in the applicable field. Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages. Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Proficiency in the following languages for Kuruman post: Setswana, Afrikaans and English. Proficiency in the following languages for Springbok post: English and Afrikaans. Skills and Competencies: Communication and listening skills (with children, persons with mental disabilities and other traumatized witnesses). Trauma and basic counseling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills
- DUTIES** : Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.
- ENQUIRIES** : Mr. J Tope ☎ (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number and direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.
- POST 36/113** : **ADMINISTRATIVE OFFICER KUDUMANE REF NO: 44/21/NC/KUD**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office, Kudumane
- 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;. 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 details.
- DUTIES** : Key Performance Areas: Manage the sections related to Family Courts, Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Compile and analyse statistics to show performance and trends; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users; Provide effective people management.
- ENQUIRIES** : Mr L Swartz Tel No: (053) 802 1300
- APPLICATIONS** : Quoting the relevant reference number and direct your application to: Postal Address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. Or Hand Delivers At The New Public Buildings, (Magistrates Court) Of Knight And Stead Streets, 7th Floor, Kimberley, 8301.

POST 36/114 : **SENIOR COURT INTERPRETER REF NO: 43/21/NC/KIM**

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

CENTRE : Magistrate Office, Kimberley

REQUIREMENTS : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages; and minimum three years practical experience in court interpreting; OR Grade 12 with ten years practical experience in court interpreting. Proficiency in English. Proficiency in two or more indigenous languages preferably IsiXhosa and Setswana. 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 Phiri Tel No: (053) 802 1300

APPLICATIONS : Quoting the relevant reference number and direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300, OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 01 November 2021
- NOTE** : For your application to be accepted: Applications must be submitted on the new Z83 version, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in BLOCK LETTERS. Only copies of required qualifications, identity document and other listed documents as per the advert, must be included with your application. Such copies need not be certified when applying for the post. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.
- ERRATUM:** Kindly note that the post Court Preparation Officer DDPP: Durban with Recruit 2021/540 and Regional Court Prosecutor CPP: Middelburg (Elukwatini) with Recruit 2021/519 advertised in Public Service Vacancy Circular 30 dated 27 August 2021 has been withdrawn.

OTHER POSTS

- POST 36/115** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/591 (X3 POSTS)**
National Prosecutions Services
(2 Re advert)
- SALARY** : R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)
- CENTRE** : DPP: Pietermaritzburg
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently.
- DUTIES** : Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES APPLICATIONS : Thabsile Radebe Tel No: 033 392 8753
e mail Recruit_2021591@npa.gov.za

POST 36/116 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/592 (X2 POSTS)**
National Prosecutions Services

SALARY : R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)

CENTRE REQUIREMENTS : DDPP: Durban (OCC)
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Two years of such experience must be High Court experience and/or five years Regional Court experience. Thorough understanding and experience or knowledge in POCA legislation. Good advocacy and well-developed skills in legal research and legal drafting. Good interpersonal, analytical, presentation and communication skills. Good knowledge of civil and criminal procedure. High level of proficiency in prosecuting and presenting/ arguing cases in court. Five years' experience in legal practice will be an added advantage.

DUTIES : Study case dockets and decide in the institution of criminal proceedings. Prepare case for court, draft charge sheets/indictments and other court documents. Ensure quality work with regard to decision making, appropriate and complete instructions to the Investigating Officer in accordance with the NPA policy directives and procedures. Conduct and manage prosecution guided investigations (PGI). Represent the State in all courts and ensure successful prosecutions by conducting and managing effective criminal court proceedings/prosecution including bail applications, trials in accordance with legislation and NPA policy directives and procedures. Submit the required reports and statistics timeously. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES APPLICATIONS : Siyanda Salman Tel No: 031 334 5272
e mail Recruit_2021592@npa.gov.za

POST 36/117 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/593**
Sexual Offences and Community Affairs

SALARY : R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)

CENTRE REQUIREMENTS : Pretoria: Head Office
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience regarding common law offences relating to Domestic Violence legislation. Knowledge and expertise of the GBVF mandate of the SOCA unit in the areas of Child Justice, Sexual Offences, Maintenance, Trafficking in Persons and all GBV matters generally. Stakeholder engagement and liaison. Good communication skills. Planning and organising. Good communication skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.

DUTIES : Manage the domestic Violence portfolio at head office. Develop initiatives and interventions. Attend to all representations related to the Domestic Violence portfolio as well as representations in the GBV mandate as allocated by the SDPP. Research, develop and review training material and implement training for all prosecutors and external stakeholders on the Domestic Violence and GBV mandate. Keep abreast with all National and International Domestic Violence legislation, case law (reported and unreported), protocol and research and trends and develop legal opinions, directives, training modules thereto. Ensure dissemination of aforementioned information nationally. Manage, mentor and guide prosecutors where required on the domestic violence and GBV mandate. Render advice on matters relating to domestic violence and all GBV matters generally. Provide Senior Management with legal opinions on parliamentary reports and enquiries as and when required. Participate in the development and amendment of current legislation on domestic violence and GBV matters as and when required.

ENQUIRIES APPLICATIONS : Sandra Reddy Tel No: 012 845 6670
: e mail Recruit_2021593@npa.gov.za

POST 36/118 : **SENIOR PUBLIC PROSECUTOR (TUTOR) REF NO: RECRUIT 2021/594**
National Prosecutions Service

SALARY : R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level CM-1)

CENTRE REQUIREMENTS : CPP: Ladysmith
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

DUTIES : Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee prosecutor. Train and guide Prosecutors including trainee prosecutors and stakeholders in preparation of Case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance to code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES APPLICATIONS : Thabsile Radebe Tel No: 033 392 8753
: e mail Recruit_2021594@npa.gov.za

POST 36/119 : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service

SALARY : R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level CM-1)

CENTRE : CPP: Port Elizabeth Ref No: Recruit 2021/595
: CPP: Durban Ref No: Recruit 2021/643 (X2 Posts)
: CPP: Ntuzuma Recruit 2021/644
: CPP: Mthatha (Mt Frere) Ref No: Recruit 2021/649

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

DUTIES : Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee prosecutor. Train and guide Prosecutors including trainee prosecutors and stakeholders in preparation of Case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance to code of conduct, policy directives of NPA. Promote

		partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450 CPP: Durban & CPP: Ntuzuma Ntokozo Dlamini Tel No: 031 334 5274 CPP: Mthatha Linda Mankayi Tel No: 047 501 2607
<u>APPLICATIONS</u>	:	CPP: Port Elizabeth e mail: Recruit_2021595@npa.gov.za CPP: Durban e mail Recruit_2021643@npa.gov.za CPP: Ntuzuma e mail Recruit_2021644@npa.gov.za CPP: Mthatha (Mt Frere) e mail Recruit_2021649@npa.gov.za
<u>POST 36/120</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/596 (X4 POSTS)</u> Investigating Directorate
<u>SALARY</u>	:	R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Experience or knowledge in POCA legislation. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	Maureen Dibetle Tel No: 012 845 7727
<u>APPLICATIONS</u>	:	e mail Recruit_2021596@npa.gov.za
<u>POST 36/121</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/597 (X3 POSTS)</u> (Three Year Contract) National Prosecutions Services
<u>SALARY</u>	:	R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	DPP: Pietermaritzburg (PCLU)
<u>REQUIREMENTS</u>	:	An LLB or equivalent foreign legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently.
<u>DUTIES</u>	:	Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Stakeholder engagement. Guide investigation related to TRC matters.

<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: 033 392 8753
<u>APPLICATIONS</u>	:	e mail Recruit_2021597@npa.gov.za
<u>POST 36/122</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R847 047 per annum (Total Cost Package) to R1 384 479 per annum (Total Cost Package) (Level SU-3)
<u>CENTRE</u>	:	CPP: East Rand (Randburg) Ref No: Recruit 2021/604 CPP: Odi (Moretele) Ref No: Recruit 2021/605 CPP: Cape Town Ref No: Recruit 2021/606
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	CPP: East Rand Yasmeen Mbawana 011 220 4083 CPP: Odi Flora Kalakgosi 018 381 9041 Francios Brandt 021 487 7144
<u>APPLICATIONS</u>	:	CPP: East Rand (Randburg) e mail Recruit_2021604@npa.gov.za CPP: Odi (Moretele) e mail Recruit_2021605@npa.gov.za CPP: Cape Town e mail Recruit_2021606@npa.gov.za
<u>POST 36/123</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	DPP: Limpopo Ref No: Recruit 2021/598 DPP: Pietermaritzburg Ref No: Recruit 2021/599 (X6 Posts) (Re-advert) DPP: Mthatha Ref No: Recruit 2021/648 (X2 Posts)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement

		and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	DPP: Limpopo Thuba Thubakgale Tel No: 015 045 0285 DPP: Pietermaritzburg Thabsile Radebe Tel No: 033 392 8753
		DPP: Mthatha Linda Mankayi Tel No: 047 501 2607
<u>APPLICATIONS</u>	:	DPP: Limpopo e mail Recruit_2021598@npa.gov.za DPP: Pietermaritzburg e mail Recruit_2021599@npa.gov.za DPP: Mthatha e mail Recruit_2021648@npa.gov.za
<u>POST 36/124</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2021/600</u> National Prosecutions Service
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	DDPP: Durban (OCC)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Ntokozi Dlamini Tel No: 031 334 5274
<u>APPLICATIONS</u>	:	e mail Recruit_2021600@npa.gov.za
<u>POST 36/125</u>	:	<u>STATE ADVOCATE (ATTORNEY) REF NO: RECRUIT 2021/601</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R763 212 per annum (Total Cost Package) – R1 266 156 per annum (Total cost package) (LP-7 to LP-8)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least 5 years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney of the High Court of South Africa. Appropriate knowledge of or experience in the implementation of the Prevention of Organized Crime Act and in dealing with legal matters relating to Asset Forfeiture Unit is recommended. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint is recommended. Professionalism and able to act independently Willingness to travel and work extended hours. Excellent communication and administrative skills are recommended, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance is recommended. Ability to conduct legal research is recommended. Valid driver's license is recommended.
<u>DUTIES</u>	:	Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to

queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS : e-mail Recruit_2021601@npa.gov.za

POST 36/126 : **STATE ADVOCATE REF NO: RECRUIT 2021/602**
National Prosecutions Service

SALARY : R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE : DPP: Grahamstown
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Proficiency in prosecuting. Competency in guiding investigations. Represent the state in all courts.

ENQUIRIES : Mzikayise Toni Tel No: 046 602 3000
APPLICATIONS : e mail Recruit_2021602@npa.gov.za

POST 36/127 : **STATE ADVOCATE REF NO: RECRUIT 2021/603**
Investigating Directorate

SALARY : R763 212 per annum (Total Cost Package) LP-7 to R1 266 156 per annum (Total Cost Package) LP-8

CENTRE : Pretoria: Head Office
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail Recruit_2021603@npa.gov.za

<u>POST 36/128</u>	:	<u>HEAD CONTROL PROSECUTOR 2</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1-SU-2)
<u>CENTRE</u>	:	CPP: Thohoyandou (Waterval) Ref No: Recruit 2021/607 (Musina) Ref No: Recruit 2021/608 CPP: Ladysmith (Nquthu) Ref No: Recruit 2021/609
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: Thohoyandou Thuba Thubakgale Tel No: 015 045 0285 CPP: Ladysmith Thabsile Radebe Tel No: 033 392 8753
<u>APPLICATIONS</u>	:	CPP: Thohoyandou (Waterval) e mail Recruit_2021607@npa.gov.za (Musina) e mail Recruit_2021608@npa.gov.za CPP:Ladysmith (Nquthu) e mail Recruit_2021609@npa.gov.za
<u>POST 36/129</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 per annum (Excluding Benefits) to R1 192 947.00 per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Nelspruit (Kabokweni) Ref No: Recruit 2021/610 CPP: Middelburg (Carolina) Ref No: Recruit 2021/611 CPP: Polokwane (Lenyenye) Ref No: Recruit 2021/612 CPP: East Rand (Boksburg) Ref No: Recruit 2021/613 (Palm Ridge) Ref No: Recruit 2021/614 (Alexandra) Ref No: Recruit 2021/615 (Randburg) Ref No: Recruit 2021/616 (X2 Posts) CPP: Ladysmith Ref No: Recruit 2021/617 CPP: Durban Ref No: Recruit 2021/646 CPP: Butterworth Ref No: Recruit 2021/650 (Willowvale) Ref No: Recruit 2021/651 CPP: Mthatha Ref No: Recruit 2021/654
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Nelspruit & CPP: Middelburg Tebogo M Mashile Tel No: 013 045 0686

		<p>CPP: Polokwane Thuba Thubakgale Tel No: 015 045 0285 CPP: East Rand Yasmeen Tel No: 011 220 4083 CPP: Ladysmith Thabsile Radebe Tel No: 033 392 8753 CPP: Durban Ntokozo Dlamini Tel No: 031 334 5274 CPP: Butterworth & CPP: Mthatha Linda Mankayi Tel No: 047 501 2607</p>
<u>APPLICATIONS</u>	:	<p>CPP: Nelspruit (Kabokweni) e mail Recruit_2021610@npa.gov.za CPP: Middelburg (Carolina) e mail Recruit_2021611@npa.gov.za CPP: Polokwane (Lenyenye) e mail Recruit_2021612@npa.gov.za CPP: East Rand (Boksburg) e mail Recruit_2021613@npa.gov.za (Palm Ridge) e mail Recruit_2021614@npa.gov.za (Alexandra) e mail Recruit_2021615@npa.gov.za (Randburg) e mail Recruit_2021616@npa.gov.za CPP: Ladysmith e mail Recruit_2021617@npa.gov.za CPP: Durban Recruit_2021646@npa.gov.za CPP: Butterworth e mail Recruit_2021650@npa.gov.za (Willowvale) e mail Recruit_2021651@npa.gov.za CPP: Mthatha e mail Recruit_2021654@npa.gov.za</p>
<u>POST 36/130</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1 to SU-2)
<u>CENTRE</u>	:	<p>CPP: Polokwane (Tzaneen) Ref No: Recruit 2021/618 CPP: Thohoyandou Ref No: Recruit 2021/647 (Giyani) Ref No: Recruit 2021/619 CPP: Ntuzuma Ref No: Recruit 2021/645 CPP: Mthatha (Lusikisiki) Ref No: Recruit 2021/652</p>
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<u>ENQUIRIES</u>	:	<p>CPP: Polokwane & CPP: Thohoyandou Thuba Thubakgale Tel No: 015 045 0285 CPP: Ntuzuma Ntokozo Dlamini Tel No: 031 334 5274 CPP: Mthatha Linda Mankayi Tel No: 047 501 2607</p>
<u>APPLICATIONS</u>	:	<p>CPP: Polokwane (Tzaneen) e mail Recruit_2021618@npa.gov.za CPP: Thohoyandou e mail Recruit_2021647@npa.gov.za CPP: Thohoyandou (Giyani) e mail Recruit_2021619@npa.gov.za CPP: Ntuzuma e mail Recruit_2021645@npa.gov.za CPP: Mthatha (Lusikisiki) e mail Recruit_2021652@npa.gov.za</p>
<u>POST 36/131</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2021/620</u> National Prosecuting Services
<u>SALARY</u>	:	R376 596 per annum (Level 09), (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Grahamstown
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General knowledge of the NPA Act; The South African Archives Act, Access to

Information Act; MISS and MPLA. Working knowledge and experience in document/docket management. Management and supervisory skills. Time management skills and broad knowledge of administration systems. General computer literacy and knowledge of MS Word, Excel, Outlook and PowerPoint. Ability to act independently, reliable, tolerant and honest. Analytical thinking capability and able to work extended hours.

DUTIES : Provide comprehensive docket management and administrative support services to the prosecutorial process in the office. Receive and open all incoming mail, documents and dockets and ensure correct referencing of all correspondence and received documents. Regularly check for priority documents and thoroughly checking correctness of documents referencing, duplication of cases, spelling and grammar mistakes of all work received before distributing to staff. Mark and manage matters for pending and filing systems and ensure thorough checking and signing off all closed files before transferring to archives. Manage court rolls, check and sign off appeals, police and dockets registers, perform monthly inspections, compile and submit statistics. Manage and supervise staff and perform HR functions within the section. Maintain a delegation register within the legal admin section. Liaise with customers and stakeholders on a regular basis.

ENQUIRIES : Nomfuneko Ntapane Tel No: 046 602 3000
APPLICATIONS : e mail Recruit_2021620@npa.gov.za

POST 36/132 : **ASSISTANT DIRECTOR: PAYMENTS REF NO: RECRUIT 2021/621**
Financial Management- Sub Directorate- Payments

SALARY : R376 596 per annum (Level 09), (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Financial Management or equivalent. Minimum three years relevant experience in Finance in the Public sector. Three years supervisory experience. Experience in processing payments on BAS; LOGIS and PERSAL. In depth knowledge of PFMA, Treasury Regulations and relevant prescripts. Demonstrable competency in acting independently, professionally, accountable and with credibility. Knowledge of Public Service Regulations and Performance Management and Monitoring. Excellent communication skills, verbal and written. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).

DUTIES : Ensure that payments are authorized on time. Authorize BAS; LOGIS and PERSAL payments. Ensure safekeeping of payment batches. Reconcile creditors accounts. Reconcile transactions on Financial systems. Provide monthly information for management report. Ensure smooth operations of the payment tracking system. Provide support to auditors. Conduct awareness sessions at Regional Offices. Manage staff and other resources within the sub-directorate.

ENQUIRIES : Matshidiso Morakile Tel No: 012 845 6543
APPLICATIONS : e mail Recruit_2021621@npa.gov.za

POST 36/133 : **ASSISTANT DIRECTOR: DEBT REF NO: RECRUIT 2021/622**
Financial Management- Sub Directorate: Debt

SALARY : R376 596 per annum (Level 09), (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Financial Management or equivalent. Minimum three years relevant experience in finance in the public service. Three years supervisory experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in authorising debt transactions on BAS. Experience in clearing BAS/PERSAL exceptions. Experience in compiling of Annual/Interim Financial Statements. In depth knowledge of PFMA, Treasury Regulations and relevant prescripts. Knowledge of Public Service Regulations and Performance Management and Monitoring. Good communication skills, verbal and written. General computer literacy and knowledge of programs in MS Word, Excel and PowerPoint.

DUTIES : Authorise transactions to clear debt suspense account. Authorise transfer of credit balances. Authorise refund of credit balances. Authorise debt journals/journals. Create and maintain BAS code Structure. Create and maintain User ID's and Group profile. Ensure smooth month and year end

closure on BAS. Link between NT and NPA in respect of all BAS related queries. Provide support to auditors. Compile Annual/Interim Financial Statements. Manage staff and other resources within the sub-directorate.

ENQUIRIES : Rose Modiri Tel No: 012 845 6078
APPLICATIONS : e mail Recruit_2021622@npa.gov.za

POST 36/134 : **ICT ADMINISTRATOR REF NO: RECRUIT 2021/623**
National Prosecutions Service
(Re-advert)

SALARY : R376 596 per annum (Level 09), (Excluding Benefits)
CENTRE : DPP: Mpumalanga
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Industry related qualification such as MCSE, MS SQL will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Valid driver's license required.

DUTIES : Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.

ENQUIRIES : Tebogo Mashile Tel No: 013 045 0686
APPLICATIONS : e mail Recruit_2021623@npa.gov.za

POST 36/135 : **SENIOR STATE ACCOUNTANT REF NO: RECRUIT 2021/624**
Financial Management-Sub Directorate-Budgets

SALARY : R316 791 per annum (Level 08), (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF level 6) in Financial Management or equivalent. Minimum of two years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in Authorising Journals and Entities on BAS. Experience in Clearing BAS/Persal Exceptions. Experience in compiling of Annual/Interim Financial Statements. In depth knowledge of PFMA, Treasury Regulations and relevant prescripts. Knowledge of legislation and regulations pertaining to Public service administration. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Good communication skills, verbal and written. Knowledge of Public Service Regulations and Performance Management and Monitoring.

DUTIES : Monitor and Report State of Expenditure against the budget. Provide assistance regarding the budget and proper allocation of resources. Monitor financial data in line with Standard Charts of Accounts (SCOA) classification. Authorise entities on BAS. Authorise Journals on BAS. Ensure smooth month and year end closure on BAS. Provide support to the auditors. Compile Annual/Interim Financial Statements. Manage staff and other resources within the sub-directorate.

ENQUIRIES : Rose Modiri Tel No: 012 845 6078
APPLICATIONS : e mail Recruit_2021624@npa.gov.za

- POST 36/136** : **SENIOR STATE ACCOUNTANT REF NO: RECRUIT 2021/625**
Financial Management-Sub Directorate-Payments
- SALARY** : R316 791 per annum (Level 08), (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF level 6) in Financial Management or equivalent. Minimum of two years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in processing payments on BAS/LOGIS and PERSAL. In depth knowledge in processing Creditors, Travel and Employee allowances/claims (Cell phone and Travel and Subsistence). Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations and other government related legislations. Understanding of the Public Finances in the public sector. Good communication, liaison and presentation skills. Knowledge of Logis, Persal and Bas systems and tracking system. Computer literacy including Microsoft Office (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making. Management and Leadership skills.
- DUTIES** : Authorise payments (Creditors, Travel) and claims (Cellphone and Subsistence and Travel). Track processed payments on the tracking system. Supervise and maintain proper filing system. Provide Support to auditors and Business units. Provide Support to auditors and Business units. Clear suspense accounts. Providing reports to management. Excellent presentation skills. Manage scanned batches. Attend to queries. Supervise and train subordinates.
- ENQUIRIES** : Matshidiso Morakile Tel No: 012 845 6543
APPLICATIONS : e mail Recruit_2021625@npa.gov.za
- POST 36/137** : **THUTHUZELA CARE CENTRE SITE CO-ORDINATOR REF NO: RECRUIT 2021/626**
Sexual Offences and Community Affairs
- SALARY** : R316 791 per annum (Level 08), (Excluding Benefits)
CENTRE : Khayelitsha
REQUIREMENTS : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF level 6) in Law/Social Sciences or equivalent. Minimum of two years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination, administrative skills and counselling experience. Strong stake holder management experience. Knowledge of rape care management. Good verbal and written communication skills as well as computer literacy are critical. Working knowledge of court and police processes. Supervisory experience will be an added advantage. Positive security clearance.
- DUTIES** : Liaise with medical offices and nurses to ensure that medical examinations take place. Liaise with police for statement taking. Contact prosecutor to liaise with police. Contact other relevant government departments or NGO's for services required to survivor. Arrange transport for survivor and ensure service is available. Assist and give necessary support to the rape survivor if required. Arrange and co-ordinate meetings between role-players to deal with difficulties. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents. Rendering advice to personnel with regards to official matters. Keep a database of survivors accessing services. Submit monthly reports on work activities. Host a range of donors, government personnel, etc, that will visit the centre. Other related duties deemed necessary.
- ENQUIRIES** : William Matlala Tel No: 012 845 6637
APPLICATIONS : e mail Recruit_2021626@npa.gov.za
- POST 36/138** : **COURT PREPARATION OFFICER**
National Prosecutions Service
- SALARY** : R257 508 per annum (Level 07), (Excluding Benefits)
CENTRE : CPP: Mmabatho (Vryburg) Ref No: Recruit 2021/627
CPP: George Ref No: Recruit 2021/628

<u>REQUIREMENTS</u>	:	(Knysna) Ref No: Recruit 2021/629 An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
<u>DUTIES</u>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES</u>	:	CPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041 CPP: George Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	CPP: Mmabatho (Vryburg) e mail Recruit_2021627@npa.gov.za CPP: George e mail Recruit_2021628@npa.gov.za (Knysna) e mail Recruit_2021629@npa.gov.za
<u>POST 36/139</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2021/630</u> National Prosecutions Service
<u>SALARY</u>	:	R257 508 per annum (Level 07), (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administration, Document Management Section and Court Support processes. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
<u>DUTIES</u>	:	Manage and/or supervise the legal Admin and documents Management Sections. Manage court rolls. Check and sign off court files. Check and sign off electronic registers (Appeals, Police dockets, etc.). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Court Support. Perform any other duties as deemed necessary by the supervisor. Draw up performance management contracts of staff and be responsible for performance assessment of staff. Draw and manage the court roll.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: 033 392 8753
<u>APPLICATIONS</u>	:	e mail Recruit_2021630@npa.gov.za
<u>POST 36/140</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2021/631</u> Legal Affairs Division
<u>SALARY</u>	:	R257 508 per annum (Level 07), (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be

DUTIES : an added advantage. Previous experience in dealing with stakeholders at senior/executive level. Experience in managing/administration of projects. Provide secretarial and administration support in the office. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the DNDPP. Type documents for the office. Operate office equipment like fax machines and photocopiers. Provide clerical support services to the office. Make travel and logistical arrangements for meetings and events, process travel and subsistence claims. Take minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationary. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office. Re direct correspondence addressed to the DNDPP to the relevant offices.

ENQUIRIES APPLICATIONS : Peter Manamela Tel No: 012 845 6519
: e mail Recruit_2021631@npa.gov.za

POST 36/141 : **PERSONAL ASSISTANT REF NO: RECRUIT 2021/632**
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07), (Excluding Benefits)
: CPP: Pietermaritzburg
: Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage. Previous experience in dealing with stakeholders at senior/executive level. Experience in managing/administration of projects.

DUTIES : Provide secretarial and administration support in the office. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the Chief Prosecutor. Type documents for the office. Operate office equipment like fax machines and photocopiers. Provide clerical support services to the office. Make travel and logistical arrangements for meetings and events, process travel and subsistence claims. Take minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationary. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office.

ENQUIRIES APPLICATIONS : Thabsile Radebe Tel No: 033 392 8753
: e mail Recruit_2021632@npa.gov.za

POST 36/142 : **PERSONAL ASSISTANT REF NO: RECRUIT 2021/633**
Specialized Commercial Crime Unit

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07), (Excluding Benefits)
: Mmabatho
: Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures. A valid drivers license will be an added advantage.

DUTIES : Provide secretarial, administration support and personal assistant service to the Deputy Director. Receiving and screening telephone calls and refer the calls to the correct role players if not meant for the Deputy Director. Draft routine correspondence and reports. Operate office equipment like fax

machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings and prepare same for signature in advance. Develop maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative function. Set up schedules for meetings and events.

ENQUIRIES : Flora Kalakgosi Tel No: 018 381 9041
APPLICATIONS : e mail Recruit_2021633@npa.gov.za

POST 36/143 : **PERSONAL ASSISTANT REF NO: RECRUIT - 2021/634**
Asset Forfeiture Unit

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

DUTIES : Provide secretarial, administration support and personal assistance service to the Chief Director: Enforcement. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the CD: Enforcement. Draft routine correspondence and reports. Type documents for the office. Operate office equipment like fax machines and photocopiers. Provide clerical support services to the office. Make travel and logistical arrangements for meetings and events, process travel and subsistence claims. Take minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationery. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS : e mail Recruit_2021634@npa.gov.za

POST 36/144 : **PERSONAL ASSISTANT REF NO: RECRUIT 2021/635**
Asset Forfeiture Unit

SALARY : R257 508 per annum (Level 07), (Excluding Benefits)
CENTRE : Cape Town
REQUIREMENTS : Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES : Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the manager. Type documents for the Regional Head and other staff within the unit. Provide secretarial, administration support and personal assistant service to the Regional Head. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the Regional Head. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings for

international travel for all AFU staff. Take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationary and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff. Handle the procurement of standard items like stationary, refreshments for the manager and office.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 66386
APPLICATIONS : e mail Recruit_2021635@npa.gov.za

POST 36/145 : **HUMAN RESOURCES CLERK: SUPERVISOR REF NO: RECRUIT 2021/636**
 National Prosecutions Service

SALARY : R257 508 per annum (Level 07), (Excluding Benefits)
CENTRE : DPP: Grahamstown
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Labour Relations Act, EEA and Skills Development Act. Knowledge of Human Resources in general and Information management. Knowledge of PMDS and CORE. Strong organizational and management skills. Excellent written and verbal communication skills, innovative and proactive. Innovative and proactive. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on PERSAL.

DUTIES : Provide HR Administration in the region. Capture personal information on the payroll system. Facilitate the recruitment process. Advise National office on HR applications and the processing thereof. Process applications for service benefits and exits within the region. Compile and submit HR reports and statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Provide HR advice to management and staff in the region. Maintain and administer PERSAL information including leave applications. PERSAL administrations, staff procurement, training and development, service benefits staff exits and transfers.

ENQUIRIES : Nomfuneko Ntapano Tel No: 046 602 3000
APPLICATIONS : e mail Recruit_2021636@npa.gov.za

POST 36/146 : **VICTIM ASSISTANT OFFICER REF NO: RECRUIT 2021/637**
 Sexual Offences and Community Affairs

SALARY : R257 508 per annum (Level 07), (Excluding Benefits)
CENTRE : Phoenix
REQUIREMENTS : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of rape care management. Working knowledge of court and police processes. Experience in a gender-based violence environment. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills. Ability to act independently.

DUTIES : Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Assess and respond to the need of the victim and identify the victim's needs for counselling and specific services. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to possible delay on the case and accelerate the matter to the relevant stakeholder. Liaise with the Site Coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress on the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics.

- ENQUIRIES APPLICATIONS** : William Matlala Tel No: 012 845 6637
: email Recruit_2021637@npa.gov.za
- POST 36/147** : **PERSONAL ASSISTANT REF NO: RECRUIT - 2021/638**
National Prosecutions Service
(Re advert)
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07), (Excluding Benefits)
: CPP: Witbank
: Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.
- DUTIES** : Provide secretarial, administration support and personal assistance service to the Chief Prosecutor. Record incoming documents. Check documents for correct referencing before filing. Facilitate leave management and performance management. Coordinate application for access to electronic register. Receive dockets from relevant legislative prescripts. Ensure incoming correspondence are processed and relevant case files are opened and cross referenced. Manage documents. Ensure that documents production is done making photo copies, facsimile and emails iro registers. Ensure sufficient case data capturing.
- ENQUIRIES APPLICATIONS** : Tebogo Mashile Tel No: 013 045 0686
: e mail Recruit_2021638@npa.gov.za
- POST 36/148** : **STATE ACCOUNTANT REF NO: RECRUIT 2021/639 (X2 POSTS)**
Financial Management -Sub Directorate Payments
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07), (Excluding Benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum two years relevant experience in dealing with processing of Creditors Payments and employee allowances such as cellphone and S&T claims. Knowledge of BAS; LOGIS and PERSAL and tracking system. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison and presentation skills. Knowledge of Logis System, Persal, Bas and tracking system. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making.
- DUTIES** : Process Creditors Payments including Travel agency, Cell phone reimbursement and S&T Claims. Track creditors payments on tracking system. Scan batches. Provide support to auditors and Business units. Clearing of suspense Accounts. Compile monthly recons and other reports. Attend to queries.
- ENQUIRIES APPLICATIONS** : Ndivhuho Ndou Tel No: 012 845 6038
: e mail Recruit_2021639@npa.gov.za
- POST 36/149** : **LIBRARY ASSISTANT REF NO: RECRUIT 2021/640**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05), (Excluding Benefits)
: DPP: Grahamstown
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent

- organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.
- DUTIES** : Provide administrative support services. Assist with information requests. Circulation management. Lending and returns. Audit of cluster books and stock reports. Stock taking.
- ENQUIRIES APPLICATIONS** : Mzikayise Toni Tel No: 046 602 3000
: e mail: Recruit_2021640@npa.gov.za
- POST 36/150** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/641**
Sexual Offences and Community Affairs
(Re-advert)
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05), (Excluding Benefits)
: Cape Town
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
- DUTIES** : Provide administration support service to the Senior staff in the SOCA unit and the TCCs and TCC staff in the Western Cape Province. Ensure admin support to the Maintenance Prosecutor which includes maintaining a data base of the maintenance stats. Processing maintenance representations. Opening and maintaining electronic and physical maintenance files. Scanning files for the maintenance prosecutor and any other which may be requested. Managing documents and proper filing system. Provide administration and processing of procurement requests as well as logistic arrangement. Administer leave register and assist the senior staff with minute taking and collation of provincial meetings, collation of information requests by National office and implement and ensure compliance with policies and procedure. Liaise with customers/stakeholders. Execute variety of administrative tasks for line function departments; controlling documents, drafting documents. Render advice to personnel with regard to official matters. Submit monthly reports on activities. Manage and process timeously all leave, travelling arrangements for all SOCA staff. Receive all cellphone and S&T claims and timeously forward for processing via the correct NPA administrative process. Distribute relevant resources. Coordinate the management of the assets for the unit.
- ENQUIRIES APPLICATIONS** : William Matlala Tel No: 012 845 6637
: e mail Recruit_2021641@npa.gov.za
- POST 36/151** : **FINANCE CLERK REF NO: RECRUIT 2021/642 (X2 POSTS)**
Financial Management- Sub Directorate- Debt
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05), (Excluding Benefits)
: Pretoria: Head Office
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in Clearing BAS/Persal Exceptions. Monitor Financial Data in line with SCOA classification. In depth knowledge of PFMA, Treasury Regulations and relevant prescripts. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Good communication skills, verbal and written. Knowledge of Public Service Regulations and Performance Management and Monitoring.
- DUTIES** : Capture valid and complete debt transactions on BAS based on take on forms. Ensure that all debts created all documents are recorded in the register. Ensure correspondence to Debtors. Capture transfer of credit balances. Capture refund of credit balances. Ensure BAS/Persal exceptions are cleared.
- ENQUIRIES APPLICATIONS** : Elizabeth Choma Tel No: 012 845 6118
: e mail Recruit_2021642@npa.gov.za
- POST 36/152** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/653**
Specialised Commercial Crime Unit
- SALARY** : R173 703 per annum (Level 05), (Excluding Benefits)

**CENTRE
REQUIREMENTS**

: Pretoria: Head Office
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, written and verbal communication skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Strong interpersonal and communication skills. Ability to act independently. Ensure compliance with NPA policies and guidelines and all relevant prescripts. Basic numeracy skills

DUTIES

: Process the payments for the service providers for the unit e.g. Substance and travelling claims, cellphone claims. Render support in the compilation and control budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check discrepancies in salary reports and distribute IRP5'. Administer stationery in a unit and manage petty cash. Design and keep a well organised administrative system for the office. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents.

**ENQUIRIES
APPLICATIONS**

: Bonakele Jali Tel No: 012 845 6395
: e mail Recruit_2021653@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and the relevant Human Resources policies of the Department will be taken into consideration 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.
- CLOSING DATE** : 29 October 2021
- NOTE** : All applications must be in a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za/ www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the old Z83 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). Should you be in a possession of foreign qualification, it 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 to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). 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 during the selection process. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities. 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. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All successful candidate will be expected to enter into an employment contract

and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

OTHER POSTS

- POST 36/153** : **DEPUTY DIRECTOR: BUSINESS APPLICATIONS REF NO: 2021/193/OCJ**
- SALARY** : R733 257 per annum, (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and National Diploma/Degree in Information Systems/Technology/Computer Science or equivalent qualification at NQF6 (360 credits). A minimum of 5 years' experience in Business Analysis / Systems Analysis. A minimum of 3 years' experience in Management of Software/Applications and Systems Development .A valid driver's licence. Skills and competencies: Project Management and Management skills, Good communication (written and verbal) skills, Collaborative and excellent people skills, Creative and analytical, Change Management, Problem solving and Analysis, Proactive and innovative, Client Orientation and Customer Focus.
- DUTIES** : Clearly and accurately identify and document business requirements specifications in line with business goals. Analyse and document the realization of business benefits. Facilitate workshops with business users in order to gather business requirements, generate ideas and validate designs. Assess, document and present current business processes, procedures, business rules and recommend optimized and improved business processes. Develop functional design specifications utilising predefined modeling techniques. Validate the design of the solution against business requirements and liaise with system analysts and developers to ensure the deployed software/solution meet the identified business requirements. Contribute towards the design of formal and structured test cases to ensure that the business processes as well as the required system functionality are thoroughly tested by reviewing test packs and participate in system testing. Ensure that new software integrations into OCJ systems meets business requirements. Contribute to the development, quality control and delivery of end user training material. Contribute to the implementation of the solution to end users. Participate in piloting and deploying system. Work closely with business users, change management resources, solution architects/analysts, designers, developers, vendors, testing and training teams, as part of projects. Communicating effectively with stakeholders and sponsors. Management of deliverables from Vendor/Supplier and other organizational delivery entities. Ensure that all ICT business applications in production are reliable, stable and efficient. Project governance and policies. Develop weekly, monthly and quarterly plans and reports.
- ENQUIRIES** : Ms S Tshidino/Ms. B Rakgotho Tel No: 010) 493 2500
- POST 36/154** : **DEPUTY DIRECTOR: NETWORK ENGINEER REF NO: 2021/194/OCJ**
- SALARY** : R733 257 per annum, (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a National Diploma in Computer Engineering, IT or equivalent qualification or equivalent qualification at NQF6 (360 credits). Valid Cisco Certified Network Associate (CCNA) in Routing & Switching or Aruba Certified Switching Associate (ACSA) Certificate; Valid Cisco Certified Network Professional (CCNP) in Routing & Switching or Aruba Certified Switching Professional (ACSP) will be an added advantage; Valid Wireless Certificate will be an added advantage; 3 to 5 years' experience in support and management of the network infrastructure which include routing, switching and wireless with minimum 2 years' experience in general IT desktop support. A valid driver's licence. Technical Knowledge/Competencies: Experience in network technical support and general IT desktop support; Knowledge and good understanding of a Multiprotocol Label Switching (MPLS) and Virtual Private Network (VPN); Knowledge and understanding of Cisco and HPE/Aruba networked environment; Experience in the development of network standards and procedures; Knowledge and understanding of network monitoring and reporting tools; A strong focus on service delivery with a desire to innovate, improve process, support others and share ideas. Behavioural Competencies:

- Advance Customer services skills, Effective communications skills (written and verbal), Attention to details imperative, Excellent Problem Solving skills, Ability to multi-task is essential, Time management and ability to work under pressure, Ability to adapt to change, Take accountability and ownership, Conflict Management, Coaching skills, Analytical thinking skill.
- DUTIES** : Planning, design and implementation of the network infrastructure technologies (LAN, WAN, VPN and VoIP); Network infrastructure specification, configuration and administration; Monitoring and management of the Network infrastructure including the data lines and internet break out for the Office of the Chief Justice; Disaster recovery plans for network infrastructure; Manage and Utilize all resources allocated to the network environment in accordance with relevant prescripts and legislation; Provide supervision to internal and external network management team; Develop weekly, monthly and quarterly plans and reports.
- ENQUIRIES** : Ms S Tshidino/Ms. B Rakgotho Tel No: 010) 493 2500
- POST 36/155** : **DEPUTY DIRECTOR: SYSTEM ADMINISTRATION MANAGER REF NO: 2021/195/OCJ**
- SALARY** : R733 257 per annum, (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a National Diploma in Computer Engineering, IT or equivalent qualification or equivalent qualification at NQF6 (360 Credits). Valid Microsoft Certified Systems Engineer (MCSE); Project Management Certificate such as Prince2 or PMBOK will be an added advantage; 5 years' experience in management of the Server and Storage Infrastructure including Microsoft systems support and maintenance role, with 1-2 years' experience on the Microsoft Azure implementation and support; A valid driver's license. Technical Knowledge/Competencies: Experience with Windows Server 2012, R2-2016, Windows 10; Experience with Microsoft Exchange 2013 and 2016 environment; Experience with DNS, DHCP, SQL, SCOM and SCCM; Experience with backup and anti-virus solutions; Experience with Microsoft desktop/server hardware including storage; A strong focus on service delivery with a desire to innovate, improve process, support others and share ideas. Behavioural Competencies: Excellent interpersonal relations, Effective communications skills (written and verbal), Attention to details imperative, Excellent Problem Solving skills, Ability to multi-task is essential, Time management and ability to work under pressure, Ability to adapt to change, Take accountability and ownership.
- DUTIES** : Installation, configuration, maintenance and support of the Microsoft environment; Installation, configuration and maintenance of the physical, virtual and cloud (Azure) server infrastructure environment; Configuration, deployment and maintenance of the storage infrastructure; Development and maintenance of the standard configuration and procedure document for the Server Infrastructure & Windows environment; Management of the backup and recovery of the systems; Active Directory User account management; Provide supervisory to internal and external server management team; Develop weekly, monthly and quarterly plans and reports
- 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 (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 29 October 2021 @ 16:30 pm
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. 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 successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. 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

OTHER POST

- POST 36/156** : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 029/2021**
Sub-Directorate: Management Accounting
- SALARY** : R733 257 per annum (Level 11), all-inclusive salary package
CENTRE : Pretoria
REQUIREMENTS : A 3-year tertiary qualification (NQF 06) in Financial Management or equivalent with at least 6 years appropriate experience of which 3 years must be in Management Accounting and 3 years at Junior Management/ ASD level or equivalent. An NQF 7 qualification and/or specialised training will serve as an added advantage. Knowledge and skills: In-depth understanding of dynamics of the Public Service, Government Systems and Operations and good understanding of the PFMA. Must have people management and empowerment skills. Programme/ Project and Financial management skills. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Financial/ Statistical analysis and basic legal administration skills. A sound knowledge of Microsoft Office applications (Excel and Access are essential) and report writing skills. 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.
- DUTIES** : The successful incumbent will be responsible for manage the Sub-directorate: Management Accounting, develop, review and implement financial management systems and procedures on planning, budgeting and reporting. This entails managing the functions of financial planning, budgeting and reporting. Manage, review, analyse and quality assure the budget preparation process. Provide advice and guidance to role players on the use of forecasting methods and tools. Undertake financial planning, budgeting and reporting work as required. Manage the roll-over, adjustment estimates, and virement processes. Monitoring/ recommending of the Sub-Directorate's statutory responsibilities in terms of PSA, PSR, PFMA, National Treasury Prescripts, HR Prescripts, DPSA Directives and managing/ supervising of effective and efficient Human Resources planning for the Sub-Directorate. Ensure effective and efficient business operational and annual performance planning for the Sub-Directorate and ensure effective and efficient management/ supervision of procurement, equipment and facilities within the Sub-Directorate in a supportive role.
- ENQUIRIES** : Ms J Mchunu Tel No: (012) 312-0462

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. 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.

**APPLICATIONS**

- : May be forwarded to the correct regional office/centre: applications may be forwarded to: **Head Office Applications:** Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.
Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For Attention: Ms. C Rossouw
Durban Regional Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

CLOSING DATE

- : 29 October 2021 at 16H00

NOTE

- : All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance. Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. 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 clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity document and driver's licence (where applicable) 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 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 furnish 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 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.

OTHER POSTS

POST 36/157 : **ASSISTANT DIRECTOR: ACQUISITION – GOODS AND SERVICES REF NO: 2021/323**

SALARY : R376 596 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Supply Chain Management/ Purchasing Management/ Public Management/ Logistics Management and relevant years' experience in Procurement / Supply Chain Management. Experience in Goods and Services Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, National Treasury Practice Notes and Guides. Understanding of government procurement systems and processes within the Goods and Services environment. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

DUTIES : Manage, execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Determine the effectiveness of the implementation of the Devolution system. Facilitate the invitation process of quotations from the suppliers on the database using the correct evaluation methods. Oversee utilization of CSD in quotation processes. Implement measures to eliminate fraud and corruption within SCM. Implement measures to eliminate fraud and corruption within SCM. Render support to Head office and regional offices on Devolution System regularly SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.
ENQUIRIES : Mr. X Makhonco Tel No: (012) 406 1760
 Application Enquiries: URS Response Handling Tel No: (012) 811 1900

POST 36/158 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2021/324**

SALARY : R376 596 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Financial Accounting or equivalent qualification. Minimum five years' experience of which at least two

years is at supervisory level. Knowledge of transversal systems like Persal, Sage & Archibus will be an added advantage. Extensive knowledge and understanding of PFMA, Treasury Regulations, GRAP and modified cash accounting frameworks. Skills: Strong analytical and communication skills (both written & verbal), computer literate with advanced Ms Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadlines and strong negotiation skills.

DUTIES : Successful candidate will: Consolidate financial statement inputs for the Region and submit to H/O; Provide monthly reporting to Management and H/O; Co-ordinate audit processes for the Region; Ensure processing of invoices within 30 days; Management of all Debtors accounts and clearing of suspense accounts; Maintain accounts payable (creditors), accounts receivable (debtors) and payroll; Ensure validity of all transactions on Sage; Reconciliation of business systems. Supervision & development of all staff in the component. Ensure implementation of internal controls and financial policies and procedures. Ensure effective utilization of the department's resources. Ensure implementation of audit recommendations. Provide support and financial advice to line managers. Ensure successful implementation of PMDS for the Unit. Provide overall support to management and line function. Ensure effective communication with all stakeholders for the Department which includes internal & external clients. Identify shortcomings and training needs for the Unit

ENQUIRIES : Ms. DC Mngoma Tel No: (031) 314 7018/Ms. BV Ngubane, Tel No: (031) 314 7063
Application Enquiries: URS Response Handling Tel No: (012) 811 1900

POST 36/159 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2021/325**

SALARY : R376 596 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Finance/ Accounting with Accounting as a major subject. Relevant practical experience in financial accounting environment. Computer literate (MS Excel and Word). Good verbal and written communication skills, attention to details. Knowledge of Basic Accounting System (BAS), SAGE, PMIS, WCS, PESAL PFMA and Treasury Regulations.

DUTIES : The successful candidate will be responsible for the following: Monitoring and controlling of finances and financial systems (Sundry Payments, Salaries, Debtors, Revenue and Suspense accounts. Monitor and control compliance with financial processes and ensure that they comply with policies and regulations. Ensuring that reconciliations of various financial system is done on monthly bases. Review work of subordinates to ensure that they comply with regulations. Rendering of support to subordinates and other sections on financial matters. Ensuring that invoices are paid within 30 days of receipt. Management of Staff and PMIS Debtors. Provide financial support services to assist with financial reporting and reconciliation functions. Liaise and interact with various stakeholders to provide and/or acquire financial information as and when required. Liaise regarding ledger allocations, system challenges and reconciliations. Resolve payment and other queries. Provide appropriate responses to audit queries and ensure measures are implemented effectively and efficiently to prevent recurrences of such queries. Manage personnel administration of subordinates.

ENQUIRIES : Ms. N.A. Ndiyane Tel No: (021) 402 2108
Application Enquiries: URS Response Handling Tel No: (012) 811 1900.

POST 36/160 : **ARTISANS: WORKSHOP (X5 POSTS)**

SALARY : R190 653 per annum
CENTRE : Cape Town Regional Office Electrician Ref No: 2021/ 326 A (X2 Posts)
Cape Town Regional Office- Carpenter Ref No: 2021/ 326 B (X1 Post)
Langabaan- Carpenter Ref No: 2021/ 326 C (X1 Post)
Oudtshoorn- – Electrician Ref No: 2021/ 326 D (X1 Post)

REQUIREMENTS : Proof of passing a trade test in terms of the provision of Section 13(2)(h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act with relevant years of an experience with code 8 valid driver's License. Knowledge of Occupational Health and Safety Act 85, 1993 and Regulations. It is expected of an official to

- have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.
- DUTIES** : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of OHSAct 85 of 1993. It will be expected of the incumbent to climb ladders for inspection, to work in a confined space and do maintenance in the government building/adherence requirement of the job is applicable.
- ENQUIRIES** : Porta Nova MLG Tel No: 021 402 2348, Stephens M Tel No: 021 402 2334, Mudau T Tel No: 021 402 2333
Application Enquiries: URS Response Handling Tel No: (012) 811 1900.
- POST 36/161** : **MESSENGER: WORKSHOPS REF NO: 2021/327**
- SALARY** : R102 534 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Senior Certificate/Grade and relevant messenger experience. A valid Driver's License with PDP. Good communication skills and interpersonal skills. Have the ability to work under pressure and ability to meet tight deadlines. The ability to establish and maintain harmonious working relationship with co-workers, staff and external clients, and work effectively in a professional team environment.
- DUTIES** : The successful candidates will be responsible for collect, distribute circulars, correspondence, packages, files and documents. Collect and deliver mail to and from the Post Office. Collect, sort and distribute mail to line functionaries and relevant officials within the Department and to external clients. Collect, distribute mail to and from other Department/ External clients and receive signatures from recipients. Ensure all mails/ documents/ parcels are collected from Registry as per schedule. It will be expected of the incumbent to do a lots of walking. The incumbent should be reliable, self-discipline, sober at all times, must have sense of ownership. Attend to admin duties as requested by the supervisor and must be familiar with OHSAct 85 of 1993.
- ENQUIRIES** : Mr M Gazi Tel No: (021) 402 2185/ Mr M Stephens Tel No: (021) 402 2334
Application Enquiries: URS Response Handling Tel No: (012) 811 1900.

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 29 October 2021 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form (newly prescribed z83 form effective 01 January 2021); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and ID document. Applicants must submit copies of qualifications, Identity document, and drivers' licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The requirement of certified copies will be limited to shortlisted candidates only. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be download online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POST

- POST 36/162** : **PALIAMENTARY AND CABINET SUPPORT REF NO: MIN PARL SUPP**
(Contract linked to the term of the Minister)
- SALARY** : R733 257 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate undergraduate degree or equivalent qualification on NQF level 7. Minimum of 3 - 5 years' experience at management level. Possess Knowledge of Minister's operations have Proven management competencies, with Broad knowledge and understanding of the functional areas covered by the EAs portfolio and Working knowledge of the political and parliamentary processes in South Africa. Competencies required are applied strategic thinking, citizen focus and responsiveness, impact, and influence, managing interpersonal conflict and resolving problems, networking and building bonds and project management.
- DUTIES** : Provide Parliamentary administrative support to the Minister. Act as a linkage between Parliament, Parliamentary Committees, Study Group, MANCO, Caucus etc, on behalf of the Minister. Ensure all Parliamentary documents and related submissions are finalised on time and submitted to various Committees in Parliament. Ensure parliamentary briefing notes and supporting documents are prepared on time and of good quality. Ensure effective handling of enquiries from Members of Parliament on Department policies, programmes, and related activities. Manage all correspondence through tracking, content accuracy, and timeliness responses. Attend to Parliamentary questions and ensure timeous submission of responses to Parliament. Oversee proper functioning of the Constituency office and liaise with role-players in the

constituency of the Minister. Resolve or refer the requests received from stakeholders in the constituency for finalisation. Follow-up and monitor referred requests and actions agreed upon. Identify critical projects in the constituency and the district where minister is a champion of DDM.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097

NOTE

: Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: MIN PARL SUPP"

**SOUTH AFRICAN POLICE SERVICE
(National Administration)**

- APPLICATIONS** : Applications form must be hand delivered to (Please ensure that your application forms reach the correct Recruitment Centre which the ref. number are allocated to):
National Head Office: Pretoria: (DPCI/HO/309/2021 x14 posts) 1 Cresswell Road, Promat Building, Silverton Enquiries: Colonel Monyela and Captain Mhlahlo Tel: (012) 846 4211 / 4067. Application may also be submitted electronically via email: MonyelaM@saps.gov.za (for DPCI-Head Office posts only)
Mpumalanga: (DPCI/MP/310/2021: Provincial Office: Nelspruit x6 posts) 17 Henshall Street, Stats House, Nelspruit. Enquiries: Colonel Mapyane and PPO Kanya Tel: (013) 759 1366 / 1376. Application may also be submitted electronically via email: NgwenyaTP@saps.gov.za (for DPCI-Mpumalanga posts only)
Northern Cape: (DPCI/NC/311/2021: Provincial Office: Kimberley x4 posts) 27 Stockdale Street, Old De-Beers Building (Cheapside), Kimberley. Enquiries: Lieutenant Colonel Bosman and Captain Damons Tel: (053) 836 7015 / 7006. Application may also be submitted electronically via email: BosmanTB@saps.gov.za (for DPCI-Northern Cape posts only)
Western Cape: (DPCI/WC/312/2021: Provincial Office: Bellville x6 posts) 4th Floor AJ West Street, Old SARS Building, Bellville. Enquiries: Captain Xhego and Warrant Officer Collins Tel: (021) 918 3486 / 3308. Application may also be submitted electronically via email: wc.dpci.hrmhead@saps.gov.aaa (for DPCI-Western Cape posts only)
- CLOSING DATE** : 29 October 2021 at 16:00 (Applications received after the closing date will not be considered.)
- NOTE** : General: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. The Z83 previously utilised will no longer be accepted. A comprehensive Curriculum Vitae must be submitted together with the application form as well as copies of an applicant's ID and all educational qualifications. It is not necessary for certification and commissioning of applications at this stage due to COVID-19 restrictions. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, Act No 103 of 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The Directorate for Priority Crime Investigation is under no obligation to fill a post after the advertisement thereof. Applications must be e-mailed timeously. Late applications will not be accepted or considered.

OTHER POST

- POST 36/163** : **SECURITY OFFICER**
Act of appointment: Public Service Act 103 of 1994
(Directorate for Priority Crime Investigation)
- SALARY CENTRE** : R122 595 per annum (Level 03)
: **Risk and Integrity Management:**
DPCI/HO/309/2021 (X14 Posts): Head Office, Pretoria
Corporate Support Services:
DPCI/MP/310/2021: Provincial Office: Nelspruit (X6 Posts)
DPCI/NC/311/2021: Provincial Office: Kimberley (X4 Posts)
DPCI/WC/312/2021: Provincial Office: Bellville (X6 Posts)
- REQUIREMENTS** : Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate; Not declared unfit to possess a fire-arm; Must not have tattoos which will be visible when wearing summer uniform; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen; Applicant must display competency in the post-specific functions of the post. Applicants will be subjected to a vetting process which will include security screening; Degree / Diploma in the field of security may be an advantage; Relevant courses in the field of the post as well as valid driver's licence for light motor vehicle may be an advantage; Preference may be given to applicants in possession of a Grade D or higher certificate.
- DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of officers, employees, visitors and maintenance personnel before they are allowed to enter the premises; Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Control the admission of vehicle(s) in fenced-off areas; Patrol buildings and fenced areas; Guard vehicles and equipment in the field; Supervise cleaners and maintenance personnel - Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel; Render assistance to security offices in the performance of duties; Be willing to work shifts and irregular hours.

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. (Applicants are encouraged to send one set of document when their apply i.e. Z83, CV, ID and qualifications)
- CLOSING DATE** : 29 October 2021
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, 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. 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 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 introduce 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/training-course/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 Minister particulars of all registrable financial interests, sign a performance agreement and employment contract with the Minister 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. Please Note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 36/164** : **DIRECTOR – GENERAL: TRANSPORT REF NO: DOT/HRM/2021/70**
Re-advert (candidates who applied previously need not re-apply as their applications will still be considered)
- SALARY** : R1 978 533 – R 2 228 820 per annum, (All-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate Bachelor Degree in Public Administration /Management /Engineering /Transport Economics/ Transport Planning or an equivalent qualification at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) years' relevant experience at a Senior Management and leadership position of which five (5) years must be with any organ of State. An appropriate Master's Degree will be an added advantage. The candidate must have extensive knowledge and experience in transport management: including transport policy, legislation, systems and operations. Additional requirements: Strong and strategic and leadership abilities; Extensive

knowledge of Public Service Regulatory Frameworks and the Public Finance Management Act, Supply Chain Management and other relevant prescripts; Financial management skills; Understanding of change management; Knowledge of management of service delivery innovations; Problem solving skills and analysis; Client and customer orientation; Excellent communication skills, both verbal and written; Interpersonal and good networking skills; Analytical thinking and research skills; Computer literacy. Note: The following will serve as strong recommendations: Ability to interact at both strategic and operational levels; The candidate must be ; an effective manager and leader with a proven track record of managing a complex portfolio consisting of all modes of transport (Road, Rail, Maritime, Civil Aviation and Public Transport) ; The ability to manage strategic risks in the field of transport planning, regulation and policy development in order to provide safe, reliable, sustainable and fully integrated transport systems and infrastructure across all modes of transport in South Africa; S/he must be conversant with current global and national trends as well as research issues and debates and have ability to convert policy into action; The ability to build and lead high performance teams to drive the national transport policy, strategy and implementation plans that respond to the overall developmental objectives of our country; She/he must have the ability to promote good relations with stakeholders, social partners and civil society; Strong governance and administration skills to ensure effective performance and service delivery with regard to the Department's obligations in Cabinet Clusters, Parliament, State Owned Entities and the sector as a whole.

DUTIES

: The successful candidate will: Render an effective, efficient strategic support and administrative services through the delivery of the Department's strategic goals by applying an integrated management programme approach which also includes the provision of international relation support to the DoT and its Agencies as well as ensuring corporate governance support and monitoring mechanisms for public entities; Oversee the integration of cross-modal transport planning and facilitate the development and transformation of the transport sector to maximise Transport's role in economic growth through conduct effective research; monitor the performance and impact of modal transport policies and strategies; manage macro sector planning within national and provincial governments; and coordinate the formulation of environmental policies and strategies for all modes of transport; Manage the facilitation and coordination of the development and implementation of a safe, reliable and efficient integrated rail network; develop rail legislation, regulatory frameworks, policies and strategies which are aligned to DoT strategic objectives and international norms and standards, as well as providing guidance on the development of an integrated transportation system network; develop, maintain and implement rail infrastructure network; explore funding mechanisms and coordinate funding needs of rail public entities informed by the Department's strategic objectives ; Provide leadership in the development and implementation of safe, reliable integrated road infrastructure network and passenger transport systems through the development and implementation of policies, strategies, norms and standards, road engineering standards that will result in the creation of an efficient transport system by extending access to transport services, reducing travel times and cost, improving transport service quality, and promoting greater integration and co-ordination with other transport modes; Ensure the regulation of road safety and traffic management through the implementation of sustainable and consistent road safety education programmes and traffic law enforcement operations; Ensure an effective civil aviation industry through planning and development of integrated aviation infrastructure network and operations with an effective international and regional regulatory framework and monitoring and evaluating the impact of aviation safety, security and environmental regulatory frameworks ; Oversee the development and alignment of maritime legislation, policies and strategies with DoT strategic objectives and international norms to ensure the development and promotion of an integrated maritime infrastructure and industry through the effective implementation and management of project "Operation Phakisa"; Ensure the achievement of government objectives through building and strengthening relationships with other delivery partners, spheres of government and transport public entities ; Actively participate in government clusters and interdepartmental structures aimed at facilitating and promoting the achievement of an integrated approach to delivery on government objectives and strategies; Support Cabinet and the Minister in the

execution of the government's programme of action; Compliance with all applicable legislation and in particular, the provisions of the Public Finance Management Act, Public Service Act and its Regulations and the Preferential Procurement Policy Framework. Championing transformation in the department as well as in the transport sector.

ENQUIRIES
NOTE

- : Adv Adam Masombuka Tel No: 012 309 3888
- : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy General: Transport"

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 29 October 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.

MANAGEMENT ECHELON

POST 36/165 : **DEPUTY DIRECTOR-GENERAL: CORPORATE SUPPORT SERVICES REF NO: 291021/14**
Branch: Corporate Support Services

SALARY : R1 521 591 per annum, An all-inclusive remuneration package, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.

CENTRE REQUIREMENTS : Pretoria Head Office
: An undergraduate qualification and an appropriate post-graduate qualification (NQF level 8) in Management Sciences/Public Management or related field as recognised by SAQA. At least eight (8) to ten (10) years proven experience in senior management level. Relevant experience within the Public Service relating to the fields of expertise as required in the span of control relating to Corporate Support Services. Knowledge and understanding of Public Service

Regulations. Knowledge and understanding of PMFA. 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. Good communication skills. Accountability and ethical conduct.

DUTIES

: As the head of Corporate Support Services Branch the incumbent will be responsible for the overall management of the following support functions in the Department: Human Resources Management, Communications, Legal Services, ICT Services and Auxiliary Services in accordance with the relevant legislative and regulatory frameworks. Ensure that all Chief Directorates and Directorates within the Branch provide adequate services to the Department in line with its mandate, vision and mission. Co-ordinate the planning and implementation of strategies and policies aimed at improving service delivery relevant to the Branch Corporate Support Services. Develop Operational plans in line with the Departments Strategic Plan, Annual Performance Plan and MTEF for the branch. Ensure that structures and governance processes are aligned with the regulatory framework. Develop and implement policies and guidelines for all components under their span of control. Renders expert advice to the Director-General and Minister on application of the legislative mandate and enabling regulatory frameworks relating to Corporate Support Services. Ensure compliance reporting in relation to the Public Service Act and Public Service Regulations. Provides Minister with accurate information required for parliamentary responses in accordance with prescribed timeframes.

ENQUIRIES

: Mr. M Ramsing Tel No: 012 336 6788

APPLICATIONS

: Head Office (Pretoria): please email your application quoting the relevant reference number to the subject line Recruitment.DDG@dws.gov.za

FOR ATTENTION

: Mr. Ramsing

NOTE

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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.
29 October 2021

CLOSING DATE

:

POST 36/166

:

DEPUTY DIRECTOR-GENERAL: REGULATION COMPLIANCE AND ENFORCEMENT REF NO: 291021/15
Branch: Regulation Compliance and Enforcement

SALARY

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R1 521 591 per annum, An all-inclusive remuneration package, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.

CENTRE

:

Pretoria Head Office

REQUIREMENTS

:

An undergraduate qualification and an appropriate post-graduate qualification (NQF level 8) qualification in Natural Sciences, Engineering or related field as recognised by SAQA. At least eight (8) to ten (10) years proven experience in senior management level. Knowledge and experience in Water Sector. Knowledge and experience in policy formulation, implementation and monitoring. Knowledge and experience in project and programme management. Understanding of social and economic development issues. Understanding of Water Sector legislation. Strategic capability and leadership. Financial management. Change management. Knowledge in water management and experience in a regulatory environment will be an added advantage. Service Delivery Innovation (SDI). Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Legal background and experience will be of advantage. Accountability and ethical conduct.

DUTIES

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The protection of consumer interest in relation to water tariffs. The regulation of drinking water quality and waste water services. The assurance of compliance to water use legislation across all sectors. Ensuring compliance with regulations pertaining to scientific practices. The assurance of the supply of safe drinking water. The facilitation of compliance of waste water services to legislation. The improvement of waste water services. The enforcement of compliance with legislation and authorisation conditions by all water users. The investigation of non-compliance for possible prosecution. The provision of policies and guidelines to the water sector on appropriate legal procedures and actions. The facilitation of the initiation of the first phase of prosecution of perpetrators for non-compliance. The provision of administrative legal support to the Enforcement unit. Ensure that key deliverables as defined by the National Water and Sanitation Master Plan relating to the Branch are implemented. Develop monitoring systems and mechanisms to ensure that the key deliverables outlined in the Strategic Plan is implemented. Ensure compliance to PFMA, PSR and Departmental Prescripts. Render expert advice to the Director-General and Minister on the application of the legislative mandate and enabling regulatory frameworks. Recommend updates to legislation and prescripts and provide expert interpretation of the relevant legislation and prescripts. Provide Minister with accurate information required for parliamentary responses in accordance with prescribed timeframes.

ENQUIRIES

:

Mr. C Greve Tel No: 012 336 8402

APPLICATIONS

:

Head Office (Pretoria): please email your application quoting the relevant reference number to the subject line Recruitment.DDG@dws.gov.za

FOR ATTENTION

:

Mr. Ramsing

NOTE

:

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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.

CLOSING DATE

: 29 October 2021

POST 36/167

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 291021/01**
Branch: Chief Financial Management (Finance Main Account)

SALARY
CENTRE
REQUIREMENTS

: R1 057 326 per annum (Level 13), (All-inclusive salary package)
: Pretoria Head Office
: A Bachelor's Degree in Commerce majoring in Supply Chain Management or Accounting NQF level 7 as recognized by SAQA. Five (5) five years' experience in a middle management role in relation to Supply Chain Management within the Public Sector. Vast knowledge and experience in Supply Chain Management. Understanding the public-sector Supply Chain Management and related legislations would be an added advantage. Applicants must have an in depth knowledge of all applicable financial legislation and regulations, including exposure to the Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations, Broad-Based Black Economic Empowerment Act (BBBEEA), Modified Cash Standards (MCS) requirements and the Public Finance Management Act (PFMA). Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven experience in Supply Chain and Asset Management at a strategic and operational level, reviewing work, monthly and quarterly statutory reporting as well as preparing disclosure notes for annual financial statements and year-end audit schedules. Proven leadership, management, project management, communication, interpersonal, conflict resolution, analytical and financial management skills. Must be computer literate and be able to work under pressure.

DUTIES

: To lead and manage the Supply Chain Management directorate. Provide strategic direction, leadership and management with regard to the Supply Chain Management in the department. Effective management of the directorate functions of Demand Management, Acquisition Management, Logistics, Contract Management and supply chain performance. To effectively guide and direct duties in respect of demand management. The demand management activities include the understanding of future needs, identifying critical delivery dates and frequency of needs, linking requirements to the budget, analysing expenditure based on past spend patterns and future needs, determining specifications, conducting commodity analysis and seeking alternatives at least in case of strategic sourcing, and conducting industry analysis. To effectively guide and direct duties in respect of acquisition

management Acquisition management activities include applying preferential policy objectives, determining market strategy, applying total cost of ownership or life cycle costing principles, managing the bid process of the department. Tabling recommendations and obtaining approval for award of contracts, undertaking contract administration and gathering performance information. Other duties in respect of Logistics, preparation of financial and non-financial reports, managing the receiving and distribution of materials and inventories, expediting orders, supplier performance management, redundant materials management. Provide advisory service and establishment of functional Bid Committees. To guide and manage SCM committees' secretarial functions and ensure adequate record-keeping of associated documentation. Develop, manage and execute the key strategic objectives and business plan of the Supply Chain Management directorate. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Interpret, understand and implement Supply Chain Management as contained in relevant legislation, regulations and MCS standards. Develop and implement relevant policies and procedures with respect to Supply Chain Management for the department. Develop and implement internal control procedures to ensure the effective functioning of the directorate and management of risk. Ensure sound contract management and compliance with contract conditions.

ENQUIRIES : Mr. F Moatshe Tel No: (012) 336 7647
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to Recruitment@dws.gov.za
FOR ATTENTION : Ms. LI Mabile
NOTE : Preference will be given to females and persons with disabilities.

POST 36/168 : **DIRECTOR: INTERNAL AUDIT (WATER TRADING ACCOUNT – WTE) REF NO: 291021/02**
 Branch: Office of the Director-General
 Chief Directorate: Internal Audit

SALARY : R1 057 326 per annum (Level 13), (All-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Bachelor's Degree (NQF 7) in Auditing/ Risk Management/ Management Accounting fields or equivalent relevant qualification. Six (6) to Ten (10) years' experience in Auditing of which 5 years must be at a middle/senior managerial level. Possession of either one or more of the following Professional certifications: Chartered Accountant (CA); Certified Internal Audit (CIA); Performing an Effective Quality Assessment (PEQA); Certified Government Auditing Professional (CCSA); Certified Information System Auditor (CISA); Information Systems Audit Professional [ISAP (SA)] and Certified Fraud Examiner (CFE) will be an added advantage. A valid drivers license (Attach a copy). Knowledge of the Standards for the Professional Practice of Internal Audit and the Code of Ethics developed by the Institute of Internal Audit. Extensive knowledge of internal auditing, risk management, Public Finance Management Act and Treasury Regulations. Understanding and knowledge of accounting and other relevant principles (IFRS/GAAP/GRAP). Proven strategic, financial management and leadership capabilities. Good communication (both verbal and report writing), problem solving, sound research, analytical, auditing and presentation skills. Ability to apply policies, gather and analyse information and must be willing to travel extensively, work under pressure and work long/irregular hours.

DUTIES : Provide management support on the facilitation and coordination of internal audit services within the Department. Develop a three-year risk-based strategic internal audit plan and annual internal audit plan. Develop communication strategy of the plans. Manage the identification and evaluation of organisation's audit risk areas and provide significant inputs to the development of a risk-based annual internal audit plan. Manage and coordinate planning and execution of internal audits. Facilitate and coordinate audit processes. Identify audit gaps and provide corrective measures. Provide support and gather information necessary for audits. Ensure effective and efficient audits practices. Manage the performance of audit procedures, including identifying and defining issues, develop criteria, reviewing and analysing evidence, and documenting client processes and procedures. Monitor and facilitate reporting on internal audits. Maintain internal audits reporting processes and

procedures. Ensure adherence to the utilisation of policies and procedure. Communicate the results of audit and consulting projects via written reports and oral presentation on a timely basis to management and the Audit and Risk Committee. Perform ad-hoc audits and investigations as and when requested by management. Prepare audit reports. Manage the implementation of the approved operational and strategic plans, policies and procedures and internal audit guidelines and provide advice to internal audit staff on the implementation of approved functional plans. Ensure the alignment of processes and procedure with the business plan of the function. Monitor adherence to internal audit standards and procedure. Facilitate Audit Committee meetings.

ENQUIRIES : Ms Emilize Nezar Tel No: (012) 323 8228
APPLICATIONS : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to Recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabole
NOTE : Preference will be given to females and persons with disabilities.

OTHER POSTS

POST 36/169 : **SCIENTIST MANAGER GRADE A REF NO: 291021/03**
 Branch: Provincial Coordination And International Cooperation: Eastern Cape

SALARY : R898 569 per annum, (All-inclusive OSD salary package)
CENTRE : East London
REQUIREMENTS : A MSc Degree or relevant qualification. Six (6) years post qualification in Natural Scientific experience. Compulsory registration with SACNASP as a professional Natural Scientist (Attach copies). Knowledge and experience in programme and project management. Knowledge and experience in Scientific methodologies and models, research and development. Computer – aided scientific applications. Knowledge of legal compliance, technical report writing and creating high performance culture. Professional judgement, data analysis and policy development. Scientific presentation monitoring. Strategic capability and leadership. Decision making, team leadership and creativity. Financial management, customer focus and responsiveness. Networking, planning, organizing and execution. Conflict, people and change management. Problem solving and analysis. Good communication skills both (verbal and written).

DUTIES : Ensure the development and implementation of policies, systems, procedures and scientific protocols. Review and recommend/ approve scientific projects. Facilitate the setting of scientific standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor scientific efficiencies according to ensure validity and adherence to organizational principles. Provide strategic leadership and direction. Align projects to Regional and National water resource strategic priorities, goals and objectives. Provide support and advice to various industries and stakeholders. Provide scientific support and expertise towards improved monitoring network (groundwater and water quality). Provide geohydrological expertise in the drafting and review of catchment management strategies, water allocation plan, water allocation reform programme etc. Develop and maintain relationships/collaborations with research organisations or bodies and assist with review of scientific research proposals and various scientific documents/reports. Lead, coordinate, and develop scientific models and regulatory frameworks. Design scientific methodology for the analysis of scientific data. Implement and enhance the evaluation, monitoring and dissemination of data. Design and develop appropriate scientific models to generate information and knowledge. Formulate and evaluate proposals and compile reports and develop and customize scientific models. Research and development. Manage scientific research to improve expertise. Initiate groundwater resource studies, publish and present research findings (results). Lead, coordinate and conduct basic and applied research or knowledge applications in aspects related to hydrology, geohydrology, water quality and geographical information systems. Financial Management. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Identify and manage specific value-added commercial components of programmes and programmes. Responsible for procurement of assets for the unit, effective management and control of those assets. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of scientific services according to organisational needs and

requirements and manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Governance, allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures/stakeholders on scientific matters.

ENQUIRIES : Ms. T Fiko Tel No: (043) 701 0341
APPLICATIONS : Eastern Cape (East London) Please email your application quoting the relevant reference number on the subject line to ECRecruitment@dws.gov.za
FOR ATTENTION : Ms. LT Malangabi

POST 36/170 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 291021/04**
 Branch: Provincial Coordination and International Cooperation: Western Cape
 Div: Corporate Management
 (This is a re-advertisement; applicants who have previously applied must re-apply)

SALARY : R869 007 per annum (Level 12), (All-inclusive salary package)
CENTRE : Bellville
REQUIREMENTS : A National Diploma or Degree in Administration or relevant field. Three (3) to five (5) years management experience in Corporate Management. Knowledge and experience in policy development and implementation. Knowledge and experience in Administration processes. Knowledge of human resource information. Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. A valid driver's license (Attached copy).

DUTIES : Manage and provide support in the following disciplines: Human Resources, Information Technology, Administration, Communication, Occupational Health and Safety, including safety and security. 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 line managers execute their business plan within the objectives of HR 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. Provide expert advice on HR information implementation to managers.

ENQUIRIES : Ms L Peter Tel No: (021) 941 6207
APPLICATIONS : Western Cape (Bellville): Please email your application quoting the relevant reference number on the subject line to WCrecruitment@dws.gov.za

FOR ATTENTION : Ms K Melelo
NOTE : Persons with disabilities, Females, White Males, Coloured Males, and Indian Males are encouraged to apply.

POST 36/171 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (WTE) REF NO: 291021/05**
 Branch: Provincial Coordination and International Cooperation: North West

SALARY : R733 257 per annum (Level 11), (All-inclusive salary package)
CENTRE : Haartbeespoort
REQUIREMENTS : A Degree in Financial/Accounting Management qualification at NQF level 7. Three (3) years relevant experience in Financial Accounting at supervisory/management (ASD) level. Experience of principles and practice of

financial accounting. Valid driver's license (Attach copy). Knowledge and understanding on Human Resource Management legislation policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunism, affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Understanding of departmental policies and procedures and government financial systems.

DUTIES : Manage the financial planning, budgeting and reporting of the sub-directorate. Provide advice and guidance to role players on the use of forecasting methods and tools. Undertake financial planning budgeting and reporting work as requires. Manage the Directorates Budget requirements, MTEF/AENE/Cash-flows and Expenditure. Payroll Management. Creditors Reconciliation. Provide leadership in the Revenue Management Division of Billing/ Reconciliation of accounts/Customer Relations. Report and Analysis Expenditure per Cost Centre. Manage the Supply Chain procurement process in term of Logistics/Acquisitions/Demand and Contract Management. Maintenance of the directorates Assets and Leases. Compiling Risk Management Register, Manage and co-ordinate the activities of the Audit, provide monthly reports to the Director on Financial Performance, Provide leadership and direction of the Corporate Services in terms of Human Resources, Administration, Information Technology, Labour Relations, Talent Management and Employee Wellness Programs. Conduct regular Inspections; Provide Training, Financial Management and accounting as Specified in the PFMA (including risk management and control). Prepare and submit Monthly and Quarterly expenditure management reports against the approved budget on SAP. Responsible for the Adjustment Estimates and Medium Term Expenditure Framework. Be responsible for Supply Chain Management and financial viability monitoring. Asset Management. Tariff Setting, Revenue Collection and billing.

ENQUIRIES : Ms W Ralekoa Tel No: 060 081 9853

APPLICATIONS : North West: (Haartheespoort): Please email your application quoting the relevant reference number on the subject line to HBRecruitment@dws.gov.za

FOR ATTENTION : Mr MJ Ntwe

POST 36/172 : **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 291021/06**
Branch: Provincial Cooperation and International Coordination: Gauteng
Div: Compliance Monitoring

SALARY : R495 219 per annum, (OSD)
CENTRE : Gauteng Provincial Office

REQUIREMENTS : A four (4) year degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience. A valid driver's license (Code EB). Computer literacy. Experience and knowledge of institutional arrangements and legal regime pertaining to integrated water resource management principles. Knowledge and experience in environmental and water management field. Knowledge of National Water Act and related regulations, their implementation and impacts, Understanding of the environmental law and the environmental compliance, National Compliance Information Management System (NCIMS) and Enforcement Case Management System (EMCS); Ability to link technical and legal aspects related to environmental compliance issues; Strategic capability and leadership Knowledge of government administration and financial procedures, Ability to develop and apply policies, Good communication skills (both verbal and report writing) with experience in stakeholder engagement, Sound organizing and planning skills; Computer literacy; Customer focus Networking, Conflict management, People management, Change management, Problem solving and analysis Analytical skills; Project management skills, ability and willingness to travel and work long hours where necessary.

DUTIES : Provide support in the implementation of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998 (Act 36 Of 1998) and other Departmental policies and strategies. Undertake both routine and follow-up compliance inspections. Prepare reports, load on the ECMS and NCIMS and interpret analytical results. Ensure Non-compliance with the conditions of the Integrated Water Use License are reported and are recorded on the ECMS and NCIMS system and followed fully with the Compliance and Enforcement Business Processes. Compile, update the Data

bases. Interact with other compliance management agencies and other Departments dealing with environmental compliance. Respond to client queries within and outside the Department. Participate in the Water Use Authorisation Assessment Advisory Committee. The willingness to work irregular hours and travel extensively, including remote areas. Give inputs in the projects relevant to the management of water resources initiated by the Department. Provide strategic planning for the Sub-directorate. Attend and report stakeholder and forum meetings. Facilitate training and career development of staff, Supervision of staff.

ENQUIRIES : Ms HD Mabada Tel No: (012) 392 1423
APPLICATIONS : Gauteng Provincial Office: Please email your application quoting the relevant reference number on the subject line to GPRecruitment@dws.gov.za
FOR ATTENTION : Mr Daniel Masoga

POST 36/173 : **Assistant Director: Communication REF NO: 291021/07**
 Branch: Provincial Cooperation and International Coordination: Gauteng

SALARY : R470 040 per annum (Level 10)
CENTRE : Gauteng Provincial Office
REQUIREMENTS : A National Diploma or Degree in Communication or equivalent. Three (3) years supervisory experience in Communication. Disciplinary knowledge in communication and media studies, political science and policy, public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Understanding of water sector legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and project management. Knowledge of relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct.

DUTIES : Implementation of communication plans. Implement media production, issue publications, organise press conference and media coverage to the Department. Implement or improve concepts, theories and operational methods. Disseminate knowledge related of information on work organisation. Organise and implement publicity projects and events. Establish and maintains stakeholder relations with community and media.

ENQUIRIES : Mr flevel
APPLICATIONS : Gauteng Provincial Office: Please email your application quoting the relevant reference number on the subject line to GPRecruitment@dws.gov.za
FOR ATTENTION : Mr Daniel Masoga

POST 36/174 : **ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION REF NO: 291021/09 (X2 POSTS)**
 Branch: Provincial Coordination and International Cooperation: Western Cape
 Div: Water Quality Related Water Use Management

SALARY : R402 045 per annum, (OSD)
CENTRE : Bellville
REQUIREMENTS : Honours Degree in Environmental or related fields. A valid driver's license (Attach a copy). Experience in sampling procedures and in the field of water quality management and integrated water resource management will serve as an advantage. Sound knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines is required as well as knowledge of other relevant legislations. Knowledge of industrial, agricultural and mining processes as well as waste water treatment processes. Supervision and negotiation skills. The successful candidate must be willing to travel extensively, including to remote areas and work irregular hours. Good communication skills (both written and verbal), report writing skills and project management skills are essential. Knowledge of pollution incident investigation and site inspections.

DUTIES : Provide support in the evaluation of Water Use License applications; Provide comments on environmental impact assessments, environmental program reports (EMPRs) and rezoning applications; support catchment management forums; liaising with stakeholders in the water sector and other government departments; conducting regular compliance monitoring, water quality monitoring and the investigation of pollution incidents. Assist with the supervision of staff. Undertake both routine and special investigations. Give

inputs in the projects relevant to the management of water resources initiated by the Department. Ensure the registration of water quality related uses for the Waste Discharge Charge System (WDCS). Promote water conservation and efficient water utilization through the authorization process.

ENQUIRIES : Ms N Ndobeni Tel No: (021) 941 6140
APPLICATIONS : Western Cape (Bellville): Please email your application quoting the relevant reference number on the subject line to WCrecruitment@dws.gov.za
FOR ATTENTION : Ms K Melelo

POST 36/175 : **CHIEF ARTISAN GRADE A (CIVIL) REF NO: 291021/08**
Branch: Infrastructure Management: Northern Operations
(This is a re-advertisement, applicants who have previously applied must re-apply)

SALARY : R386 487 per annum, (OSD)
CENTRE : Groblersdal Area Office
REQUIREMENTS : Appropriate trade test in Civil Engineering plus a minimum of ten (10) years of experience. A valid Code 08 driver's license. 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 : Mr. IJ Pretorius Tel No: (013)262 6839
APPLICATIONS : Groblersdal Area Office Please email your application quoting the relevant reference number on the subject line to GDLrecruitment@dws.gov.za
FOR ATTENTION : Mr S Murunzi

POST 36/176 : **ACCOUNTING CLERK WTE REF NO: 291021/10 (X2 POSTS)**
Branch: Finance
Div: Resignations (X1 Post)
Div: Salaries and Deductions (X1 Post)

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Senior / Grade 12 certificate. Basic knowledge of financial management practices as well as the ability to capture data, operate computer and collate financial statistics. Computer literacy. Basic knowledge and insight of the Public Service Financial legislations, procedures and Treasury regulations, (PFMA, DORA, PSR, PPPFA, Financial manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Knowledge management. Ability to work under pressure. Willingness to travel as and when required. Knowledge of general administration within the public services. Good interpersonal relations. Good communication skills both (verbal and written).

DUTIES : Check and capture transactions on PERSAL. Check and capture Sundry Payments, receipts, journals and budget on SAP. Monitor outstanding S and T advances and update registers. Be responsible for payroll administration. Distribution of salary and supplementary pay slips to officials. Assist with accurate and comment. Ensure that all filling is complete. Responsible for cashier's office. Rectify misallocations. Compilation of accruals.

ENQUIRIES : Ms. LK Baloyi Tel No: (012) 336 8876
APPLICATIONS : Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to Recruitment@dws.gov.za
FOR ATTENTION : Ms. L Mabole

POST 36/177 : **ADMINISTRATION CLERK REF NO: 291021/11**
Branch: Provincial Coordination and International Cooperation: Western Cape
Div: Water Quality Related Water Use Management
R173 703 per annum (Level 05)
Bellville

SALARY CENTRE REQUIREMENTS : A Senior / Grade 12 certificate. Knowledge of clerical functions, practices as well as the ability to capture data, operate a computer and collate administrative information. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of Water Services Act and National Water Act 1998(Act No 36 of 1998). Knowledge of administrative procedures. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Understanding of IGR Framework Act (2005) Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication skills. Planning & organising. Accountability and ethical conduct. Willingness to take up on adhoc activities, flexibility.

DUTIES : Implement administrative procedures for the component. Assist with the Implementation of operational plan for the section. Adhere to the financial procedures in the section. Collate monthly reports. Advise management on good administrative practices. Provide feedback on identified administrative gaps. Handle all aspects relating to the filing. General office administration.

ENQUIRIES APPLICATIONS : Ms T Torch Tel No: (021) 941 6236
Western Cape (Bellville): Please email your application quoting the relevant reference number on the subject line to WCrecruitment@dws.gov.za

FOR ATTENTION : Ms K Melelo

POST 36/178 : **FINANCE CLERK REF NO: 291021/12 (X3 POSTS)**
Branch: Finance WTE
Div: Customer Relations Management

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
Pretoria Head Office
A Senior / Grade 12 Certificate with Accounting as a passed subject. A National Diploma or Degree in Finance will serve as an added advantage. One (1) year relevant experience in Finance will serve as an added advantage. A valid driver's license (Attach a copy). Computer literacy. Basic knowledge and insight of the public service financial legislations, procedures and National Treasury Regulations, PFMA, DORA, and financial manual skills. Knowledge of financial operating systems (Any ERP system and SAP system will be an added advantage) Ability to capture data, collate financial statistics and information. Problem-solving capabilities. Ability to work well under pressure and remain polite even when consumers are angry and unreasonable. Excellent personal presentation. Outstanding oral and writing communication skills. Willingness to travel as and when required. Knowledge of general administration within the public services. Good interpersonal relations.

DUTIES : Investigating and resolving customer queries and enquiries verbally by telephone and also through sending emails. Direct incoming calls / enquiries to relevant officials for further action where necessary. Taking and relaying messages. Register all incoming mail/calls and oversee delivery thereof. Keeping updated registers and implements systems and procedures for tracking and tracing. Develop sound relations between Head office and the operational offices on matters relating to Financial Management and Revenue Management in particular. Effectively communicate with internal and external stakeholders in writing and verbally. Perform administrative duties.

ENQUIRIES APPLICATIONS : Mr Mduduzi Nkosi Tel No: (012) 336 7124 / 8198 Cell: 082 075 3685
Pretoria (Head Office) Please email your application quoting the relevant reference number on the subject line to Recruitment@dws.gov.za

FOR ATTENTION : Ms. L Mabile

POST 36/179 : **GENERAL WORKER REF NO: 291021/13 (X6 POSTS)**
Branch: Infrastructure Management: Northern Operations
(This is a re-advertisement, applicants who have previously applied must re-apply)

SALARY CENTRE : R102 534 per annum (Level 02)
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

: Groblersdal Area Office Please email your application quoting the relevant reference number on the subject line to GDLrecruitment@dws.gov.za

FOR ATTENTION

: Mr S Murunzi

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM (DEDEAT)
DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer. Females, Coloureds, Whites & Indians and Persons with disabilities are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : Please take note, NO hand delivered applications will be allowed due to COVID 19 Pandemic. Applicants must apply online through the E-recruitment system using <https://erecruitment.ecotp.gov.za>. The system closes at 23:59 on the advert date, however, the technical support is limited to working hours (08:00-16:30 Mon-Thur and 08:00-16:00 on Fri) and weekdays (Mon-Fri)
- CLOSING DATE** : 29 October 2021
- NOTE** : effective from 01 January 2021 obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf>) (an unsigned Z83 usually disqualify an applicant, however, the Z83 in the e-recruitment system is currently un-downloadable and therefore un-signable – applicants applied via the system therefore will not be disqualified), and should an application be received using the incorrect application for employment (Z83), it will not be considered. A Z83 should be accompanied by a recently updated, comprehensive CV including at least two contactable references as well as copies (copies need not be certified) of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 assessment. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

MANAGEMENT ECHELON

- POST 36/180** : **DIRECTOR: LOCAL AND REGIONAL ECONOMIC DEVELOPMENT (LRED)**
REF NO: DEDEA/2021/10/01
- SALARY** : R1 057 326 – R1 245 495 per annum (Level 13)
- CENTRE** : Head Office: Bhisho
- REQUIREMENTS** : National Senior Certificate, B Degree majoring in Economic/Business Management/ Development Sciences, and Five (5) Years' experience in the areas stated above at a middle managerial level. The following skills and attributes are required: Advanced computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & Leadership, Problem Solving, People Management and Communication skills. A Valid driver's license is required.

DUTIES : Based on provincial imperatives, manage the development of local and regional development instruments. Manage processes to monitor, evaluate and report on the sustainable impact of local and regional economic development policies, strategies, programmes and instruments. Manage the provisioning of technical advisory and support services to DEDEAT's implementing structures and agents. Establish partnerships to support local and regional economic development programmes, projects and instruments. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr O. Desi at 043 605 7091

NOTE : Employment equity target: African Female

OTHER POSTS

POST 36/181 : **DEPUTY DIRECTOR: DEMAND, ACQUISITION AND LOGISTICS REF NO: DEDEA/2021/10/02**
(Re-advertisement)

SALARY : R733 257 – R863 748 per annum (Level 11)

CENTRE : Head Office: Bhisho

REQUIREMENTS : National Senior Certificate, B. Degree/Diploma (NQF 6 or 7) or equivalent qualification in Finance, Supply Chain Management or Public Management. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level in demand, acquisition, logistics and contract management. Post graduate qualification in a related field and Registration as a Member of the Chartered Institute of Procurement and Supply (MCIPS) will be an added advantage. The following skills, knowledge and attributes are required: Knowledge and understanding of Preferential Procurement Policy Framework Act, BBBEE and PFMA; Knowledge of Supply Chain Management Framework, Logistics Services and Asset Management; Computer Skills, People management skills; Research and analytical skills; Policy development and analysis skills; Project management skills; Financial management skills; Client orientation and customer focus skill; Presentation and facilitation skills; Communication (written and verbal) skills, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency and due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver's license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

DUTIES : Manage and maintain Demand Management, Acquisition Management, Logistics Services and Asset Management. Develop and implement the department's strategic sourcing strategy, and conduct market analysis. Ensure effective quotation and bid management. Ensure the effective functioning of the bid committees. Manage the Supply Chain Management function. Facilitate monthly, quarterly and annual reporting on SCM related matters and procurement statistics. Ensure effective management, control over the safekeeping, utilization and maintenance of all assets including all leased assets. Assist in the development, implementation of disposal management strategy, policies and procedures. Develop and maintain an acquisition, maintenance and disposal plan for assets. Provide effective people management.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr O. Desi at 043 605 7091

NOTE : Employment equity target: White Male

POST 36/182 : **CONTROL ENVIRONMENTAL OFFICER: COMPLIANCE AND ENFORCEMENT REF NO: DEDEA/2021/10/06**
(Re-advertisement)

SALARY : R495 219 – R566 220 per annum (OSD)

CENTRE : Sarah Baartman Region

REQUIREMENTS : 4 years' degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification experience of which a minimum of 3 years must be in environmental law enforcement. An EMI qualification will be an advantage. The following skills, knowledge and attributes are required: Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa. Practical environmental

compliance and enforcement experience will be an added advantage. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Ability to gather, analyse and apply information in a multi-disciplinary environment. Excellent written and verbal communication skills. Ability to transfer compliance and enforcement skills to EMIs. Strategic, problem-solving and negotiation skills. Administrative and logistical skills. Customer focus and responsiveness. Willing to travel extensively and work irregular hours. Valid driver's licence required.

DUTIES : Plan, coordinate and render compliance monitoring inspections. Plan and coordinate law enforcement and investigations. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr O. Desi at 043 605 7091
NOTE : Employment Equity target: White male

POST 36/183 : **ASSISTANT DIRECTOR: ECONOMIC DEVELOPMENT REF NO: DEDEA/2021/10/03**

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : Amathole
REQUIREMENTS : National Senior Certificate, B-degree in Economics/Business Administration/ Development Sciences. The following skills, knowledge and attributes are required: Communication, writing skills, Computer Literacy, Interpersonal relation and networking, Problem solving skills, Financial management, Time Management, Planning and Organizing. Valid driver's licence. Experience: 5 Years' experience in the area of economic development.

DUTIES : Supervise the implementation of economic development policies, programmes and instruments within the Amathole District. Provide technical support to the Amathole District Municipality and Local Municipalities with the development of IDP strategies and objectives aimed at targeted economic development strategies, programmes and projects. Perform monitoring and evaluation processes to determine the impact of economic development instruments within the Amathole District Municipality and Local Municipalities. Provide economic development advocacy and empowerment services for the Amathole District Municipality and Local Municipalities. Perform and manage all administrative and related functions:

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr O. Desi at 043 605 7091
NOTE : Employment equity target: African Female

POST 36/184 : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT REF NO: DEDEA/2021/10/04**

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, B Degree or equivalent qualification in Public Administration / development studies / strategic management. Experience: 2 Years' planning environment at operational level. The following skills, knowledge and attributes are required: Communication, writing skills, Computer Literacy, Interpersonal relation and networking, Problem solving skills, Financial management, Time Management, Planning and Organizing. Valid driver's licence.

DUTIES : Provide support in the development and maintenance of DEDEAT'S policies, procedures and strategic planning documents. Provide support on development and the review processes of strategic/annual performance plans. Provide administrative support services to the development of strategic and annual performance plans.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr O. Desi at 043 605 7091
NOTE : Employment equity target: African Female

POST 36/185 : **ASSISTANT DIRECTOR: OFFICE MANAGEMENT REF NO: DEDEA/2021/10/05**

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : Head Office: Bhisho

- REQUIREMENTS** : National Senior Certificate, B Admin/ relevant qualification in Administrative Management/Public Management/Financial Management. Experience: 3 years Administrative and office Management. The following skills, knowledge and attributes are required: Communication, writing skills, Computer Literacy, Interpersonal relation and networking, Problem solving skills, Financial management, Time Management, Planning and Organizing. Valid driver's licence.
- DUTIES** : Provide Policy Co-ordination and technical support for the Chief Directorate: Economic Development & Tourism. Manage correspondence to/from the office of the Chief Director. Technical preparation of documents. Coordinate programme meetings. Perform and manage administrative and related functions for the Chief Director.
- ENQUIRIES NOTE** : can be directed to Mr T. Gantsho/ Mr O. Desi at 043 605 7091
: Employment equity target: African Male
- POST 36/186** : **ENVIRONMENTAL OFFICER: COASTAL ZONE MANAGEMENT REF NO: DEDEA/2021/10/07**
- SALARY CENTRE REQUIREMENTS** : Grade A: R272 739 – R302 691 per annum (OSD)
: Amathole Region
: Appropriate salary will be determined according to the regulatory Framework (based on OSD). Minimum Requirements: National Senior Certificate, Degree or Diploma in Environmental Management/Natural Science/Coastal Planning or equivalent qualification field as recognized by SAQA. The following skills, knowledge and attributes are required: Integrated Coastal Planning and Management, Computer literacy, Knowledge of Environmental Management legislation (National Environmental Management Act 107 1998 and Specific Environmental Management Acts). A valid driver's license is required.
- DUTIES** : Implementation of Policies and legislation on integrated coastal management. Promote integrated coastal management. Advise members of the public on issues relating to coastal management. Review of reports on matters relating to coastal development applications. Compile reports relating to coastal development and make necessary recommendations. Undertake compliance monitoring exercises, process permit applications in respect of applicable regulations. Convene Regional coastal working group and liaison with other spheres of government on coastal management. Attend to matters relating to marine and coastal resources use management. Perform any other duties relating to administration and management as may be delegated from time to time.
- ENQUIRIES NOTE** : can be directed to Mr T. Gantsho/ Mr O. Desi at 043 605 7091
: Employment Equity target: African Male

DEPARTMENT OF HEALTH

- APPLICATIONS** : directed to the addresses as indicated below or Hand Delivery as indicated below:
Lukhanji Sub-District – Post to: Human Resource Office, Lukhanji Sub District Private Bag x1 Queenstown 5320. Enquiries: Ms Mtweni Tel no 045 807 8908
Cofimvaba Hospital - Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba 5380. Enquiries: Ms A Mbana – Tel no 047 874 0111.
All Saints Hospital - Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo, 5605 or hand deliver All Saints Hospital, Engcobo 5605, Enquiries: Ms NP Gcaza – Tel no: 047 548 4104
Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080. Or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 504. Enquiries: Mr K Sobetwa Tel no: 047 573 8936/073 200 0217
Umlamli Hospital - Post to: Human Resource Office, Umlamli Hospital, Private bag X5016, Sterkspruit, 9762 or Hand delivery: HR Office, Umlamli Hospital. Enquiries: Ms Mpithimpithi - Tel no: 051 611 0079/90.
Senqu Sub-District - Post to: Human Resource Office, Sengu Sub-district, Private Bag X5009, Sterkspruit, 9762 or hand delivery: HR Office, Sengu Sub-district, Bensonvale Collage. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631/9617.

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

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

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

Bhisho Hospital - Post to: HR Office, Bhisho Hospital, Bhisho 5605 or hand delivery: Human Resource Office, Bhisho Hospital Komga Road. Enquiries: Mrs T. Awlyn – Qegu Tel No 040 635 2950/5.

Khotsong Hospital - Post to: Human Resource Office, Khotsong TB Hospital PO Box 115 Matatiele 4730 Enquiries: Ms. A Lebata Tel no 039 737 3801.

Frere Tertiary Hospital - Post to: Private Bag x 9047 East London 5200 Or Hand delivery to: Human Resources Office, Frere Tertiary Hospital, Amanda Main Road, East London 5200. Enquiries: Ms N. Mthitshana Tel No: 043 709 2487/ 2532.

Grey Hospital, Private Bag x 7443, King Williams Town 5600 Or Hand delivery to HR Office, Grey Hospital 54 Kings Road King Williams Town 5601. Enquiries: Ms Phillip Tel No: 043 643 3304.

CLOSING DATE
NOTE

: 29 October 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 36/187

: **HEAD CLINICAL UNIT (OPHTHALMOLOGY) REF NO: ECHEALTH/HCU-OPT/CMH/01/10/2021**

SALARY
CENTRE
REQUIREMENTS

: R1 728 807 – R1 834 890 per annum, (OSD)
: Buffalo City Metro, Cecilia Makiwane Regional
: An Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 5 years' appropriate experience after registration experience with HPCSA as a Medical Specialist. Outstanding clinical skills in the field of Ophthalmology preferably in the public service environment. Ability and practical experience to setup and provide training program for undergraduate and post graduates. Candidates with published research will be an added advantage. Ability to work as a team. Knowledge of relevant health & labour legislation. Proven leadership skills. Proven ability to perform ophthalmic surgery in order to provide a comprehensive eye care service to the catchment population.

DUTIES

: Provision of a quality, cost effective and efficient 24-hour ophthalmic service in keeping with Batho Pele Principles. Responsible for training & guidance of Registrars, Medical Officers, Medical Interns, Community Service Medical Officers, Medical Students & other categories in the department including running of an academic/in service program for doctors and optometrists. Ensure that the department is compliant with the National Core Standards *

Ideal Hospital Realisation Framework. Coordinate and compile Medico-legal reports & attend to all legal issues pertaining to the department. Development operational plans, quarterly & annual reports. Oversee performance of Clinical audits & departmental mortality & morbidity meetings. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.

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

POST 36/188 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/KTBH/01/10/2021**

SALARY : R1 173 900 – R1 302 849 per annum, (OSD)
CENTRE : Alfred Nzo District, Khotsong TB 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 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 : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required Perform commuted overtime.

ENQUIRIES : Ms A Lebata Tel No: 039 737 3801

POST 36/189 : **DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/ASH/01/10/2021**

SALARY : R843 618 – R949 482 per annum, (OSD)
CENTRE : Chris Hani District, All Saints Hospital
REQUIREMENTS : Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.

DUTIES : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRIES : Ms NP Gcaza Tel No: 047 548 4104

POST 36/190 : **DEPUTY MANAGER NURSING REF NO:**
ECHEALTH/DMN/BHISH/01/10/2021

SALARY : R843 618 – R949 482 per annum, (OSD)
CENTRE : Buffalo City Metro, Bhisho Hospital
REQUIREMENTS : Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.

DUTIES : To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRIES : Mrs T. Awlyn – Qegu Tel No: 040 635 2950/5

POST 36/191 : **CLINICAL PSYCHOLOGIST GRADE 1 -3 REF NO:**
ECHEALTH/CPSY/CMH/01/10/2021 (X2 POSTS)

SALARY : Grade 1: R713 361 – R784 278 per annum, (OSD)
Grade 2: R832 398 – R923 847 per annum, (OSD)
Grade 3: R966 039 – R1 137 936 per annum, (OSD)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with HPCSA as a Clinical Psychologist and proof of current registration, **Grade 1:** (No experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa), **Grade 2:** A minimum of 8 years' relevant experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), **Grade 3:** A minimum of 16 years 'relevant experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees. Knowledge, skills and Competencies required: Knowledge of Diagnostic and therapeutic procedures and manuals, human behaviour, normal and abnormal, Knowledge of administration and psychometric test, ethical codes of conduct and relevant legislation. Good interpersonal relationships and positive attitude towards patients and colleagues. Sound knowledge of relevant legislation guiding the provision of clinical Psychology services in a health care environment. i.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, ability to function as part of the team, problem solving and decision making, and computer skills. Ability to work in multi-disciplinary environment. Valid driver's license.

DUTIES : To provide optimal clinical psychological intervention services in the management of cerebral palsy and other conditions. Provide comprehensive psychological assessment of hospital patients within a clinical team context by establishing clear and realistic treatment goals using appropriate theoretical frameworks. Provide psychological treatment to hospital patients using valid and reliable techniques and methods. Develop appropriate systems, internal controls and implement quality assurance programs. Write psychological related reports when required. Contribute towards planning, budgeting,

procurement processes and exercise control of expenditure within your departmental cost center. Supervise and provide clinical support to junior staff and training program of students. Market and promote Clinical Psychology services and contribute towards research. Assume effective managerial/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations policies, legal report writing, leaves, policy development etc.

- ENQUIRIES** : Ms N. Matshaya Tel No: 043 708 2121
- POST 36/192** : **CLINICAL PSYCHOLOGIST GRADE 1 - 3 REF NO: ECHEALTH/CPSY/NMAH/01/10/2021 (X2 POSTS)**
- SALARY** : Grade 1: R713 361 – R784 278 per annum, (OSD)
Grade 2: R832 398 – R923 847 per annum, (OSD)
Grade 3: R966 039 – R1 137 936 per annum, (OSD)
- CENTRE REQUIREMENTS** : OR Tambo District, Nelson Mandela Academic Hospital
Senior certificate, Master's degree in Clinical Psychology. Registration as an Independent Practitioner (Clinical Psychology) with the Health Professions Council of South Africa (HPCSA. A proof of current renewal of practice license with HPCSA as a Clinical Psychologist. Knowledge, skills and Competencies required: Knowledge of Diagnostic and therapeutic procedures and manuals, human behaviour, normal and abnormal, Knowledge of administration and psychometric test, ethical codes of conduct and relevant legislation. Good interpersonal relationships and positive attitude towards patients and colleagues. Sound knowledge of relevant legislation guiding the provision of clinical Psychology services in a health care environment. i.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, ability to function as part of the team, problem solving and decision making, and computer skills. Ability to work in multi-disciplinary environment. Valid driver's license.
- DUTIES** : To provide optimal clinical psychological intervention services in the management of cerebral palsy and other conditions. Provide comprehensive psychological assessment of hospital patients within a clinical team context by establishing clear and realistic treatment goals using appropriate theoretical frameworks. Provide psychological treatment to hospital patients using valid and reliable techniques and methods. Develop appropriate systems, internal controls and implement quality assurance programs. Write psychological related reports when required. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Supervise and provide clinical support to junior staff and training program of students. Market and promote Clinical Psychology services and contribute towards research. Assume effective managerial/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations policies, legal report writing, leaves, policy development etc.
- ENQUIRIES** : Ms Calaza Tel No: 047 502 4469
- POST 36/193** : **PHARMACIST GRADE 1-3 REF NO: ECHEALTH/PHAR/GGH/01/10/2021**
- SALARY** : Grade 1: R693 372 – R735 918 per annum, (OSD)
Grade 2: R751 026 – R797 109 per annum, (OSD)
Grade 3: R821 205 – R871 590 per annum, (OSD)
- CENTRE REQUIREMENTS** : Chris Hani District, Glen Grey Hospital
Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience after registration as a Pharmacist with the SAPC.
- DUTIES** : Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in

accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES : Ms N Ralushe Tel No: 047 878 2800

POST 36/194 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/MSC/01/10/2021**

SALARY : R562 800 – R633 432 per annum, (OSD)
CENTRE : Chris Hani District, Lukhanji Sub-District, Masakhe Clinic
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 : Ms Mtweni Tel No: 045 807 8908

POST 36/195 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/NCHC/01/10/2021**

SALARY : R562 800 – R633 432 per annum, (OSD)
CENTRE : Ngcobo Sub-District, Ngcobo CHC
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 : Ms A Mabentsela Tel No: 047 874 0079

POST 36/196 : **OPERATIONAL MANAGER SPECIALTY (ANTE NATAL CLINIC) REF NO: ECHEALTH/OMSANC/CH/01/10/2021**

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

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

ENQUIRIES : Ms A Mbana Tel No: 047 874 0111

POST 36/197 : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OM-PHC/UMGC/01/10/2021**

SALARY : R562 800 – R633 432 per annum, (OSD)
CENTRE : Joe Gqabi District, Umlamli Gateway Clinic
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 J.S Ndzinde Tel No: 051 633 9631/9617

POST 36/198 : **OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC-HVC/01/10/2021**

SALARY : R562 800 – R633 432 per annum, (OSD)
CENTRE : Mnquma Sub-District, High View Clinic
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.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms N Tengwa Tel No: 047 491 0740.
<u>POST 36/199</u>	:	<u>ASSISTANT DIRECTOR THERAPEUTIC AND MEDICAL SUPPORT SERVICES REF NO: ECHEALTH/ASD-TMSS/CMH/01/10/2021</u>
<u>SALARY</u>	:	Grade 1: R517 326 – R574 158 per annum, (OSD) Grade 2: R591 510 – R656 469 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital Appropriate qualification that allows for registration with HPCSA as Occupational Therapy, Physiotherapy, Speech therapy, Audiology or Speech therapy and Audiology (dual registration) Dietetics with the registration with HPCSA as an independent practitioner. A minimum of 5 years of experience in the relevant field post community service. Ability to work in multi-disciplinary environment. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, ability to function as part of the multidisciplinary team, problem solving and decision making, and computer skills. Valid driver's license.
<u>DUTIES</u>	:	Manages the clinical support services and cases in the Cerebral Palsy medico-legal Center. Plan, implement, and monitor daily activities in the management of Cerebral Palsy and other services within the Center. Ensure optimal clinical management and good governance of services including all resources in the section. Manage provision of high quality multi-disciplinary services through development and implementation of appropriate systems, quality assurance programs and internal controls. Assume effective managerial/administrative responsibilities such as report writing, audits, analyzing statistics, performance appraisal, conducting meetings, implementing labour relations policies, compiling legal reports, leave management, policy development etc. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme and stock control of nutritional supplements and other consumables. Manage planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: 043 708 2121
<u>POST 36/200</u>	:	<u>ASSISTANT DIRECTOR PHYSIOTHERAPY REF NO: ECHEALTH/ASD-PHY-CMH/01/10/2021</u>
<u>SALARY</u>	:	Grade 1: R517 326 – R574 158 per annum, (OSD) Grade 2: R591 510 – R656 469 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital Appropriate qualification that allows registration with HPCSA as a Physiotherapist. Proof of current renewal of practice license with HPCSA as a Physiotherapist (Independent practice). A minimum of 5 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, problem solving and decision making, and computer skills. Sound knowledge and skills in a clinical setting. Experience in the management of

		Cerebral Palsy, Supervisory and managerial skills. Ability to work in multi-disciplinary environment. Valid driver's license.
<u>DUTIES</u>	:	Plan, implement, coordinate and monitor daily Physiotherapy activities in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Ensure optimal clinical management and good governance of Physiotherapy services including all resources in the section. Manage provision of high quality Physiotherapy services through development and implementation of appropriate systems, quality assurance programs and internal controls. Manage human resources and provide clinical support to junior staff and training program of students. Assume effective managerial/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations, legal report writing, leave management, policy development etc. Manage planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme. Market and promote Physiotherapy services and contribute towards research.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: 043 708 2121
<u>POST 36/201</u>	:	<u>ASSISTANT DIRECTOR DIETETICS GRADE 1 – 2 REF NO: ECHEALTH/ASD-DIET/CMH/01/10/2021</u>
<u>SALARY</u>	:	Grade 1: R517 326 – R574 158 per annum, (OSD) Grade 2: R591 510 – R656 469 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital Appropriate qualification that allows for registration with HPCSA as a Dietician. Proof of current renewal of practice license with HPCSA as a Dietitian (Independent practice). A minimum of 5 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, ability to function as part of the team, problem solving and decision making, and computer skills. Sound knowledge and skills in a clinical setting. Experience in the management of Cerebral Palsy, supervisory and managerial skills. Ability to work in multi-disciplinary environment. Valid driver's license.
<u>DUTIES</u>	:	Plan, implement, coordinate and monitor daily Dietetic activities in the management of Cerebral Palsy and other conditions in the dietetics field. Ensure optimal clinical management and good governance of Dietetic services including all resources in the section. Manage provision of high quality Dietetic services through development and implementation of appropriate systems, quality assurance programs and internal controls. Manage human resources and provide support to junior staff and training program of students. Assume effective managerial/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, conducting meetings, implementing labour relations policies, legal report writing, leave management, policy development etc. Manage planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme and stock control of nutritional supplements and other consumables. Market and promote Dietetic services and contribute towards research.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: 043 708 2121
<u>POST 36/202</u>	:	<u>ASSISTANT DIRECTOR SPEECH & AUDIOLOGY GRADE 1 -2 REF NO: ECHEALTH/ASD-SA/CMH/01/10/2021</u>
<u>SALARY</u>	:	Grade 1: R517 326 – R574 158 per annum, (OSD) Grade 2: R591 510 – R656 469 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital Appropriate qualification that allows for registration with HPCSA as an Audiologist or Speech Therapist and Audiologist (dual registration) or Speech therapy as an independent practitioner. Proof of current renewal of practice license with HPCSA Independent practitioner. A minimum of 5 years of

experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, problem solving and decision making, and computer skills. Sound knowledge and skills in a clinical setting. Experience in the management of Cerebral Palsy, Supervisory and managerial skills. Ability to work in multi-disciplinary environment. Valid driver's license.

DUTIES : Plan, implement, coordinate and monitor a daily cost effective and sustainable Audiology or Speech therapy and Audiology or Speech therapy service in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Apply evidenced based knowledge of Audiology or Speech therapy and Audiology or Speech therapy techniques. Apply knowledge of relevant Acts and policies and assist with the development and implementation of audiology clinical protocols. Implement and manage Performance Management and development Policy. Assume effective managerial/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations, legal report writing, leave management, policy development etc. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme. Manage planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Manage human resources and provide clinical support to junior staff and training program of students. Market and promote Audiology or Speech therapy and Audiology or Speech therapy services and contribute towards research.

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

POST 36/203 : **CHIEF PHYSIOTHERAPIST GRADE 1 – 2 REF NO: ECHEALTH/CPHYSIO/NMAH/01/10/2021**

SALARY : Grade 1: R466 119 – R517 326 per annum, (OSD)

Grade 2: R532 959 – R591 510 per annum, (OSD)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : Appropriate qualification that allows for registration with HPCSA as a Physiotherapist. Proof of current renewal of practice license with HPCSA as a Physiotherapist (Independent practice). A minimum of 3 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, problem solving and decision-making, and computer skills. Sound knowledge and skills in a clinical setting. Experience in the management of Cerebral Palsy and wheelchair seating will be an added advantage. Ability to work in multi-disciplinary environment. Valid driver's license.

DUTIES : Plan, implement, coordinate and monitor a daily cost effective and sustainable Physiotherapy service in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Apply evidenced based knowledge of Physiotherapy techniques. Apply knowledge of relevant Acts and policies and assist with the development and implementation of physiotherapy clinical protocols. Implement and manage Performance Management and development Policy. Assume effective supervisory/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations policies, legal report writing, leave management, policy development etc. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme. Support the manager in all transformative changes and additional managerial tasks as needed. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Supervise and provide clinical support to junior staff and training program of students. Market and promote Physiotherapy services and contribute towards research.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 36/204 : **CHIEF DIETICIAN GRADE 1 -2 REF NO: ECHEALTH/CDIET/NMAH/01/10/2021**

SALARY : Grade 1: R466 119 – R517 326 per annum, (OSD)
Grade 2: R532 959 – R591 510 per annum, (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Nelson Mandela Academic Hospital
Appropriate qualification that allows for registration with HPCSA as a Dietician. Proof of current renewal of practice license with HPCSA as a Physiotherapist (Independent practice). A minimum of 3 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, ability to function as part of the team, problem solving and decision-making, and computer skills. Sound knowledge and skills in a clinical setting. Experience in the management of Cerebral Palsy. Ability to work in multi-disciplinary environment. Valid driver's license is an added advantage.

DUTIES : Plan, implement, coordinate and monitor a daily cost effective and sustainable Dietetics service in the management of Cerebral Palsy and other conditions. Apply evidenced based knowledge of Dietary management. Apply knowledge of relevant Acts and policies and assist with the development and implementation of dietetic clinical protocols. Implement and manage Performance Management and development Policy. Assume effective supervisory/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, implement labour relations policies, legal report writing, leave management, policy development etc. Support the manager in all transformative changes and additional managerial tasks as needed. Supervise and provide clinical support to junior staff and training program of students. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Safeguard and evaluate status of equipment, and infrastructure with a repair and maintenance programme and stock control of nutritional supplements and other consumables. Market and promote Dietetic services and contribute towards research.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 36/205 : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 -2 REF NO: ECHEALTH/COCCT/CMH/01/10/2021**

SALARY : Grade 1: R466 119 – R517 326 per annum, (OSD)
Grade 2: R532 959 – R591 510 per annum, (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Cecilia Makiwane Regional Hospital
Appropriate qualification that allows for registration with HPCSA as a Occupational Therapist. Proof of current renewal of practice license with HPCSA as a Occupational Therapist (Independent practice). A minimum of 3 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, ability to function as part of the multidisciplinary team, problem solving and decision making, and computer skills.

DUTIES : Plan and or implement, coordinate and monitor daily Occupational therapy activities in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Ensure optimal clinical management and good governance of Occupational therapy services including all resources in the section. Manage provision of high quality Occupational therapy services through development and implementation of appropriate systems, quality assurance programs and internal controls. Assume effective supervisory/administrative responsibilities such as report writing, audits,

Statistics, performance appraisal, meetings, labour relations, legal report writing, leaves, policy development etc. Support the manager in all transformative changes and additional managerial tasks as needed. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme Supervise and provide clinical support to junior staff and training program of students. Market and promote Occupational therapy services and contribute towards research.

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

POST 36/206 : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 -2 REF NO: ECHEALTH/COCCT/NMAH/01/10/2021**

SALARY : Grade 1: R466 119 – R517 326 per annum, (OSD)

Grade 2: R532 959 – R591 510 per annum, (OSD)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : Appropriate qualification that allows for registration with HPCSA as a Occupational Therapist. Proof of current renewal of practice license with HPCSA as an Occupational Therapist (Independent practice). A minimum of 3 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, ability to function as part of the multidisciplinary team, problem solving and decision making, and computer skills.

DUTIES : Plan and or implement, coordinate and monitor daily Occupational therapy activities in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Ensure optimal clinical management and good governance of Occupational therapy services including all resources in the section. Manage provision of high quality Occupational therapy services through development and implementation of appropriate systems, quality assurance programs and internal controls. Assume effective supervisory/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations, legal report writing, leaves, policy development etc. Support the manager in all transformative changes and additional managerial tasks as needed. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme Supervise and provide clinical support to junior staff and training program of students. Market and promote Occupational therapy services and contribute towards research.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 36/207 : **CHIEF AUDIOLOGIST GRADE 1 – 2 REF NO: ECHEALTH/CA/NMAH/01/10/2021**

SALARY : Grade 1: R466 119 – R517 326 per annum, (OSD)

Grade 2: R532 959 – R591 510 per annum, (OSD)

CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : Appropriate qualification that allows for registration with HPCSA as an Audiologist. Proof of current renewal of practice license with HPCSA as an Audiologist or Speech and Audiologist Independent practice. A minimum of 3 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, problem solving and decision-making, and computer skills. Sound knowledge and skills in a clinical setting.

		Experience in difficult-to-test population groups and paediatric audiology will be an added advantage. Ability to work in multi-disciplinary environment. Valid driver's license.
<u>DUTIES</u>	:	Plan, implement, coordinate and monitor a daily cost effective and sustainable Audiology service in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Apply evidenced based knowledge of Audiology techniques. Apply knowledge of relevant Acts and policies and assist with the development and implementation of audiology clinical protocols. Implement and manage Performance Management and development Policy. Assume effective supervisory/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations, legal report writing, leave management, policy development etc. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme. Support the manager in all transformative changes and additional managerial tasks as needed. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Supervise and provide clinical support to junior staff and training program of students. Market and promote Audiology services and contribute towards research.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: 047 502 4469
<u>POST 36/208</u>	:	<u>CHIEF SPEECH THERAPIST GRADE 1 – 2 REF NO: ECHEALTH/CSPT/CMH/01/10/2021</u>
<u>SALARY</u>	:	Grade 1: R466 119 – R517 326 per annum, (OSD) Grade 2: R532 959 – R591 510 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
	:	Appropriate qualification that allows for registration with HPCSA as a Speech Therapist or Speech Therapist and Audiologist (dual registration) as an independent practitioner. Proof of current renewal of practice license with HPCSA as a Speech therapist or Speech Therapist and Audiologist (dual registration) Independent practice. A minimum of 3 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, problem solving and decision-making, and computer skills. Sound knowledge and skills in a clinical setting. Experience in Cerebral Palsy management, paediatric dysphagia and Augmentative and Alternative Communication will be an added advantage. Ability to work in multi-disciplinary environment. Valid driver's license.
<u>DUTIES</u>	:	Plan, implement, coordinate and monitor a daily cost effective and sustainable Speech therapy service in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Apply evidenced based knowledge of Speech Therapy techniques. Apply knowledge of relevant Acts and policies and assist with the development and implementation of audiology clinical protocols. Implement and manage Performance Management and development Policy. Assume effective supervisory/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations policies, legal report writing, leave management, policy development etc. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme. Support the manager in all transformative changes and additional managerial tasks as needed. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Supervise and provide clinical support to junior staff and training program of students. Market and promote Speech Therapy services and contribute towards research.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: 043 708 2121
<u>POST 36/209</u>	:	<u>CHIEF SPEECH THERAPIST GRADE 1 -2 REF NO: ECHEALTH/CSPT/NMAH/01/10/2021</u>
<u>SALARY</u>	:	Grade 1: R466 119 – R517 326 per annum, (OSD) Grade 2: R532 959 – R591 510 per annum, (OSD)

CENTRE REQUIREMENTS : OR Tambo District, Nelson Mandela Academic Hospital
 : Appropriate qualification that allows for registration with HPCSA as a Speech Therapist or Speech Therapist and Audiologist (dual registration) as an independent practitioner. Proof of current renewal of practice license with HPCSA as a Speech therapist or Speech Therapist and Audiologist (dual registration) Independent practice. A minimum of 3 years of experience in the relevant field post community service. Experience in a hospital environment, supervisory experience and additional qualifications in the relevant field will be an added advantage. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, problem solving and decision-making, and computer skills. Sound knowledge and skills in a clinical setting. Experience in Cerebral Palsy management, paediatric dysphagia and Augmentative and Alternative Communication will be an added advantage. Ability to work in multi-disciplinary environment. Valid driver's license.

DUTIES : Plan, implement, coordinate and monitor a daily cost effective and sustainable Speech therapy service in the management of Cerebral Palsy and other conditions in the rehabilitation environment. Apply evidenced based knowledge of Speech Therapy techniques. Apply knowledge of relevant Acts and policies and assist with the development and implementation of audiology clinical protocols. Implement and manage Performance Management and development Policy. Assume effective supervisory/administrative responsibilities such as report writing, audits, Statistics, performance appraisal, meetings, labour relations policies, legal report writing, leave management, policy development etc. Safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme. Support the manager in all transformative changes and additional managerial tasks as needed. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Supervise and provide clinical support to junior staff and training program of students. Market and promote Speech Therapy services and contribute towards research.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 36/210 : **OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM/VICH/01/10/2021**

SALARY : R444 276 – R500 031 per annum, (OSD)

CENTRE REQUIREMENTS : Amathole District, Victoria Hospital
 : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

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 L Mangesi Tel No: 040 653 1141

POST 36/211 : **OPERATIONAL MANAGER GENERAL (SURGICAL) REF NO: ECHEALTH/OMG-SURGICAL/FTH/01/10/2021**

SALARY : R444 276 – R500 031 per annum, (OSD)

CENTRE REQUIREMENTS : Buffalo City Metro, Frere Tertiary 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

<u>DUTIES</u>	:	minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms N. Mthitshana Tel No: 043 709 2487/ 2532
<u>POST 36/212</u>	:	<u>OPERATIONAL MANAGER GENERAL (FAMILY MEDICINE) REF NO: ECHEALTH/OMG/CMH/01/10/2021</u>
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: 043 709 2121
<u>POST 36/213</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OMG/GH2/01/10/2021</u>
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Grey Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms Phillip Tel No: 043 643 3304
<u>POST 36/214</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OMG/UMH/01/10/2021</u>
<u>SALARY</u>	:	R444 276 – R500 031 per annum, (OSD)
<u>CENTRE</u>	:	Joe Gqabi District, Umlamli Hospital

<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms Mpithimpithi Tel No: 051 611 0079/90
<u>POST 36/215</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM-G/ZITH/01/10/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 276 – R500 031 per annum, (OSD) OR Tambo District, Zithulele Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Mr K Sobetwa Tel No: 047 573 8936/073 200 0217
<u>POST 36/216</u>	:	<u>SOCIAL WORKER SUPERVISOR REF NO: ECHEALTH/SWS/CMH/01/10/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R384 228 – R445 425 per annum, (OSD) Buffalo City Metro, Cecila Makiwane Regional Hospital
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. Proof of current registration with South African Council of Social Work Services. A minimum of 3 years' experience in health care environment as well as the previous experience with mentoring or supervision of students and subordinates will be an added advantage. Knowledge of Public service legislation, policies and procedures as well as that of the Social Work profession as applies to the health sector. A valid driver's license and computer literacy. Ability to work in multi-disciplinary team environment. Service delivery innovation in line with Batho Pele principles. Good verbal and written communication skills. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, ability to function as part of the team, problem solving and decision making, and computer skills. Sound knowledge and skills in a clinical setting. Experience in the management of Cerebral Palsy, supervisory and managerial

		skills. Ability to work in multi-disciplinary environment. A valid driver's license and computer literacy.
<u>DUTIES</u>	:	Coordinate Social Work services in the management of cerebral palsy and other areas in the hospital. Provide strategic direction and leadership to the Social work department in line with the department of health plans. Overall management administrative and clinical supervision of staff. Implementation of the supervisor policy and the PMDS system. Ensure implementation of the Quality Assurance programme and implementation of corrective measures. Manage assets and all human and financial resources of the Social Work department. Prepare and analyze monthly statistics to plan workload allocation. Expand the intersectional communication with relevant partners and stakeholders. Participate in student training and research.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: 043 708 2121
<u>POST 36/217</u>	:	<u>SPEECH THERAPIST GRADE 1 -3 REF NO: ECHEALTH/SPT/CMH/01/10/2021</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum, (OSD) Grade 2: R372 810 – R426 291 per annum, (OSD) Grade 3: R439 164 – R532 959 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
	:	Appropriate qualification that allows for registration with HPCSA as a Speech Therapist or Speech Therapist and Audiologist (dual registration) as an independent practitioner. Proof of current renewal of practice license with HPCSA as a Speech therapist or Speech Therapist and Audiologist (dual registration) Independent practice. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, problem solving and decision-making, and computer skills. Ability to work in multi-disciplinary environment. Valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Assess, plan and implement Speech Therapy treatment methods within the management of Cerebral Palsy and other allocated areas of work. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement referral system and ensure accurate record keeping standards and quality assurance requirements. Participate in the skills development programme of the department of health. Assist to safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high quality Speech Therapy service through development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Speech Therapy services and contribute towards research and training.
<u>ENQUIRIES</u>	:	Ms N. Matshaya Tel No: 043 708 2121
<u>POST 36/218</u>	:	<u>SPEECH THERAPIST GRADE 1 - 3 REF NO: ECHEALTH/SPT/NMAH/01/20/2021 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum, (OSD) Grade 2: R372 810 – R426 291 per annum, (OSD) Grade 3: R439 164 – R532 959 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	Appropriate qualification that allows for registration with HPCSA as a Speech Therapist or Speech Therapist and Audiologist (dual registration) as an independent practitioner. Proof of current renewal of practice license with HPCSA as a Speech therapist or Speech Therapist and Audiologist (dual registration) Independent practice. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and

- Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good communication skills, Report writing skills, problem solving and decision-making, and computer skills. Ability to work in multi-disciplinary environment. Valid driver's license will be an added advantage.
- DUTIES** : Assess, plan and implement Speech Therapy treatment methods within the management of Cerebral Palsy and other allocated areas of work. Perform administrative tasks such as accurate compilation of monthly statistics, clinical audits, report writing, attend and participate in meetings and assist in development and implementation of protocols and policies. Provide mentorship and guidance to community service therapists and students. Implement referral system and ensure accurate record keeping standards and quality assurance requirements. Participate in the skills development programme of the department of health. Assist to safeguard and evaluate status of equipment and infrastructure with a repair and maintenance programme as well as stock control management. Contribute towards planning, budgeting, procurement processes and exercise control of expenditure within your departmental cost center. Support the supervisor in all transformative changes and additional supervisory tasks as needed. Assist in the provision of high quality Speech Therapy service through development and implementation of appropriate systems, protocols, quality assurance programs and internal controls. Market and promote Speech Therapy services and contribute towards research and training.
- ENQUIRIES** : Ms Calaza Tel No: 047 502 4469
- POST 36/219** : **PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-PB/LKWC/01/10/2021**
- 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** : Lukhanji Sub District, Whittlesea Clinic
As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
- 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 Mtweni Tel No: 045 807 8908
- POST 36/220** : **OCCUPATIONAL THERAPY ASSISTANT GRADE 1 REF NO: ECHEALTH/OCCTA/CMH/01/10/2021 (X5 POSTS)**
- SALARY** : R168 429 – R192 576 per annum, (OSD)
- CENTRE REQUIREMENTS** : Buffalo City Metro, Cecilia Makiwane Regional Hospital
Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapy Assistant. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good written and verbal communication skills, report writing skills. Ability to function as part of the team. Valid driver's license will be an added advantage.
- DUTIES** : Work under the guidance and supervision of the Occupational Therapist. Provide quality Occupational Therapy services including the provision and maintenance of assistive devices and equipment. Assist to safeguard and

evaluate status of equipment and infrastructure and assist in stock control management. Observe and report problems to the supervisor. Promote communication with patients and the community and other stake holders. Collect, maintain and interpret records and statistics. Report any unusual circumstances.

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

POST 36/221 : **OCCUPATIONAL THERAPY ASSISTANT GRADE 1 REF NO: ECHEALTH/OCCTA/NMAH/01/10/2021 (X2 POSTS)**

SALARY : R168 429 – R192 576 per annum, (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapy Assistant. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good written and verbal communication skills, report writing skills. Ability to function as part of the team, Valid driver's license will be an added advantage.

DUTIES : Work under the guidance and supervision of the Occupational Therapist. Provide quality Occupational Therapy services including the provision and maintenance of assistive devices and equipment. Assist to safeguard and evaluate status of equipment and infrastructure and assist in stock control management. Observe and report problems to the supervisor. Promote communication with patients and the community and other stake holders. Collect, maintain and interpret records and statistics. Report any unusual circumstances.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 36/222 : **PHYSIOTHERAPIST ASSISTANT GRADE 1 REF NO: ECHEALTH/PHYSIOA/NMAH/01/10/2021 (X6 POSTS)**

SALARY : R168 429 – R192 576 per annum, (OSD)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapy Assistant. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc. Good written and verbal communication skills, report writing skills. Ability to function as part of the team, Valid driver's license will be an added advantage.

DUTIES : Work under the guidance and supervision of the Physio Therapist. Provide quality Physio Therapy services including the provision and maintenance of assistive devices and equipment. Assist to safeguard and evaluate status of equipment and infrastructure and assist in stock control management. Observe and report problems to the supervisor. Promote communication with patients and the community and other stake holders. Collect, maintain and interpret records and statistics. Report any unusual circumstances.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 36/223 : **PHYSIOTHERAPY ASSISTANT GRADE 1 REF NO: ECHEALTH/PHYSIOA/LSH/01/10/2021**

SALARY : R168 429 – R192 576 per annum, (OSD)
CENTRE : Chris Hani District, All Saints Hospital
REQUIREMENTS : Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapy Assistant. Knowledge, skills and Competencies required: Sound knowledge of relevant legislation guiding the provision of clinical health care in the public sector. I.e. Health Act, Occupational health and Safety, Patients Right Charter, Batho Pele principles, Ministerial priorities, Ideal Hospitals Realisation Framework etc.

DUTIES

: Good written and verbal communication skills, report writing skills. Ability to function as part of the team, Valid driver's license will be an added advantage. Work under the guidance and supervision of the Physiotherapist. Deliver self-care and rehabilitation equipment to the patient. Observe and report problems to the supervisor. Promote communication to and with patients. Collect, maintain and interpret records and statistics. Maintain good housekeeping in the department. Report any unusual circumstances.

ENQUIRIES

: Ms NP Gcaza Tel No: 047 548 4104

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
- CLOSING DATE** : 29 October 2021
- NOTE** : Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za/documents, which must be completed in full, originally signed and initial each page. An updated CV as well as copy of your identity document and qualifications must be attached (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The specific reference number of the post must be quoted. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered.

MANAGEMENT ECHELON

- POST 36/224** : **CHIEF DIRECTOR: DISTRICT OPERATION MANAGEMENT (SEDIBENG & WESTRAND) REF NO: HO2021/10/01**
(5 Years Fixed Term Contract Performance Based)
Branch: Curriculum Management & Delivery
- SALARY** : R1 251 183 per annum, (an all-inclusive package)
- CENTRE** : Sedibeng West
- REQUIREMENTS** : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration, with at least a minimum of 5 years senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate and ability to work under pressure. Valid South African driver's license is essential.
- DUTIES** : To oversee the management of district planning and resourcing. Facilitate the development of a consolidated operational plan for the Chief Directorate, district operations management that is aligned to the business objectives, goals and approved budget. Ensure the filling of vacant posts to achieve the departmental mandate. Oversee programmes within the District Offices to ascertain implementation and expenditure of the budget allocations. Monitor the implementation and propose the review of the Districts organisational

structure to address service delivery requirements. Coordinate and oversee HR and Financial administration support services to the district and circuit teams. Manage, monitor and support district performance. Develop, implement and maintain a framework/programme against which the District performance can be evaluated and monitored. Manage and coordinate the provision of district governance services. Manage the development and review of district operations management policies and guidelines. Ensure that information risk management, security and support protocols are implemented and adhered to. Manage and monitor School governance, training of professional staff, Registration and de – registration of schools and Determination of school norms and standards. Promote internal and external stakeholder relationships. Ensure that policy, systems and procedures to manage performance and discipline effectively are implemented.

ENQUIRIES : Mr. Hector Tsosane Tel No: (011) 843 6533

POST 36/225 : **DIRECTOR: STRATEGIC PARTNERSHIP REF NO: HO2021/10/02**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: Strategic Planning & Management

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum, (an all-inclusive package)
: Head Office, Johannesburg
: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in education/or planning. At least 5 years' experience at a middle/Senior Management level in a planning, policy or education information and any other appropriate experience. Knowledge and Skills: A post-graduate qualification will be an added advantage. Superior understanding of Education Planning and Policy Development. Extensive knowledge of the education legislation, public sector, PFMA and Treasury Regulations; Public Service Regulatory Framework, Risk Management Framework and Practices. Revised Framework for Strategic Plans and Annual Performance Plans and National Evaluation Policy Framework. Valid South African driver's license is essential. Competencies: Strategic capability and leadership. Ability to work under pressure. Track record of achieving resource and income targets, ideally in a partnership or fundraising function. Experience in developing partnerships with corporations and/public sector organisations. Knowledge and experience of the donor sector, preferably of education foundations and trusts. Strong strategic and analytical skills, including a talent for crystallizing key strategic options for discussion and decision. Superlative diplomatic and communication and stakeholder management skills, including an ability to work and communicate effectively with a broad spectrum of individuals, donors, business leaders, public figures, within a broad range of cultural environments. Excellent report writing, analytical, and communication skills, including oral presentation skills.

DUTIES : To advise, develop and implement a resource mobilisation strategy for the department, with a focus on developing strategic public and private sector partnerships with companies, institutional donors and development agencies. Identify and close funding opportunities with foundations, governments and intergovernmental organizations. Oversee and prepare proposals, grant submissions, budgets, log frames, evaluations and reports in coordination with relevant staff, and ensure oversight throughout the period of the programme. Network and liaise with current and potential donors and partners – close collaboration line management throughout application and implementation of programs; demonstrate understanding of sustainability reporting, sustainable development and innovation. Execute research into the donor sector and identify potential direct and indirect opportunities for resource mobilisation; Working closely with the line managers to identify opportunities, develop proposals and build relationships with prospective funders and corporate partners. Manage coordination of intergovernmental and intra institutional relations for the Department. Ensure the promotion and the strengthening of partnerships in support of strategic priorities of the Department. Developing reports and systems so that fundraising income is analysed and reported on each year. Leading the development of a system/database that is able to profile donors and potential donors to enable fundraising. Develop all partnerships procedures and ensure the implementation thereof. Ensure the effective, efficient and economical management of resources allocated to the Department as outlined in the legislative framework for good governance.

ENQUIRIES : Ms Ntendeleni Radzilani Tel No: (011) 843 6540

POST 36/226 : **DIRECTOR: MONITORING AND EVALUATION REF NO: HO2021/10/03**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: Research, Monitoring & Evaluation

SALARY : R1 057 326 per annum, (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in educational research, measurement, educational psychology, statistics, economics or a closely related field is required, with at least a minimum of 5 years middle/ senior management experience. Evidence of research or administrative leadership is highly desirable. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic and technical understanding of current education research trends and proven ability to successfully interact with colleagues in the field on substantive issues. Strategic capability and leadership. Ability to work under pressure. Strong quantitative and analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences. Thorough awareness of current issues and a working knowledge of monitoring and evaluation (M&E) in education and government in general. Demonstrated expertise in rigorous quantitative and qualitative research and analytical methods. Previous publishing record will be an asset. Excellent report writing, analytical, and communication skills, including oral presentation skills. Valid South African driver's license is essential.

DUTIES : Lead the development and execution of a comprehensive Monitoring and Evaluation and Service Delivery Improvement Plan. Ensure that all M&E plans and results-based frameworks is aligned with the organisation's strategic framework, Theory of Change, goals and targets. Develop and monitor service delivery improvement strategies and reports in line with DPSA requirements. Monitor organization performance against set plans and targets and manage compilation of performance information reports. Oversee the development of quarterly, annual and ad hoc reports and ensures reporting quality and compliance, including the Audit of Performance information. Manage and ensure the development and implementation of monitoring and evaluation system. Ensure that the organization performance evaluation is conducted. Ensure that the reviews of the organizational performance standards are conducted and consistently monitored. Manage and Coordinate external client satisfaction surveys. Ensure the monitoring and evaluation of the effectiveness of organization policies and plans.

ENQUIRIES : Ms Ntendeleni Radzilani Tel No: (011) 843 6540

POST 36/227 : **DIRECTOR: EDUCATION RESEARCH & KNOWLEDGE MANAGEMENT REF NO: HO2021/10/04**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: Education Planning & Research

SALARY : R1 057 326 per annum, (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in educational research, measurement, educational psychology, statistics, economics or a closely related field is required, with at least a minimum of 5 years middle/ senior management experience. Evidence of research or administrative leadership is highly desirable. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic and technical understanding of current education research trends and proven ability to successfully interact with colleagues in the field on substantive issues. Track record of strategic thinking and problem solving. Demonstrated ability to scaffold and support the professional and scientific growth of research staff. Strong verbal and written communication skills. Ability to communicate research findings and trends to policymakers, scholars, media and Education Sector. Experience in successfully managing research budgets and relevant financial metrics. Strong management skills, including the ability to handle multiple tasks, meet deadlines, and lead and motivate professional staff. Computer literate. Valid South African driver's license is essential.

DUTIES : Lead the work on design, analysis and reporting for departmental, provincial, national and international educational research. Provide strategic and technical leadership to ensure quality research and knowledge management. Lead the development and execution of a comprehensive Research, Monitoring and Evaluation Framework and Plan. Develop a sustainable in-house programme of research that will complement and inform programme and policy activities. Provide strategic and technical leadership in knowledge management to support effective and compliant reporting of results and lessons learned and dissemination of programmatic impacts and knowledge products. Ensure research output is disseminated in peer-review academic journals. Provide leadership in developing research plan and evaluate the feasibility of research initiatives. Projects for the unit. Implement quality control procedures to ensure the high quality of research reports. Provide advice and guidance in respect of all services, policies, systems and development. Serve as liaison between the department and client groups such as policy and/or advisory boards, other government agencies, foundations, and universities. Disseminate and contribute to the dissemination of research findings through publication of books, articles, and research reports and participation in seminars, symposia, and professional organizations. Manage efficient directing of all knowledge management requirements and designs. Develop, implement and administer an organisational knowledge system for the management of storage, access and flow of information. Develop and ensure implementation and maintenance of an integrated knowledge management plan. Advocate integrated knowledge management and use in Department.

ENQUIRIES : Ms Ntendeleni Radzilani Tel No: (011) 843 6540

POST 36/228 : **DIRECTOR: OFFICE OF THE HOD REF NO: HO2021/10/05**
(5 Years Fixed Term Contract Performance Based)
Directorate: Office of the HOD

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

DUTIES : Oversee the provision of the secretarial support services. Ensure that minutes of the meeting are recorded and communicated/disseminated to relevant role-players. Compile the agenda of the meetings chaired by the HOD and ensure dissemination thereof. Manage logistical arrangement for internal and external meetings. Ensure that all reports from different branches in the Department are coordinated, analysed, consolidated, and reported on. Ensure that the HOD's diary, year plan and decision notices are effectively managed. Ensure the safekeeping of all documentation in the Office in compliance with appropriate legislation and prescripts. Oversee the provision of administration support services. Facilitate and prepare monthly management reports for the Accounting Officer and Executive Authority. Compile presentations and speeches on behalf of the Executive. Develop and Manage a system for efficient and effective tracking of documents to and from the Office. Manage and oversee the provisioning of general administration, assets, human and financial support. Develop, implement and maintain an effective and efficient stakeholder and office management systems. Manage the engagements of the Heads of Branches with the office. Provide advisory support services to the executive authority and the staff in the Office. Brief the HoD on matters of importance and influence pertaining to the Department and the Office. Facilitate information sessions on Policies, Procedures and best practices within the office. Compile Annual Performance Plan for the Office. Manage resources within the Directorate. Manage staff performance and developmental needs. Manage the human resource aspects related to the staff

in the Office including the leave register, telephone accounts etc. Manage and monitor the office budget in terms of keeping record of expenditure commitments, and advise the office regarding possible over- and under spending. Determine and collate information regarding the budget needs of the Office. Participate in Performance Assessment Review Committee.

ENQUIRIES : Mr Hector Tsosane Tel No: (011) 843 6533

DEPARTMENT OF HEALTH

OTHER POSTS

POST 36/229 : **HEAD: CLINICAL DEPARTMENT/PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER**
Directorate: Orthodontics

SALARY : R2 161 416 – R2 508 414 per annum, (All -inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : BChD or equivalent as well as an MChD / MDent degree in Orthodontics. Current registration with the Health Professions Council of South Africa as a Specialist in Orthodontics. Minimum of three (3) years of clinical experience as a Specialist Orthodontics, with a minimum of three (3) years' experience in the following: Undergraduate dental education, postgraduate teaching and training including specialty and non-specialty programs and postgraduate research supervision, with at least one supervised to completion. A proven record of managerial experience and research activity with at least 5 publications in peer reviewed / accredited journals. A good professional standing among peers in the field. The possession of a PhD in the field of Orthodontics will be an added advantage.

DUTIES : The incumbent will be responsible for the management of the Department of Orthodontics as well as functions that include, inter alia, the undergraduate and postgraduate teaching programmes, monitoring of services rendered to the hospital patients in this discipline and stimulation and expansion of research in the department and the school through collaborations.

ENQUIRIES : Prof. SL Shangase Tel No: 012 319 2327/2225
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Mrs KT Rangata, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Mrs. KT Rangata PO Box 1266, Pretoria, 0001.

NOTE : Applicants to attach copies of all the necessary documents (qualifications) including valid current identity document, CV with minimum of at least three (3) referees, current proof of HPCSA certificate and New Z83 must be completed in full. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

CLOSING DATE : 29 October 2021

POST 36/230 : **MEDICAL SPECIALIST REF NO: REFS/012172**
Directorate: Psychiatry

SALARY : Grade 1: R1 106 040 per annum, (All-inclusive package)
Grade 2: R1 264 623 per annum, (All-inclusive package)
Grade 3: R1 467 651 per annum, (All-inclusive package)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : **Grade 1:** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Psychiatry. Registration with the HPCSA as Medical Specialty in Psychiatry. No experience required after registration with the HPCSA as Medical Specialist in Psychiatry. The following will be added advantage: Sound clinical knowledge and skills in psychiatry. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedures pertaining to mental health care users. Computer literacy. A valid driver's license. This post will allow the opportunity to work in the adult service unit or the child and family unit (either for experience or with the view to subspecialize). **Grade 2:** appropriate qualification that allows for registration

with HPCSA as a Medical Specialist. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 5 years' appropriate experience after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 3:** appropriate qualification that allows for registration with HPCSA as a Medical Specialist. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 10 years' experience after registration with the HPCSA as Medical Specialist in Psychiatry.

DUTIES

: General Adult Psychiatry: The provision of care, treatment and rehabilitation to mental health care users within the framework of the Mental Health Care Act (NO 17 of 2002); involvement in other general psychiatry work as needed. Teaching and training of medical students, medical officers and psychiatry registrars, as well as other personnel (e. nurses, etc.). To stimulate, assist with and conduct research in the field of psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities if and when necessary. Administrative duties. Active participation in hospital committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct. Child Psychiatry: Clinical skills in Child and Adolescent Psychiatry in order to provide patient care and coordinate specialist in psychiatry and child psychiatry services using clinical skills, knowledge and experience in field of psychiatry and the subspecialty child psychiatry, preferably with experience and knowledge gained in public service environment. Develop and review clinical protocols and guidelines for child psychiatry. Develop tertiary and specialized child and adolescent psychiatry services. Attend to one's own development in the field of child psychiatry through supervision and training. Teaching and training of medical students, medical officers and psychiatric registrars, as well as other personnel (e.g. nurses, etc.). To provide subspecialist in and outpatient services in the assessment and management of children and adolescents. Intersectoral collaboration with all relevant stakeholders, including Department of education, Department of Justice and Department of Social development. To supervise Child Psychiatry Registrars, Psychiatry Registrars and multi-disciplinary mental health team members. To stimulate, assist with and conduct research in the field of child psychiatry. To ultimately undertake subspecialist examinations.

ENQUIRIES

: Ms. P Taba Tel No: 010 214 0612

APPLICATIONS

: should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>

NOTE

: Applications should be accompanied by a new Z83 form (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. 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 verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. African Males and females, Coloured Males, Indian Males, and White Males are encouraged to apply.

CLOSING DATE

: 29 October 2021

POST 36/231

: **MEDICAL SPECIALIST REF NO: REFS/012173**
Directorate: Internal Medicine – Pulmonology

SALARY

: Grade 1: R1 106 040 per annum, (All-inclusive package)
Grade 2: R1 264 623 per annum, (All-inclusive package)
Grade 3: R1 467 651 per annum, (All-inclusive package)

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: **Grade 1:** Appropriate medical qualification that allows registration with the HPCSA as a specialist in Internal Medicine and/or a sub specialist in the required field. Preference will be given to candidates with FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and with post community service medical officer work experience in Internal Medicine. **Grade 2:** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine.

DUTIES

: As a consultant, the candidate will be responsible for clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspecialty OPD or Specialty Ward Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Co-ordination of sub specialist services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Essential Skills: Patient first mentality; General management skills; Excellent communication skills; Good professional judgement; Integrity and professional dependability; Leadership experience; Conflict management; Cost-containment; Management training and experience; Technology and computer skills; Problem-solving experience; Coaching and mentoring experience. Academic: Participation in the academic duties of the Wits Internal Medicine and related Departments/ Sub Specialties. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, Teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.

ENQUIRIES

: Dr. J Punwasi Tel No: 011 488 3365 / 3710 / 4812

APPLICATIONS

: should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>

NOTE

: Applications should be accompanied by a new Z83 form (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. 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 verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured males and females, White males and females and Indian males and females are encouraged to apply. Note: We reserve the right not to fill the post. Invited candidates will be subject to employment vetting process and medical surveillance.

CLOSING DATE

: 29/10/2021

POST 36/232 : **MEDICAL SPECIALIST REF NO: REFS/012175**
 Directorate: Ophthalmology

SALARY : Grade 1: R1 106 040 per annum, (All-inclusive package)
 Grade 2: R1 264 623 per annum, (All-inclusive package)
 Grade 3: R1 467 651 per annum, (All-inclusive package)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : **Grade 1:** Appropriate medical qualification that allows registration with the HPCSA as a specialist in Ophthalmology. Registration with the HPCSA as Medical Specialist in Ophthalmology and proof of current registration. No experience required with the HPCSA as a Medical Specialist in Ophthalmology. **Grade 2:** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist Ophthalmology. Registration with the HPCSA as Medical Specialist in Ophthalmology and proof of current registration. A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ophthalmology. **Grade 3:** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Ophthalmology. Registration with the HPCSA as Medical Specialist in Ophthalmology and proof of current registration. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ophthalmology.

DUTIES : Clinical management of general medical patients in OPD. Attending patients in relevant subspecialty OPD and doing ward rounds. Coordinating subspecialty services at CMJAH and cluster hospitals for both inpatient and outpatient services. Overseeing the development of appropriate referral pathways. Train and supervise registrars, medical officers and medical students in patient care, diagnostic, treatment and surgical procedures. Supervise with research within the department and MMed students. Provide medical support and guidance to nursing staff. Commuted overtime is compulsory.

ENQUIRIES : Dr. D Makgotloe Tel No: 011 717 2549

APPLICATIONS : should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>

NOTE : Applications should be accompanied by a new Z83 form (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. 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 verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability Coloured males and females, White males and females, African males and females and Indian males and females are encouraged to apply.

CLOSING DATE : 29 October 2021

POST 36/233 : **DEPUTY DIRECTOR: MEDICAL PHYSICS REF NO: 012079**
 Directorate: Clinical Support

SALARY : R1 025 316 – R1 155 003 per annum

CENTRE : Dr George Mukhari Academic Hospital

REQUIREMENTS : BSc Honours in Medical Physics or equivalent. Master's degree in Medical Physics and research publications will be an added advantage. Registration with HPCSA as a Medical Physicist in the category Independent Practice. A Minimum of ten (10) years' experience after registration with the HPCSA as a Medical Physicist of which two (2) years must be appropriate managerial position. Quality Assurance experience in Radiology and Nuclear Medicine. Experience in teaching, training, research, planning and implementation of academic programmes. Competencies/Skills: Knowledge of general management and administrative skills, including budgeting, good planning, organisational and presentation skills. Experience in radiation medicine

equipment management processes; including needs assessments, procurement processes, specifications, installation and maintenance. Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical and report writing skills and computer skills.

DUTIES : Quality Assurance Programme and Management of ionising and non-ionising radiation equipment at both Dr George Mukhari Academic Hospital and Dental Hospital. Participate in the teaching, training and research programs within Dr George Mukhari Academic Hospital and Sefako Makgatho Health Sciences University. Oversee the development and implementation of policies, protocols and Standard Operating Procedures. Oversee compliance of equipment contracts, service level agreements and terms of references with vendors. Participate in the Radiation protection programme and training at Dr George Mukhari Academic Hospital. Work closely with Medical Physicists, Radiologists, Nuclear Medicine Physicians and Radiographers. Provide support in all aspects of safe and effective radiology and nuclear medicine clinical procedures, with the consideration of ethical aspects. Responsible for QA including dosimetry in radiology and nuclear medicine. Ensure all radiation protection requirements are met and good practices are followed. Maintain own Continuing Professional Development (CPD) in accordance with professional standards.

ENQUIRIES : Ms S Robberts Tel No: 0762275094
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at www.gautengonline.gov.za.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered, Submit copies of qualification ID copy and a CV must be attached(Only shortlisted candidate will submit certified qualification). The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 29 October 2021 @ Time: 12H00

POST 36/234 : **MEDICAL REGISTRAR REF NO: REFS/012178**
Directorate: Public Health Medicine

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 : The Public Health Medicine registrar programme runs over a four-year period. Training includes work at institutes within, and affiliated to the Gauteng Department of Health, as part of experiential learning; the opportunity to perform overtime work in another discipline or area within the Gauteng Department of Health; and further training with the Department of Community Medicine, School of Public Health, University of the Witwatersrand to facilitate completion of a Master's in Medicine (MMEd) in Public Health Medicine and other requirements directed by the College of Medicine of South Africa, to become a Fellow (Specialist) in the College of Public Health Medicine. The successful candidate will also be expected to undertake activities in the OHS unit and Department's academic program and in any related research activities.

ENQUIRIES : Dr. H Somaroo Tel No: 011 717 2612
APPLICATIONS : should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>

- NOTE** : Applications should be accompanied by a new Z83 form (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. 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 verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 29 October 2021
- POST 36/235** : **MEDICAL REGISTRAR REF NO: CHBAH 495 (X1 POST)**
Directorate: Obstetrics & Gynaecology
- SALARY** : R821 205 per annum, (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an Independent Medical Practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022 .Must be a South African citizens or permanent residents. Candidate who have both the FCOG (SA) Part 1A and Part 1B will have advantage. Post community service medical officer work experience in Obstetrics & Gynaecology will be an added advantage.
- DUTIES** : As a Registrar in Obstetrics & Gynaecology, the candidate will be expected to rotate between the Units at Chris Hani Baragwanath Academic, Charlotte Maxeke Johannesburg Academic Hospital, Klerksdorp and any other hospital that becomes part of the Wits circuit. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff.
- ENQUIRIES** : Dr S Mankupane Tel No: (011) 933 9154/8154
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. 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 where 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. 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). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the

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

- CLOSING DATE** : 29 October 2021
- POST 36/236** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: EMS/SCM/10/2021**
- SALARY** : R733 257 per annum (Level 11), (plus benefit)
CENTRE : Gauteng Emergency Medical Services
REQUIREMENTS : Three years tertiary qualification in Supply Chain Management or equivalent qualification, plus five years' experience in a management position within the Supply Chain environment. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, in-depth knowledge of the SCM Framework, PPPFA, BBBEE, Knowledge of Microsoft Office, Excel, Word, and Power Point, SAP, Project management skills, Conflict management skills, Knowledge of grievance and disciplinary procedures, Research and analytical skills, Management and decision making skills. Report writing skills, Ability to analyse and interpret financial information, Ability to interpret policies and other prescripts, presentation skills, good verbal /written communication skills, Ability to facilitate workshops, provide training. Valid Driver's Licence required.
- DUTIES** : Management of Security. Ensure effective & efficient systems related to the acquisition, receiving, storage, control, distribution & payment of goods & services within the Chief Directorate. Provide administration support to management. Monitor stock counts & submission of reports to supervisor. Compile & distribute procurement reports. Provide all the reports from the SAP system as & when required. Provide technical support to the Chief Directorate's Bid Adjudication committee on an adhoc basis. Manage subordinates. Ensure timeous processing of orders & payments according to the relevant prescripts. Deal with queries relating to processing of requisitions, orders & payments for goods & services within the SCM process. Contract Management and Asset Management. Assist with infrastructure projects.
- ENQUIRIES** : Mr. SA Sithole Tel No: 011 564 2002
APPLICATIONS : Applications with clearly marked reference numbers with copies of identity documents must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.
- NOTE** : Applications must be submitted on the new Form Z83 (fully completed) 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.
- CLOSING DATE** : 29 October 2021
- POST 36/237** : **MEDICAL PHYSICIST GRADE 1 REF NO: CHBAH 496 (X1 POST)**
Directorate: Nuclear Medicine
- SALARY** : R662 190 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : An appropriate qualification that allows registration with the HPCSA as a medical Physicist, Registration with the HPCSA as a Medical Physicist, No experience needed after registration with the HPCSA as a Medical Physicist. Computer literacy (Ms Office, Excel, PowerPoint). Ability to communicate well with people at different levels and backgrounds. Sound Organization skills. Good telephone etiquette and interpersonal skills. Must be able to work under pressure and to take initiative. Ability to organize and plan.
- DUTIES** : Sound knowledge of ionising radiation and imaging in radiology. Sound knowledge of radiotherapy dosimetry equipment, treatment planning mould room equipment. Operation, monitoring of maintenance, record keeping and care of all equipment and accessories. Knowledge of departmental protocols, design and implementation of new protocols. Teaching and training skills, radiation protection and handling, transporting and disposal of radioactive materials. Ability to solve radiotherapy physics problems. Competency in

performance of quality control procedures in radiotherapy. Provide medical physics support for radiation oncology treatment unit including acceptance testing, commissioning, calibration and quality assurance. Provide medical physics support in radiation oncology treatment planning. Participating in the implementation of new treatment techniques. Provide radiation protection services and ensure regulatory compliance for the institution. Experience on diagnose radiology, physical ability to handle quality assurance equipment. Ability to work full hours a week and work overtime when requested.

**ENQUIRIES
APPLICATIONS**

: Dr K Purbhoo Tel No: (011) 933 0843
 : 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. 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). 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

: 29 October 2021

POST 36/238

: **ASSISTANT MANAGER PNB4 SPECIALTY (PSYCHIATRY) REF NO: HRM: 22/21**
 Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R614 991 - R692 166 per annum, (plus benefits)
 : Sterkfontein Hospital
 : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse with psychiatry and a Diploma/degree in Nursing Administration A Post basic qualification, with a duration of at least 1 year in Advance Psychiatric Nursing Science accredited with SANC. Proof of current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtain the 1 year post basic qualification in the relevant psychiatry. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Valid driver's licence. Knowledge of nursing care process and procedures, Nursing statues and other relevant legal frame workers such as: Nursing Act, National Health Act, OHS Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Nursing Strategy, Ideal Hospital Frame Work, MHCA no 17 of 2002, Criminal Procedure Act no 51 of 1977 etc. Skills: Leadership, Organizational, decision making and problem- solving abilities

within the limit of the public Sector and institutional policy Frame work. Interpersonal skills including public relation, negotiating, complex problem solving, conflict management and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to relevant resources under management. Insight in to procedure and policies pertaining to nursing care. Basic computer literacy& Project Management skills. Personal: Responsiveness, Pro-activeness, professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.

DUTIES : Coordination of optimal, holistic general and specialized nursing care provided within set standard and a professional/legal framework. Effectively manage the utilisation and supervision of resource. Coordination of the provision of effective training and research. Provision of effective support to Nursing Service and act in the capacity of Nursing Manager as delegated. Maintaining Professional growth/ethical standard. Sustain effective management of quality nursing service. Self-development and mentoring of Operational Managers. Maintaining and manage PMDS Of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the department and have the ability to deal with conflict. Knowledge of DOH policies, develop and ensure implementation of SOPs for the institution, ensure that the Regulated Norms and Standards are maintained and upheld. Maintain accuracy and integrity in collation and consolidation of Midnight statistic. Support the Department of Health Strategic Objectives of quality patient care at night. Implement Quality Assurance Standards and Patients Safety Incidents in your area of supervision. Participate in hospital committees as delegated.

ENQUIRIES : Ms. Sono Tel No: 011 951-8263
APPLICATIONS : should be hand delivered to Sterkfontein Hospital between 8am and 3 pm, Private Bag X2010, Krugersdorp, 1740 or hand posted to the application box at the hospital entrance.

NOTE : No faxed or emailed applications will be considered. Application must be submitted on the new Z83 form, fully completed, obtained from any Public Service or on the internet at [www.dpsa.gov.za/ documents](http://www.dpsa.gov.za/documents). Copies of original educational qualification certificate, ID documents and Drivers licence (Where applicable) and relevant council registration certificate. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) month after the closing date, Please accept that your application was unsuccessful. Candidate will be subject to personnel Suitability checks (PSC) – Verification (Reference check- 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 maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. 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. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizen verification, qualification/ study verification and previous employment verification) Suitable candidates will also be subjected to security clearance process. Suitable candidates will undergo a medical test.

CLOSING DATE : 29 October 2021, Time: 16:00

POST 36/239 : **ASSISTANT MANAGER NURSING: PN-A7 REF NO: CHBAH 497 (X1 POST)**
 Directorate: HAST and OPD (Nursing Division: Medical Section)

SALARY : R562 800 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing council as a Professional Nurse. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level within a HAST Programme. Degree or Diploma in Nursing Administration or public health is strongly recommended. Current registration with the South African Nursing Council. Experience in HIV/AIDS, STIs and TB Programme. Competencies/Knowledge/Skills: Excellent knowledge and working in HIV/AIDS, STIs and TB-related Programme and policy work. Knowledge and

understanding of TIER.NET System and National Adherence Strategy. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills Knowledge of 90-90-90 strategy, health systems and SA NSP for TB/HIV/STIs (2017-2022) and other Health related policies. Good knowledge of Anti-Retroviral Therapy (ART), TB and Chronic Medication. Analysis and interpretation of data. Excellent interpersonal and client relationship management skills.

DUTIES : Delegates supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Responsible for implementation of comprehensive management of Anti-Retroviral Treatment in the hospital in order to reduce mortality and morbidity to HIV and AIDS Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Facilitate implementation of the 90-90-90 targets in the hospital. Strengthen HIV counselling and Testing (HCT). Provide programme performance reports. Develop/establish and maintain constructive relationships with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Ideal hospital realization Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

ENQUIRIES : Mr Mulaudzi N.B Tel No: (011) 933 0134/9779
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. 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). 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 : 29 October 2021

POST 36/240 : **CHIEF RADIOGRAPHER GRADE 1 REF NO: JUB 27/2021**
 Directorate: Health

SALARY : R466 119 per annum
CENTRE : Jubilee District Hospital

- REQUIREMENTS** : Recognised Bachelor's Degree or National Diploma in Diagnostic Radiography. Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) in Radiography. A minimum of three (3) years as a Diagnostic Radiographer after registration as an independent Practitioner with HPCSA .Proof of current registration with HPCSA for 2021/2022 period and independent practice certificate .Experience in Digital Radiography will be an added advantage. Other Skills/Requirements: Knowledge of Public Service regulations, policies, acts and procedures .Through knowledge of the PFMA, Hazardous Substance Act ,Health Professions Act and Treasury regulations. Computer literacy (MS Word, MS PowerPoint, MS Excel). Ability to work under pressure. Good communication skills (written and verbal). Have effective interpersonal skills, strategic planning and organizational and time management skills. Compliance with budgeting, Radiographic Quality Assurance, National Core Standards Health Information Management, PMDS, Health and safety and infection Control principles.
- DUTIES** : Ensure provisioning of a 24 hours Radiographic services. Ensure a high standard of Radiographic imaging is maintained at all times. Ensure accurate patient records, including recording of radiation dose and exposure factors are kept and maintained. Ensure effective and efficient management of resources. Formulate and execute operational plans and ensuring achievements of set targets. To supervise, develop, train and monitor the performance of the subordinate staff, students and other related category of staff in all aspects of service delivery whilst adhering and complying with Batho Pele Principles, National Core Standards and other Public Service policies and acts. Ensure timeous submission of monthly reports institutionally and provincially, manage overtime budget and expenditure and submit the performance report to the manager. Must be a team player within the department and in the multi-disciplinary team in the institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed National Core standards requirements are adhered to.
- ENQUIRIES** : Mr Madavha MP Tel No: (012) 717 9300
- APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications and ID must be attached (Only shortlisted candidates will be required to certify such copies). General Information: Short-listed candidates must be available for interviews at a date and time determined by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 29 October 2021, Time: 16:00
- POST 36/241** : **INFECTION PREVENTION AND CONTROL COORDINATOR REF NO: JUB 28/2021**
Directorate: Health
- SALARY** : R444 276 per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Basic R425 qualification .i.e. Diploma/Degree in Nursing, or equivalent qualification that allows registration with SANC as a 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 licence. Training in Infection Control will be an added advantage. Computer literacy. Other Skills/ Requirements: Understanding of Infection Prevention and Control Policy, good interpersonal skills, ability to plan and organise, presentation skills and people skills. Knowledge and insight into the Communicable Diseases Programme, management and control.
- DUTIES** : Coordinate Infection Prevention and Control programme in the Hospital. Compile reports of compliance and non-compliance of the quality standards in

the Hospital. Develop and ensure implementation of policies, norms and standards with regard to Infection Prevention and Control. Facilitate development of the Quality Improvement Plan in relation to Infection Prevention and Control. Conduct surveillance of communicable disease in the ward and weekly reports to the Hospital. Conduct training and in-service education of staff in the Hospital. Monitoring and evaluating the Hospital acquired infection control and safety program. Investigate outbreaks of infections in the Hospital with particular reference to their source and mode of spread. Advise on isolation techniques and supporting line managers in supervising the implementation of such techniques in specific situation. Explain Laboratory reports relevant to the prevention control of infection to nursing staff. Collect relevant Clinical and epidemiological data to assist in infection control team. Provide high level of professional and Clinical leadership. Participate in teams, meetings, committee as appropriate, communicating and working in co-operation with other team members. Manage communication at ward and departmental level and facilitate team building. Formulate, implement and evaluate service plans and budgets in co-operation with the wider health care team.

- ENQUIRIES** : Ms. Aphane K.J Tel No: (012) 717 9336
- APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications and ID must be attached (Only shortlisted candidates will be required to certify such copies). General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 29 October 2021, Time: 16:00
- POST 36/242** : **QUALITY ASSURANCE COORDINATOR REF NO: JUB 29/2021**
Directorate: Quality Assurance
- SALARY** : R444 276 - R500 031 per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A qualification in Nursing Administration/Management or in Health Care Services Management is an added advantage .Current registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General Nursing. At least 2 years of the period referred to above must be appropriate/recognizable experience at Quality Assurance and National core standards for knowledge. Other Skills /Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences .Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act ,Public Service Regulations ,Basic Conditions of Employment Act ,Labour Relations Act ,Public Finance Management Act and Treasury Regulations .Understanding the application of Batho –Pele Principles , Patients right charter and quality assurance system . Well-developed communication, presentation, negotiation and research skills .Operational and people management skills .Ability to interact with diverse stakeholders and health users and givers. Facilitation and coordination skills .Problem solving, planning and organizing skills. Ability to work under pressure .A valid driver's license .Willing to work overtime when required .Computer literacy and report writing skills. NB!! Shortlisted Candidates may be assessed for computer competency.
- DUTIES** : Provide overall leadership for Quality Development in the hospital towards realization of the set strategic goals & objective. Overall provision of APP-aligned Total Quality Management services to the hospital by: Overall monitoring, investigating, evaluating, recording and reporting on complaints

management .Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients waiting times .Conduct Patient Experience of Care Surveys and share results with relevant stakeholder's .Ensure that monthly internal audits are conducted and comply with norms and standards .Facilitate conduction of and reporting on Ideal Health Facility Realization assessments in line with existing and approved legal prescripts .Provide support to the institution on matters pertaining to Norms and Standards as set by Office of Health Standards Compliance .Facilitate conduction of and reporting on Clinical Records Audits. Operate and management relevant data systems .Monitor development, implementation and evaluation of Quality Improvement Plans. Perform other delegated functions.

- ENQUIRIES** : Ms. Aphane K.J Tel No: (012) 717 9336
- APPLICATIONS** : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications and ID must be attached (Only shortlisted candidates will be required to certify such copies. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 29 October 2021, Time: 16:00
- POST 36/243** : **PNB1 PROFESSIONAL NURSE SPECIALTY NURSING (CETU) REF NO: HRM: 18/21 (X1 POST)**
Directorate: Nursing Services
- SALARY** : R383 226 – R444 276 per annum, (plus benefits)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Diploma/Degree in Nursing or equivalent qualification in nursing that allows registration with SANC as a Professional Nurse. Must have a post basic qualification in Psychiatric Nursing (Advanced Psychiatry). A post basic qualification in Nursing Education will be an added advantage. Proof of current registration with SANC. A minimum of 4 years' experience in nursing after registration as a Professional Nurse. A minimum of one-year experience in clinical teaching/ staff development or academic setting in mental health or psychiatric nursing will be an added advantage. Must be computer literate (Microsoft word, power point and excel as well as good presentation sills), effective communication skills, problem solving and program development. Must have a valid driver's license. Knowledge of the Mental Health Care Act, Child Justice Act, Criminal Procedure Act and Ideal hospital framework.
- DUTIES** : Facilitate, co-ordinate and assess nursing personnel learning needs in both theory and practice to promote sustainable growth and skills development. Take leadership in evidence-based to practice. Development and facilitation of skills development program for all nursing categories. Active participation in hospital committee's e.g Skills Development and Employment Equity. Collaboration with Nursing Educational Institutions and active participation in nursing education stakeholders' forums and multidisciplinary settings. Exercise control over students' allocation and movements. Co-ordination of student nurses' activities in the hospital. Champion the ethics and skills development program within the institution. Assist with strategies of reducing ethical cases in Nursing. Orientation and induction of newly employed personnel, ensuring of a sustainable coaching and mentoring program. Ability to facilitate and teach therapeutic nursing groups. Implement and monitor compliance with Gauteng Continuous Professional Development Model. Active participation in the training of nurses on psychiatric rehabilitation groups and other skills needed for management of Mental Health Care Users.
- ENQUIRIES** : Ms M. Sono Tel No: (011) 951-8202

- APPLICATIONS** : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Applications must be submitted on fully completed new format Z83 (81/971431 www.dpsa.gov.za) fully completed CV, copies of ID and Qualifications. The department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability, 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. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993.
- CLOSING DATE** : 29 October 2021, Time: 12h00
- POST 36/244** : **PNB1 PROFESSIONAL NURSE SPECIALTY- PSYCHIATRY (DAY & NIGHT) REF NO: HRM: 20/21**
Directorate: Nursing Services
- SALARY** : R383 226 – R444 276 per annum, (plus benefits)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Grade 12, Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Must have a post- basic nursing qualification in Psychiatric Nursing Science, with a duration of at least one (1) year, accredited with SANC or Degree in Advanced Psychiatric Nursing. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. Good communication, interpersonal skills collaborative, creative, innovative and emotional intelligence skills. Proof of Current registration (2021) with SANC. Computer literacy, Driver's license and experience in Psychiatry will be an added advantage.
- DUTIES** : Provision of comprehensive/ complex/ advanced nursing treatment and care to nursing services within the designated speciality unit, in a cost effective, efficient and equitable manner. Manage crisis, be able to manage complex problems. Implement advanced psychiatric nursing rehabilitative therapeutic programs. Will be a shift leader that is responsible for planning, organizing, coordinating and supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism and leading by example at all times. Demonstrate effective communication with patients, supervisors and other clinicians including report-writing when required. Understanding and implementation of the nursing legislation including nursing strategy, ethical nursing practices and Ideal hospital framework. Manage Patients Safety Incidents and staff Incidents. Knowledge of Batho-pele principles, Patient's right charter. Should possess proven Change Management, Presentation and Leadership skills. Expected to serve in Hospital Committees to achieve Hospital goals and act in the capacity of Operational Manager when delegated to do so.
- ENQUIRIES** : Ms M. Sono Tel No: (011) 951-8202
- APPLICATIONS** : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Applications must be submitted on fully completed new format Z83 (81/971431 www.dpsa.gov.za) fully completed CV, copies of ID and Qualifications. The department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability, 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. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993.
- CLOSING DATE** : 29 October 2021 Time: 12h00

POST 36/245 : **PROFESSIONAL NURSE SPECIALTY STREAM REF NO: REFS/012000**
Directorate: Nursing Department (Surgery, Theatre, Maternity, Paediatrics, Critical Care)

SALARY : Grade 1 PN-BI: R383 226 per annum
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Matric or equivalent. Basic R425 qualification (diploma/ degree in nursing) or equivalent that allows registration with South African Nursing Council (SANC) as a Professional Nurse plus a post basic qualification, with a duration of 1 year, accredited with SANC in terms of Government Notice No R 212 with the relevant specialty. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with SANC and proof of current registration.

DUTIES : Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Will be expected to work as part of the multidisciplinary team to ensure cost effective quality nursing care. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.

ENQUIRIES : Mr. GNB Moeng Tel No: 011 488 3424
APPLICATIONS : should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
NOTE : Applications should be accompanied by a new Z83 form (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. 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 verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE : 29 October 2021

POST 36/246 : **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS COORDINATOR REF NO: BGH 2021/OCT /01**
Directorate Human Resource

SALARY : R376 596 per annum, (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Appropriate 4-year Degree in Psychology (Industrial, BA or B. Psych) or Social Work. 3 years' practical experience in the administration and management of Employee Wellness programmes. Registration with the Health Professions Council of SA or SA Council for Social Services Professions Experience in individual/group work counselling. Valid driver's licence. Supervisory experience in Employee Health wellness, Competency requirements: Knowledge of DPSA EHWP Strategic Framework. Basic knowledge of Employee/Labour Relations policies, Knowledge of HIV/TB prevention and management strategies, Knowledge of Occupational Health Safety. Management Proficiency in MS Office, Stakeholder management skills Conflict management and interpersonal relations (including diversity) skills, Communication skills (written, presentation, verbal and listening), Analytical, problem-solving and decision-making skills, Ability to develop, interpret and apply policies. Presentation, Analytical, communication and Counselling skills.

DUTIES : Ensure implementation and management of an integrated Employee Wellness Programme. Co-ordinate EAP, OHS and HIV/AIDS programmes. Render employee assistance through counselling (Individual and group sessions) and other forms of interventions i.e. referrals to relevant professionals. Provide

assistance for job performance, workplace behavioural problems, absenteeism and incapacity. Establish and support forums and committee in an institution. Provide advice and guidance to management and staff on related matters. Establish peer educators, OHS representatives and EHWP committee. Provide psycho education and training for peer educators and the organization. Generate, consolidate and submit reports (including trends analysis) and statistics for the CEO and the provincial office. Establish and develop wellness centre in the Institution. Develop a “care for caregiver” and lay counselling for line managers program. Participation in the induction program for newly appointed staff. Liaise with provincial office and other stakeholders Benchmark EAP/Wellness practices to ensure best practice EAP programme for HPCSA staff. Promote health awareness and the facilitation of health-related events, activities and interventions (Wellness Day, HIV/AIDS, etc.) Champion employee value proposition programme. Support Early Childhood Developmental programme on the facility. Research and advise management on total quality management of EWP. Compile report, data analysis and implement recommended intervention of EWP. Provide guidance and support on Health and productivity management, PILIR and diversity management in the operational. Implementation of Policy on reasonable accommodation and assistive devices (PRAAD).

- ENQUIRIES** : Mrs. P.Z.N. Mofokeng Tel No: (011)278 7640
- APPLICATIONS** : Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Human Resource office.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a new Z83 form. The applicants must submit copies of qualifications, identity document and drivers licence and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the departments for certifies 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 interviews following communication from HR. NOT an OSD post. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
- CLOSING DATE** : 29 October 2021
- POST 36/247** : **OCCUPATIONAL THERAPIST REF NO: SBAH 104/2021**
Directorate: Occupational Therapy
- SALARY** : R317 976 per annum
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Degree/Diploma in Occupational Therapy. Appropriate clinical experience in the field of occupational therapy. Registration with the HPCSA as an Independent Occupational Therapist is compulsory. Proof of current registration with HPCSA is compulsory. Knowledge and interest in acute psychiatric evaluation and treatment will be an added advantage. Computer literacy is essential.
- DUTIES** : Rendering comprehensive occupational therapy production services in the field of psychiatry and other OT related areas. Assist in the management of all resources of the occupational therapy psychiatric subsection, including supervision and performance management and development of junior staff. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated occupational therapy students as required and contribute to research activities.
- ENQUIRIES** : Mr. Thabani Ncwane Tel No: 012 354 2848
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 29 October 2021

POST 36/248 : **SOCIAL WORK GRADE 1 REF NO: HRM: 21/21**
Directorate: Social Work

SALARY : R257 592 - R298 614 per annum, (plus benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Recognized four year degree in Social Work. Registration with the SA Council for Social Service Professions and proof of current registration. Knowledge/experience regarding Health Care Social Work will be an advantage. Applicant must be able to function within a multi-disciplinary team. Applicant must be willing to rotate between different wards in the hospital. A driver's licence is compulsory.

DUTIES : Render comprehensive health care social work service incorporating case and group work to patients and their next of kin. Render social work service in a mental health setting. Participate in community work and projects when needed. You would be required to act as a link between the patient and relevant community resources. Function as member of a multi-disciplinary team. Administrative accountability through keeping statistic and effective record keeping as prescribed. Liaison and networking with community resource. Study, Interpret and apply relevant legislation, Policies and protocols. Engage in continuous professional development activities. You will be required to attend ward rounds, conduct home visit, assess home circumstances and provide feedback to the multi-disciplinary team. Must demonstrate basic computer literacy as a support tool to enhance service delivery. Must demonstrate social work values and principles of human rights and social justice. Must have a basic understanding of the Mental Health Care Act.

ENQUIRIES : Ms. Reddy Tel No: 011 951-8298
APPLICATIONS : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE : Applications must be submitted on fully completed new format Z83 (81/971431 www.dpsa.gov.za) fully completed CV, copies of ID and Qualifications. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Copies of original educational qualification certificate and Drivers licence (where applicable) and relevant council registration certificate (Only shortlisted candidate will submit certified copies), 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. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

CLOSING DATE : 29 October 2021, Time: 12H00

POST 36/249 : **INFORMATION TECHNOLOGY REF NO: JUB 31/2021**
Directorate: IT Department

SALARY : R257 508 - R303 339 per annum (Level 07)
CENTRE : Jubilee District Hospital
REQUIREMENTS : National IT Diploma (3 Years) / IT Degree plus 3 years IT experience / Any IT Diploma plus MCSE / N+ plus A+ plus MCSE plus 5 years' experience or 10 years' experience with grade 12 and experience in desktop support environment.

DUTIES : First line support to facility. Desktop and hardware support. Installation and support of all Microsoft and other products. Installation, configuration and maintenance of Operating systems. End- User/ Customer support. Maintain and manage the network infrastructure. Setting up of printing and peripheral devices. Problem resolution. Set up and manage call logging system. Anti-Virus management at desktop level. Set up and maintain user e-mail accounts. Maintain computer peripheral equipment such as scanners, printers, whiteboards, projectors, ensure that these are prepared and ready to be used.

- Liaise with external suppliers for the repair of equipment under warranty or maintenance contract. Periodic auditing of IT equipment at facilities. Standby support 24 X 7. Create and Maintain Users on the Active Directory, Support Network devices and infrastructure, Support user application such as BAS, PERSAL, SRM, SAP, etc. Knowledge of Patient Systems will be added advantage, Support telephone system (VOIP/Analogue).
- ENQUIRIES** : Mr Phatshwane G.R Tel No: (012) 717 9300 Ext 9546)
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications and ID must be attached (Only shortlisted candidates will be required to certify such copies). General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 29 October 2021, Time: 16:00
- POST 36/250** : **ADMIN OFFICER REF NO: CHBAH 498 (X1 POST)**
Directorate: Logistics (Cleaning Services)
- SALARY** : R257 508 - R303 339 per annum (Level 07)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12 with 10 years' experience as an Administrator of which 5 years must be in Logistics or Support Services. Computer literacy (Ms Office Package). Knowledge and understanding of National Core Standards/Ideal Hospital Framework and the six Ministerial priorities. Must have good report writing skills. Ability to communicate well with people at different levels and from different backgrounds. Sound planning and organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good conflict resolution skills. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within the Logistics department. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Logistics and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Supervisory experience and a valid driver's licence will be an added advantage.
- DUTIES** : Supervise, guide and motivate Cleaners Level 4 - 5. Submit weekly and monthly written reports and statistics to the Manager. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required. Maintain professional growth/ethical standards and self-development. Perform daily inspections (walkabouts) of Wards/departments to ensure the cleanliness of patient areas (inside wards), offices, corridors, toilets, bathrooms, rest rooms etc. are done correctly and according to the National Core Standards. Ensure that the staff complete there inspection checklist daily. Develop and update the cleaning rosters. Listen and collaborate with stakeholders and attend to complaints, investigate and correct any irregularities to ensure proper service delivery. Apply progressive discipline. Conduct meetings and communicate relevant information to the staff. Keep record of all cleaning equipment and material issued to staff, arrange for the repair of broken equipment and complete the relevant documents to request new equipment, material and chemicals when need arises. Ensure that staff are properly trained and equipped to perform their duties. Ensure that the daily checklists are signed off in the Ward/department as well as the toilets/bathrooms every day after walkabout/inspection was done. Submit leave forms to Human Resource Department. Submit claim forms (overtime and shift allowance) to Human Resource Department monthly.

Submit PMDS (contracting - April, mid-year score – end of June and final score – end of March) to your Manager according to schedule. Develop staff and implement teamwork. Motivate staff and improve staff morale.

ENQUIRIES
APPLICATIONS

: Ms J. van Rensburg Tel No: (011) 933 8756
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at 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). 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

: 29 October 2021

POST 36/251

: **FINANCE ADMINISTRATION OFFICER REF NO: FMO /10/2021**
Directorate: Management and Support

SALARY
CENTRE
REQUIREMENTS

: R257 508 per annum, (plus benefits)
: Rahima Moosa Campus
: A recognized Degree/ Diploma in Financial Management with a minimum of 3 years' experience in Finance Management within Public Service or Grade 12 with a minimum of 5 years' experience in Finance Management within Public Service. Good knowledge and competencies of Financial, SCM and Budget Management. Extensive knowledge of SAP, BAS, SRM and Persal Systems. Good managerial skills, organizing ability, Conflict resolution, Problem solving and presentation skills. Ability to handle and manage confidential information proof of Computer literacy and typing skills (Advanced Ms Word and Excel). A driver's license. Understanding of legislative frameworks in public services.

DUTIES

: Application/Implementation of legislation: PFMA, Treasury regulations Draw up budget projections for the college. Approve Allocation of approved funds on RLS01 as per finance delegation Supervise and monitor allocated Finance department. Approve expenditure and journals on SAP. Compile and submit BAS/SAP; PERSAL/BAS, monthly Reconciliations. Prepare and report on monthly expenditure of the college. Payment of accounts according to approved campus budget. Prepare and Present monthly financial statements at finance meetings. Clearing of inter-responsibility accounts monthly and release Web cycle payments. Submit In-Year Monitoring reports. Approve revenue collection on ESS Banking of Revenue. Report fruitless and wasteful expenditure. Attend meetings, participate in committees. Manage the campus budget. Compile and project MTEF. Compile budget bilateral presentations. Adhere to the Code of Conduct. Ensure compliance with the legislative

- framework. Conduct Performance Assessment Evaluation. Work together with the management team to meet the objectives of the college.
- ENQUIRIES APPLICATIONS** : Mr. J Machaba Tel No: 011 247 3345/00 / P Thithi Tel No: 011 247 316
 : 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
- NOTE** : All applications must be submitted on the new Z 83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's license, proof of computer literacy and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification 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.
- CLOSING DATE** : 29 October 2021
- POST 36/252** : **PROFESSIONAL NURSE (GENERAL) REF NO: HRM: 19/21**
 Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R256 905 – R297 825 per annum, (plus benefits)
 : Sterkfontein Hospital
 : 12, Basic R425/ R880 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse in general Nursing. Must have a basic qualification in Psychiatric Nursing Science. Knowledge of Mental Health Care Act, Criminal procedure Act and Child Justice Act. Proof of Current registration (2021) with SANC. Computer literacy and Driver's license will be an added advantage. Presentation and Leadership skills, Problem Solving, Stress Tolerance and Self-confidence. Innovative, creative, emotional intelligence and project management skills.
- DUTIES** : Provision of optimal, holistic, nursing care with set standard and within a profession/legal framework. Provision of treatment and care to Patients within Psychiatric unit, in a cost effective, efficient and equitable manner. Implement psychiatric groups in the unit. Will be a shift leader that is responsible for planning, organizing, coordinating and supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism and leading by example at all times. Apply effective communication with patients, supervisors and other clinicians including report-writing when required. Understanding and implementation of nursing legislation including nursing strategy and ethical nursing practices. Knowledge of Batho-Pele principles, Relevant Legislations, Regulation, Policies, Patient's right charter and Ideal hospital framework. Do presentations, manage problems and Patients Safety Incidents in the unit. Expected to serve in Hospital Committees to achieve Hospital goals and act in the capacity of Operational Manager when delegated to do so.
- ENQUIRIES APPLICATIONS** : Ms M. Sono Tel No: (011) 951-8202
 : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Applications must be submitted on fully completed new format Z83 (81/971431 www.dpsa.gov.za) fully completed CV, copies of ID and Qualifications. Preferably male Nurses of any race, to meet equity and address the needs of the patients. The department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability, 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. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993.

CLOSING DATE : 29 October 2021, Time: 12h00

POST 36/253 : **PARAMEDIC GRADE 1– 4 REF NO: EMS/ALS/10/2021 (X20 POSTS)**

SALARY : R254 382 – R461 940 per annum, (plus benefit)

CENTRE : Gauteng Emergency Medical Services various districts

REQUIREMENTS : **Grade 1:** Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic (CCA) and proof of current registration. No experience required after registration with the HPCSA as Paramedic (CCA). **Grade 2:** Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic with CCA or National Diploma and proof of current registration. 7 Years' experience required after registration with the HPCSA as Paramedic (CCA) and no experience required after registration with the HPCSA as Paramedic with a National Diploma. **Grade 3:** Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as Paramedic or successful completion of a recognized B Tech degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP and proof of current registration. 14 Years' experience required after registration with the HPCSA as Paramedic (CCA), 7 years' experience required after registration with the HPCSA as Paramedic (NDIP) and a registered ECP requires no experience. **Grade 4:** Grade 12 certificate with successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as a Paramedic or successful completion of a B Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with HPCSA as a Paramedic (CCA or NDIP) or ECP and proof of current registration. 24 years' experience required after registration with the HPCSA as a Paramedic (CCA), 17 years' experience required after registration with the HPCSA as Paramedic (NDIP) and 10 years' experience required after registration as an ECP.

DUTIES : Check the allocated vehicle and equipment and complete the checklist. Report all losses, damages, discrepancies, deficiencies to the shift manager. Wash, clean and disinfect the interior/exterior of the vehicle. Treat patients in accordance with relevant ALS protocols, as per HPCSA and transport patients to hospital, from scene and between hospitals in accordance with the relevant protocols. Maintain best clinical practices in accordance with quality standards, including updating oneself with continuous medical education through CPD systems, as required by HPCSA. Change and replenish surgical sundries and medical gases and ensure that expired items are disposed of timeously and/or exchange for fresh stock. Always maintain the unit in a clean condition and good working order. Respond to opportunities that enhance professional development (e.g. in- service training, attend workshops, forum meetings and update staff accordingly). Use all equipment and government property correctly. Assist in maintaining a clean and tidy base. Complete and submit all appropriate paperwork to the shift senior before the termination of the shift. Hand over the vehicle and equipment to the next shift/Relevant authority fully replenished, clean and in good working order. Abide by the Standing Operational Procedures and other EMS policies. Always maintain accurate and reliable records. Assume responsibility for the security of the vehicle and equipment. Perform overtime duties in accordance with Emergency Medical Services Policy. Provide In-service training to BLS and ILS staff. Undertake inter-facility transfers on Intensive care units, obstetric ambulances and all other inter-facility ambulances. Undertake any other duties as allocated by a Shift supervisor/Station Manager/Sub District manager/ District Manager. Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

ENQUIRIES : Mr. CR Errakiah Tel No: 011 564 2053

APPLICATIONS : Applications with clearly marked reference numbers and copies of identity documents must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street,

- Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.
- NOTE** : Applications must be submitted on the new Form Z83 (fully completed) 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.
- CLOSING DATE** : 29 October 2021
- POST 36/254** : **EMERGENCY CARE TECHNICIAN GRADE 1 (ECT) REF NO: EMS/ECT/10/2021 (X20 POSTS)**
- SALARY** : R208 383 per annum, (plus benefit)
- CENTRE** : Gauteng Emergency Medical Services various districts
- REQUIREMENTS** : Grade 12 certificate, Emergency Care Technician Qualifications, current and valid registration with HPCSA as an Emergency Care Technician, valid driver's license code 10 and PDP. Previous experience in emergency care environment will be an added advantage.
- DUTIES** : Responsible for the treatment of patient within the scope of practice of Emergency Care Technician. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services in Gauteng Province. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by the Directorate. Provide quality assurance to Basic Life Support Officers and Intermediate Life Support in the implementation of Clinical governance requirements. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.
- ENQUIRIES** : Ms. MV Bodiba Tel No: 011 564 2224
- APPLICATIONS** : Applications with clearly marked reference numbers and copies of identity documents must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.
- NOTE** : Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies will be allowed, certification should not be older than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.
- CLOSING DATE** : 29 October 2021
- POST 36/255** : **FINANCIAL CLERK REF NO: CHBAH 499 (X1 POST)**
Directorate: Finance (Revenue)
- SALARY** : R173 703 - R204 612 per annum (Level 05)
- CENTRE** : Chris Hani Baragwanath academic hospital
- REQUIREMENTS** : Grade 12 with no experience. Computer literacy (Ms Office). Knowledge of the Revenue Section or Patient Administration processes and MEDICOM system. Knowledge and understanding of the relevant Acts and prescripts (PFMA, Treasury Regulations, Uniform Patient Fee Schedule and Public Service Act etc.). Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within Finance Department. Knowledge of Regulations and the legislative framework related to Revenue Section and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

- DUTIES** : Attend to Finance related enquiries and audit queries. Record, organize, control, store, and retrieve information. Billing of subsidized, private and externally funded patients in accordance with UPFS system. Ensure patients are billed correctly and accurately. Follow official procedures according to billing guide documents. Debt management and collection of patient fees. Prevent within area of responsibility any under collection of revenue. Understanding and adherence to patient billing policies and procedures. Adhere to departmental business plan in order to meet monthly & annual revenue targets. Ensure that all source documents (e.g. bed letters, outpatient visit cards and G111) are collected on time from different points, for billing purposes. Ensure that more bills are generated with minimal reversal of incorrect entries or cancellations. Ensure that authorization is given before any cancellation or adjustment of bills. Allocation of receipts against patient accounts. Write-off of irrecoverable debt according to procedures. Resolving queries relating to account receivable, patient billing and auditing. Attend to enquiries in a professional manner, give guidance, advice and handle information confidentially. Record, organize, control, store and retrieve information and perform administrative functions related to the work in the revenue field. Ensure safekeeping of all documentation in the office, administer the filing system and follow correspondence up. Attend meeting and training as approved by supervisor. Maintenance of user-friendly office. Perform any other reasonable tasks. Maintain of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Ms D Hlongwane and Ms TC Mbabama Tel No: (011) 933-8541/8973
: 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. 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). 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** : 29 October 2021
- POST 36/256** : **EMERGENCY CARE OFFICER GRADE 3 ILS REF NO: EMS/ILS/10/2021 (X60 POSTS)**
- SALARY** : R169 176 per annum, (plus benefit)
CENTRE : Gauteng Emergency Medical Services various districts
REQUIREMENTS : Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant. Previous experience in emergency care environment

- will be an added advantage. Valid driver's license Code 10 and valid professional driver's (PrDP) permit for transporting patients. Candidates are expected to write an assessment test.
- DUTIES** : Responsible for patients within the scope of practice of intermediate life support. Transporting patients as part of planned Patient transport and inter-facility transfer system under Emergency Medical Service. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.
- ENQUIRIES APPLICATIONS** : Mr. MM Manenzhe Tel No: 011 564 2292
- Applications with clearly marked reference numbers and copies of identity documents must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.
- NOTE** : Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies will be allowed, certification should not be older than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 29 October 2021
- POST 36/257** : **SOCIAL AUXILIARY GRADE 1 REF NO: SBAH 105/2021**
Directorate: Social work
- SALARY CENTRE REQUIREMENTS** : R148 215 per annum, plus benefits
Steve Biko Academic Hospital
Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions. Experience in Hospital setting will be added advantage. Registration with SACSSP as a Social Auxiliary worker. Valid driver's license. Report writing skills, organizing and planning skills and Computer literacy.
- DUTIES** : Provide assistance and support to social workers with the rendering of social work services by: assistance to the chronically or terminally ill, unknown patients, persons with disabilities and older persons who need placement or alternative accommodation. Perform basic assessments/ screening of patients and refer to community resources. Assist social workers with group work and community work projects. Attend MDT and ward rounds and give feedback to social workers. Perform administrative support functions in support of social workers including being a receptionist. Compile daily, weekly and monthly statistics. Assist with arrangements of meetings and taking of minutes and typing. Keep abreast with new developments in the social work field and will be responsible for self-development. Knowledge of all relevant social work legislations to be able to able to effective and efficient service to the patients (code of ethics , Batho Pele principles)
- ENQUIRIES APPLICATIONS** : Ms H.L Sono Tel No: 012 354 1522
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 29 October 2021
- POST 36/258** : **CLEANER REF NO: CHBAH500 (X1 POST)**
Directorate: Logistics
- SALARY CENTRE** : R145 281 - R171 138 per annum (Level 04)
Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

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

DUTIES

: Supervision of Cleaners by ensuring that all staff is on duty report any absenteeism to the Manager. Ensure that attendance registers are signed. Develop and update the cleaning rosters. Ensure that Cleaners go on training (including in service training). Daily inspections must be done at the Wards and departments to ensure the cleanliness of patient areas are done (e.g. inside wards, offices, corridors, elevators, steps, kitchens, boardrooms, toilets, bathrooms, rest rooms etc.). Ensure that the Cleaners are using the correct colour code equipment and material in the correct area. Refuse bags are replaced and used for the correct type of waste (transparent for general waste and red medical refuse bags) Daily checklists must be signed off in the Ward and department as well as the toilets and bathrooms every day after inspection was done. Report any problems by phoning the responsible supervisor for example: Non-collection of medical and/or general waste or if the outside surrounding is dirty with papers, garden waste etc. Ensure that your subordinate's equipment and cleaning machines are clean and neatly stored after work is done. Broken cleaning machines are taken to the Cleaning department for repairs. Cleaning material and chemicals are ordered and issued timeously. Order and issue refuse bags. Ensure that subordinates wear their protective clothing (gloves, mask, goggles and aprons) at all times. Ensure that janitor trolleys are used and fully equipped with right chemicals, equipment and material. File all completed and signed off daily checklists for evidence during NCS inspections. Disciplinary actions taken (verbal-, first- and final written warning and reporting it to Labour Relations Office, keep record of all warnings). Provide guidance and advice to Cleaners. Evaluate of subordinates (PMDS). Motivate staff and improve staff morale. Implement teamwork.

ENQUIRIES APPLICATIONS

: Ms J van Rensburg Tel No: 011 933 8756
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at 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). 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** : 29 October 2021
- POST 36/259** : **EMERGENCY CARE OFFICER GRADE 1 BAA REF NO: EMS/BAA/10/2021 (X100 POSTS)**
- SALARY** : R143 613 per annum (plus benefit)
- CENTRE** : Gauteng Emergency Medical Services various districts
- REQUIREMENTS** : Grade 12 Certificate (Preferably with a pass in English, Mathematics or Mathematic Literacy, Physical science, Life Science or Biology), Basic Ambulance Assistant certificate, current BLS clinical practice guidelines (CPG) update. Current compliance with HPCSA individual CPD – CEUs Activity record. Minimum of 2 years' experience in an operational Emergency Care environment. Current and valid registration with HPCSA as a Basic Ambulance Assistant, valid driver's license code 10 and PDP. Previous experience in an Emergency Care environment will be an added advantage.
- DUTIES** : Responsible for the treatment of patient within the scope of practice of Basic Ambulance Assistant. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Provide emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.
- ENQUIRIES** : Mr. CV Mokobodi Tel No: 011 564 2008
- APPLICATIONS** : Applications with clearly marked reference numbers copies of identity documents must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.
- NOTE** : Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies will be allowed; certification should not be older than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 29 October 2021
- POST 36/260** : **NURSING ASSISTANT REF NO: HRM: 17/21 (X2 POSTS)**
Directorate: Nursing Services
- SALARY** : R132 525 – R149 163 per annum, (plus benefits)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Grade 12, or equivalent qualification. Certificate as Enrolled Nursing Assistant with current Registration with the South African Nursing Council (SANC). Passion for working with mentally ill patients. Ability to work within a team and independently, good interpersonal and communication skills. Knowledge of the National Core Standards, Public Service Regulations, Batho-Pele Principles, SANC Regulations and Patients' Rights Charter, Previous Psychiatric experience will be an added advantage.
- DUTIES** : Provide elementary Nursing Care by assisting patients with activities of daily living: i.e. maintain good hygiene, nutrition, maintaining good sleep, measure and record vital signs. Assist with the preparation of patient's diagnostic,

surgical and other medical procedures. Escort patients for clinical procedures. Participate in the Health Educational groups and other Multi-disciplinary team programs as delegated by the Supervisor. Maintain Professional Conduct as required by the Public Service Code of Conduct and SANC. Attend In-Service Training and self-development Courses. Participate in Hospital Committees as required. Report and record of activities as per Nursing Prescripts.

- ENQUIRIES APPLICATIONS** : Ms M. Sono Tel No: (011) 951-8202
- NOTE** : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- CLOSING DATE** : Applications must be submitted on fully completed new format Z83 (81/971431 www.dpsa.gov.za) fully completed CV, copies of ID and Qualifications. Preferably male Nurses of any race, to meet equity and address the needs of the patients. The department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability, 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. Candidate will be subjected to personnel suitability checks (psc) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993.
- POST 36/261** : **MESSANGER REF NO: CHBAH: 501 (X1 POST)**
Directorate: Supply chain Management
- SALARY CENTRE REQUIREMENTS** : R102 534 – R120 780 per annum (Level 02), (plus benefits)
Chris Hani Baragwanath Academic Hospital
Adult Education and Training (AET/ABET) level 3. Ability to work under pressure. Basic knowledge of legislative framework and processes relating to messaging. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to act with tact and discretion. Ability to organize and plan. Sound verbal and communication skills. Must be self-motivated. Must be prepared to rotate to other units as well as work shifts, which include night duty, weekends and public holidays. Knowledge and application of the Batho Pele Principles. Ability to liaise with internal and external stakeholders. It is an inherent requirement of the job to be ethical and maintain confidentiality at all times. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Responsible for collecting and delivery of hospital related documents/files to and from different stakeholders as required. Deliver documents promptly and obtain signatures from recipients. Collect, distribute and circulate correspondences (mail, parcels, documents and files). Record and control correspondence register. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels from addressor. Deliver mail, files, documents and parcels to addressees. Ensure that the recipients sign on the delivery book/register. Record contents and physical addresses in the delivery book/register. Ensure that all the documents delivered are recorded and maintained according to legislative prescripts. Perform basic administration duties. Ensure that all relevant documents are recorded and maintained according to legislative prescripts. Collection of VA2 forms, orders from different offices and submit to Stores department. Collection of leave, overtime forms and other documents and submits to leave section (HR). Collecting of documents between offices and departments and submit to the various stakeholders. Ensure that the recipient sign on the delivery book or register. Comply with the rotation roster. Adhere to all legal instruction given to you written or verbally by senior member. Adhere to time lines. Attend meetings and training as approved by supervisor. Comply with the Performance Management. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Ms Mashudu Khakhu Tel No: (011) 933- 0534
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

NOTE

Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

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. 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). 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

29 October 2021

POST 36/262

MESSANGER REF NO: CHBAH: 502 (X1 POST)

Directorate: Logistics (Mortuary)

SALARY CENTRE REQUIREMENTS

R102 534 – R120 780 per annum (Level 02), (plus benefits)
Chris Hani Baragwanath Academic Hospital
Adult Education and Training (AET/ABET) level 3. Ability to work under pressure. Basic knowledge of legislative framework and processes relating to messaging. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to act with tact and discretion. Ability to organize and plan. Sound verbal and communication skills. Must be self-motivated. Must be prepared to rotate to other units as well as work shifts, which include night duty, weekends and public holidays. Knowledge and application of the Batho Pele Principles. Ability to liaise with internal and external stakeholders. It is an inherent requirement of the job to be ethical and maintain confidentiality at all times. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

Distribution of internal and external memos, circulars, sorting and delivering of posts. Assist in patient's records and registry functions. Responsible to collect and deliver blood from blood bank. Collect and deliver sputum bottles etc. to and from Laboratory (NHLS), collect medication from pharmacy, collect and deliver bottles from the milk room and deliver it to the wards. Collection of VA2 forms, orders from different offices and submit to Stores department. Exchange books/registers, stationeries from stores. Collection of leave, overtime forms and other documents and submits to leave section (HR). Collecting of documents between offices and departments and submit to the various stakeholders. Ensure that the recipient sign on the delivery book or register. Comply with the rotation roster. Adhere to all legal instruction given to you written or verbally by senior member. Adhere to time lines. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES

Mr A L Mofokeng Tel No: (011) 933- 8501

- 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. 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). 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** : 29 October 2021
- POST 36/263** : **FOOD SERVICE AID REF NO: JUB 30/2021**
Directorate: Admin and Logistic Management
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum
: Jubilee District Hospital
: Grade 12/ABET NQF 4 with 12 months experience in food preparation. Other Skills/ Requirements: Good communication and interpersonal skills. Application with food preparation/catering certificate will be added advantage. Awareness of Batho Pele principles. Be willing to work in a team and under stressful conditions. Be prepared to work shifts, nights and public holidays.
- DUTIES** : Cooking according to menu plan, meal serving, distribution of meals to the wards. Preparation of normal and therapeutic diets. Prepare food parcels and all other special requests. Be prepared to routine tasks and to operate food service equipment. Lifting of heavy food baskets and pushing of trolleys. Apply hygiene and safety measures in the area of work according to hygiene and safety manual and planned work schedules. Be prepared to relieve in all areas of food service unit when required. Wash dishes and all other utensils and equipment used. In the food service unit. Be willing to undergo continuous training and development program. Perform any other duties delegated by your supervisor.
- ENQUIRIES APPLICATIONS** : Ms Sekgabi D Tel No: (012 717 9408)
: documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications and ID must be attached (Only shortlisted candidates will be

required to certify such copies. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE

: 29 October 2021, Time: 16:00

POST 36/264

: **DIAGNOSTIC RADIOGRAPHER (SESSION POST) REF NO: REFS/012116**
Directorate: Diagnostic Radiography

SALARY
CENTRE
REQUIREMENTS

: R210.00 – R290.00 (per hour)
: Charlotte Maxeke Johannesburg Academic Hospital
: National Diploma / Degree in Diagnostic Radiography or equivalent qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as an independent Diagnostic Radiographer. None after registration with the Health Professional Council of South Africa (HPCSA) in the Diagnostic Radiography in respect of RSA qualified employees who performed Community Services as required in South Africa. One-year relevant experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Candidates will be required to do not more than 80 hours per month.

DUTIES

: To work in the department that provide twenty-four (24) hour quality diagnostic radiography services. To be able to perform Theatre Radiography unassisted. May be requested to work, weekends, public holidays when necessary. To avail oneself during code red disasters when not on duty and when required to do so. To provide uncompromised quality patient care and produce quality diagnostic images. To supervise student radiographers. Attend sectional and departmental meetings. Advise supervisors on risks pertaining to section and department at large and suggest possible solutions. To use equipment correctly, perform all necessary quality assurance (QA) tests and take general care of machines. To be able to operate the C-Arm Mobile X-ray units amongst other equipment. Knowledge on how to operate basic general equipment in the X-ray department. Take part in all the activities and duties performed in the department in relation to patient service. To use all hospital resources with integrity, care, safety, responsibly and accountability. Display professional and ethical responsibilities to the public and all stakeholders at large. Maintain confidentiality and privacy of customers. To be aware and conscientious in the use of time, equipment, consumables and all appliances. Combat wastage. Assist with accurate record keeping. Do statistics in the section when ask to do so. Use proper channels of communication. Participate in continuous assessments and developmental courses and seminars / webinars. To adhere, implement, comply and have knowledge of Radiation Control Board requirements, Hazardous Substance Act, Health Profession Council of South Africa (HPSCA), Infection Prevention & Control, Ideal Hospital / National Core Standards, Labour Relations laws, PFMA, Public service Act and all other relevant legislations. Ability to communicate with internal and external stakeholders professionally. Cooperate with colleagues and management. Learn / use and adhere to PACS protocols. Ability to do presentations for continuous professional development (CPD). Good skills in communication, basic computer knowledge and emotional intelligence. Team player with all colleagues and relevant stakeholders. All other duties in line with Job Description.

ENQUIRIES
APPLICATIONS
NOTE

: Dr. OI Ubogu Tel No: 011 488 3805
: should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/>
: Applications should be accompanied by a new Z83 form (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. 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 verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or

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

CLOSING DATE : 29 October 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 : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za

CLOSING DATE : 29 October 2021

NOTE : Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, comprehensive CV, only shortlisted candidates will submit certified documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 36/265 : **CHIEF DIRECTOR: LOCAL GOVERNMENT FINANCIAL SERVICES REF NO: GPT/2021/10/17**
Directorate: Municipal Financial Governance

SALARY : R1 251 183 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : A degree (NQF level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 5 years' experience at senior management level. 5 years of work experience in the fields of Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost

		Management or Cost Accounting, preferably in local government or Provincial Treasuries.
<u>DUTIES</u>	:	Strategic management of the chief directorate, including staff management, Annual Performance Plan (APP) and Annual Operational Plan (OPS) plan targets management. Ensure optimal financial resource allocation at both the provincial and municipal sphere of government through the alignment of budgeting and integrated planning processes. Oversee processes to ensure compliance with the Municipal Finance Management Act (MFMA) by municipalities and municipal entities. Strategic management of the annual budget and mid-year assessment engagements with municipalities and stakeholders. Strategic oversight and support over financial assets and liabilities practices in municipalities and municipal entities. Strategic monitoring and support over municipal revenue practices and processes in municipalities and municipal entities. Strategic support to municipalities and participation in intergovernmental structures.
<u>ENQUIRIES</u>	:	Ms. B Mtshizana Tel No: 011 227 9000
<u>POST 36/266</u>	:	<u>CHIEF DIRECTOR: MUNICIPAL ACCOUNTING, REPORTING AND ASSET MANAGEMENT REF NO: GPT/2021/10/18</u> Directorate: Municipal Financial Governance
<u>SALARY</u>	:	R1 251 183 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A degree (NQF level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 5 years' experience at senior management level. 5 years of work experience in the fields of Supply Chain Management/ Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting, preferably in local government or Provincial Treasuries. (Experience in SCM is compulsory).
<u>DUTIES</u>	:	Strategic management of the chief directorate, including staff management, Annual Performance Plan (APP) and Annual Operational Plan (OPS) plan targets management. Strategic monitoring and support over municipal accounting, internal auditing, supply chain management and asset management practices and processes in municipalities and municipal entities, to ensure compliance with the Municipal Finance Management Act (MFMA). Strategic support to municipalities and participation in intergovernmental structures. Manage /lead the Internal Auditing (IA) Forum', Supply Chain Management (SCM) Forum', 'Accountants Forum', etc.
<u>ENQUIRIES</u>	:	Ms. B Mtshizana Tel No: 011 227 9000
<u>POST 36/267</u>	:	<u>CHIEF DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: GPT/2021/10/19</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY</u>	:	R1 251 183 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg An undergraduate qualification (NQF level 7) as recognised by SAQA in Built Environment. A postgraduate qualification will be an added advantage. 5 years' experience at Senior Management level. 8 – 10 years' experience in Public Sector Infrastructure Performance Management. Knowledge of financial management processes. Knowledge of public sector infrastructure norms and standards. Knowledge of legislative and other requirements related to public sector infrastructure mandates, roles, processes and responsibilities e.g. Public Finance Management Act, Local Government: Municipal Finance Management Act, Treasury Regulations and Instructions, Government Immovable Asset Management Act, Spatial Planning and Land Use Management Act, Division of Revenue Act (annually promulgated), relevant Conditional Grant Frameworks related to the Provincial and Local Government Spheres of Government, Framework for Infrastructure Delivery & Procurement Management, the Cities' Infrastructure Delivery and Management System and Public Private Partnership Frameworks & Guidelines.
<u>DUTIES</u>	:	Enhance and monitor infrastructure delivery by Provincial Departments and Provincial Public Entities. Enhance and monitor infrastructure delivery by Municipalities. Provide advice and guidance on the appraisal, implementation

- and management of infrastructure projects in terms of Public Private Partnerships. People Management. Financial Management.
Ms. B Mtshizana Tel No: 011 227 9000
- ENQUIRIES** :
- POST 36/268** : **DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: GPT/2021/10/20**
Directorate: Municipal 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** : A degree (NQF level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 5 years' experience at middle management / senior management including supervisory / people management experience. 5 years of work experience in the fields of Supply Chain Management, Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting, preferably in local government or Provincial Treasuries in a similar role. Comprehensive knowledge of local government procurement legislations and reforms.
- DUTIES** : Strategic management of the directorate, including staff management, Annual Performance Plan (APP) and Annual Operational Plan (OPS) plan targets management. Promoting effective supply chain management in municipalities to ensure service delivery to communities and stakeholders. Oversee processes to ensure compliance with the Municipal Finance Management Act (MFMA) by municipalities with supply chain management and related processes. Strategic management of engagements with municipalities and stakeholders. Strategic monitoring of the audit action plans to address prior years audit findings on supply chain management. Strategic support to municipalities pertaining to municipal asset management and related processes. Strategic management of participation in intergovernmental structures.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000
- POST 36/269** : **DIRECTOR: MUNICIPAL FINANCIAL ASSETS AND LIABILITIES REF NO: GPT/2021/10/21**
Directorate: Municipal 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** : A degree (NQF level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 5 years of work experience at middle or senior management level, including supervisory / people management experience. 5 years of work experience in the fields of Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting, preferably in local government or Provincial Treasuries.
- DUTIES** : Strategic monitoring of financial assets (e.g. investments, bank accounts, grants) and liabilities (borrowings) by municipalities and municipal entities to ensure compliance with the Municipal Finance Management Act and the MFMA Regulations. Strategic monitoring of cash management practices by municipalities and municipal entities and ensure compliance with the Municipal Finance Management Act (MFMA) and the MFMA Regulations. Strategic management of the directorate. (Including Annual Performance Plan (APP) / Annual Operational Plan (OPS) plan and staff management). Relevant strategic support to municipalities pertaining to municipal budgeting and related processes. Effective and strategic participation in intergovernmental structures.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000
- POST 36/270** : **DIRECTOR: MUNICIPAL REVENUE MANAGEMENT REF NO: GPT/2021/10/22**
Directorate: Municipal 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

<u>REQUIREMENTS</u>	:	A degree (NQF level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 5 years of work experience at middle or senior management level, including supervisory / people management experience. 5 years of work experience in the fields of Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting, preferably in Local Government or Provincial Treasuries.
<u>DUTIES</u>	:	Strategic management of the municipal revenue directorate, including staff management and the management of the Annual Performance Plan (APP) and Operation Plan targets of the Directorate. Strategic monitoring of the municipal revenue processes in municipalities and municipal entities to ensure compliance with the Municipal Finance Management Act (MFMA), the MFMA Regulations and other related Legislations. Manage and oversee provincial and relevant national grants and related process. Monitor outstanding government debt in the province. (Joint work with Department of Cooperative Governance and Traditional Affairs (CoGTA). Joint work with the Department of CoGTA and National Treasury on revenue management. Joint work with the Municipal Budgets Directorate on annual NERSA electricity tariffs applications process and cost reflective tariffs, tariff structures, etc. Relevant strategic support to municipalities. Effective and strategic participation in intergovernmental structures
<u>ENQUIRIES</u>	:	Ms. B Mtshizana Tel No: 011 227 9000
<u>POST 36/271</u>	:	<u>DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE REF NO: GPT/2021/10/23</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY</u>	:	R1 057 326 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Built Environment. 5 years' experience at Middle/Senior Management level. 5 years' experience in Public Sector Infrastructure Performance Management. Knowledge of financial management processes. Knowledge of public sector infrastructure norms and standards. Knowledge of legislative and other requirements related to Municipal infrastructure mandates, roles, processes and responsibilities e.g. Local Government: Municipal Finance Management Act, Treasury Regulations and Instructions, Spatial Planning and Land Use Management Act, Division of Revenue Act (annually promulgated), relevant Conditional Grant Frameworks related to Municipalities, Framework for Infrastructure Delivery & Procurement Management and the Cities' Infrastructure Delivery and Management System.
<u>DUTIES</u>	:	Promote and contribute to infrastructure funding framework and long-term infrastructure planning in the Province; Provide expert infrastructure inputs at relevant forums pertaining to for Municipalities and Municipal Public Entities; Assess relevant municipal infrastructure plans and budget and provide expert infrastructure inputs and guidance; Promote, monitor and enforce the transparent, economic, effective and efficient management in respect of infrastructure expenditure by Municipalities through mutual agreement; Institutionalise the monitoring system for financial and performance indicators related to infrastructure; Promote, monitor and enforce the optimal utilisation and maintenance of infrastructure by Municipalities through mutual agreement. People management.
<u>ENQUIRIES</u>	:	Ms. B Mtshizana Tel No: 011 227 9000
<u>POST 36/272</u>	:	<u>DIRECTOR: PUBLIC PRIVATE PARTNERSHIP (PPP) REF NO: GPT/2021/10/24</u> Directorate: Sustainable Fiscal Resource Management
<u>SALARY</u>	:	R1 057 326 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Built Environment, Finance and/or Legal. 5 years' experience at Middle/Senior Management level. 5 - years' experience in the appraisal, affordability assessments, value for money assessments and financial modelling of PPPs or large infrastructure projects. Knowledge of legislative and other

requirements pertaining to public financial management and PPPs. This includes Public Finance Management Act, Local Government: Municipal Finance Management Act, Treasury Regulations and Instructions, Preferential Procurement Policy Framework Act & Regulations and Public Private Partnership Frameworks & Guidelines.

- DUTIES** : Promote the use of Alternative Service Delivery Funding Options for infrastructure projects of Provincial Departments, Provincial Public Entities and Municipalities. Provide and guide technical assistance, advise and support on PPP projects including affordability assessments, value for money assessments and financial modelling. Lead and provide PPP training and capacity building to the Provincial and Local Government Spheres of Government. Assist with the appraisal of PPP projects from an infrastructure perspective. People Management.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000

OTHER POSTS

- POST 36/273** : **DEPUTY DIRECTOR: MUNICIPAL FINANCIAL ASSETS AND LIABILITIES**
REF NO: GPT/2021/10/25
Directorate: Municipal Financial Governance

- SALARY** : R733 257 per annum, (all-inclusive package) consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

- CENTRE** : Johannesburg
- REQUIREMENTS** : A degree (NQF level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3 – 5 years of supervisory or people management experience (junior management level). 5 years of work experience in the fields of Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting in local government or Provincial Treasuries.

- DUTIES** : Manage the monitoring of financial assets (e.g. investments, bank accounts, grants) and liabilities (borrowings) by municipalities and municipal entities to ensure compliance with the Municipal Finance Management Act and the MFMA Regulations. Manage the monitoring of cash management practices by municipalities and municipal entities and ensure compliance with the Municipal Finance Management Act (MFMA) and the MFMA Regulations. Management of the sub-directorate. (Including Annual Performance Plan (APP) / Annual Operational Plan (OPS) plan and staff management). Manage or coordinate support to municipalities pertaining to municipal budgeting and related processes. Ensure effective and strategic participation in intergovernmental structures.

- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000

- POST 36/274** : **DEPUTY DIRECTOR: INTERNAL AUDITING – MUNICIPAL FINANCE**
MANAGEMENT ACT (MFMA) REF NO: GPT/2021/10/26
Directorate: Municipal Financial Governance

- SALARY** : R733 257 per annum, (all-inclusive package) consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

- CENTRE** : Johannesburg
- REQUIREMENTS** : A degree (NQF level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3 - 5 years' supervisory experience or people management experience (junior management level). 5 years of work experience in the fields of Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting, preferably in Local Government or Provincial Treasuries in a similar role.

- DUTIES** : Management of the sub-directorate, including staff management, Annual Performance Plan (APP) and Annual Operational Plan (OPS) plan targets management. Promoting an effective internal auditing function in municipalities in terms of Section 165 and Section 166 of the Municipal Finance Management Act and the IIA standards. Oversee monitoring and support processes to ensure compliance with Section 165 and Section 166 of the Municipal Finance Management Act (MFMA) by municipalities with internal auditing and related processes. Coordinate engagements with municipalities and stakeholders.

		Monitoring of the audit action plans to address prior years audit findings. Coordinate support to municipalities where required. Manage the Internal Auditors Forum and participation in other intergovernmental structures.
<u>ENQUIRIES</u>	:	Ms. B Mtshizana Tel No: 011 227 9000
<u>POST 36/275</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING AND FINANCIAL REPORTING REF NO: GPT/2021/10/27</u> Directorate: Municipal Financial Governance
<u>SALARY</u>	:	R733 257 per annum, (all-inclusive package) consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A degree (NQF level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3 - 5 years' supervisory experience or people management (junior management level). 5 years of work experience in the fields of Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting, preferably in Local Government or Provincial Treasuries in a similar role.
<u>DUTIES</u>	:	Management of the sub-directorate, including staff management, Annual Performance Plan (APP) and Operational Plan (OPS) plan targets management. Promoting effective financial accounting and reporting by municipalities in terms of Section 122 of the Municipal Finance Management Act (MFMA). Oversee processes to ensure compliance with the MFMA by municipalities with financial accounting and reporting and related processes. Coordinate engagements with municipalities and stakeholders. Monitoring of the audit action plans to address prior years audit findings. Coordinate support to municipalities where required. Manage the Accountants Forum and participation in intergovernmental structures.
<u>ENQUIRIES</u>	:	Ms. B Mtshizana Tel No: 011 227 9000
<u>POST 36/276</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL FINANCIAL ASSETS AND LIABILITIES REF NO: GPT/2021/10/28</u> Directorate: Municipal Financial Governance
<u>SALARY</u>	:	R376 596 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A degree (NQF level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3 years of work experience in the fields of Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting.
<u>DUTIES</u>	:	Monitoring of financial assets (e.g. investments) and liabilities (borrowings) by municipalities and municipal entities to ensure compliance with the Municipal Finance Management Act (MFMA) and the MFMA Regulations. Monitoring of cash management practices by municipalities and municipal entities and ensure compliance with the MFMA and the MFMA Regulations. Conduct financial assessments and write reports. Roll out support to municipalities where required. Effective participation in intergovernmental structures.
<u>ENQUIRIES</u>	:	Ms. B Mtshizana Tel No: 011 227 9000
<u>POST 36/277</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDITING – MUNICIPAL FINANCE MANAGEMENT ACT (MFMA) REF NO: GPT/2021/10/29</u> Directorate: Municipal Financial Governance
<u>SALARY</u>	:	R376 596 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg A degree (NQF level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3 years of work experience in the fields of Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting, preferably in Local Government or Provincial Treasuries in a similar role.
<u>DUTIES</u>	:	Assist with the management of the sub-directorate, including staff management, Annual Performance Plan (APP) and Annual Operational Plan (OPS) plan targets management. Ensure compliance with the Municipal Finance Management Act (MFMA) by municipalities with internal auditing. Conduct monitoring assessments and prepare reports. Coordinate engagements with municipalities and stakeholders. Analysis of the audit

- reports and monitor audit action plans to address prior years audit findings. Provide support to municipalities where required. Assist with logistics of the Internal Auditors Forum and participation in other intergovernmental structures.
Ms. B Mtshizana Tel No: 011 227 9000
- ENQUIRIES** :
- POST 36/278** : **ASSISTANT DIRECTOR: MUNICIPAL ASSET MANAGEMENT REF NO: GPT/2021/10/30**
Directorate: Municipal Financial Governance
- SALARY** : R376 596 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A degree (NQF level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3 years of work experience in the fields of Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting, preferably in Local Government or Provincial Treasuries in a similar role.
- DUTIES** : Assist with the management of the sub-directorate, including staff management, Annual Performance Plan (APP) and Annual Operational Plan (OPS) plan targets management. Promoting effective asset management by municipalities to ensure service delivery to communities and stakeholders. Ensure compliance with the Municipal Finance Management Act (MFMA) by municipalities with asset management and related processes. Coordinate engagements with municipalities and stakeholders. Analysis of the audit reports and monitor audit action plans to address prior years audit findings on asset management. Provide support to municipalities pertaining to municipal asset management and related processes. Manage participation in intergovernmental structures.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000
- POST 36/279** : **AUDITOR: PERFORMANCE AUDIT REF NO: GPT/2021/10/31 (X18 POSTS)**
Directorate: Gauteng Audit Services
This is a re-advertisement of the post of Auditor: Performance Audit Ref No: GPT/2021/10/6 Circular 34. All those candidates who have applied previously should not re-apply as their applications will be considered.
- SALARY** : R316 719 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6 and above as recognised by SAQA) Diploma/Degree in Internal audit/ Auditing /Accounting. Minimum relevant experience: 1- 2 years' experience in performance auditing environment
- DUTIES** : Perform the planning of the audit project. Conduct fieldwork of the audit project. Compile the draft findings for reporting. People and Staff Utilisation.
- ENQUIRIES** : Mr Sihle Hlomuka Tel No: 011 227 – 9000

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

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

MANAGEMENT ECHELON

<u>POST 36/280</u>	:	<u>DISTRICT DIRECTOR: HARRY GWALA HEALTH DISTRICT OFFICE REF NO: G124/2021</u> Cluster: District Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 057 326 per annum (Level 13), an all Inclusive MMS salary package Harry Gwala Health District Office An undergraduate qualification (NQF level 7) in Clinical Health Science; PLUS Current registration with the relevant health professional body; PLUS A minimum of Five (5) years' experience in middle management level with five (5) years in Primary Health Care or District Health System. Proof of exposure/experience in a clinical programmes and hospital management environment including EMS and FPS; PLUS Unendorsed valid driver's license. Computer literacy with proficiency in Microsoft software applications. Recommendations: Post-graduate qualification in Public Health/Master in Business Management. Project Management. 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. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/ . 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. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Chief Director: District Health Services: Head Office, and will be responsible to ensure and account for the delivery of integrated, effective and efficient health service at all levels of care based on the Primary Health Care approach through the District Health System within Harry Gwala (whichever is relevant). The ideal candidates must: Possess a clear understanding of the challenges facing the public health sector due to poverty, resource limitations and opportunistic diseases such as TB, HIV and AIDS. Have the ability to analyse and interpret complex management data and information to inform decision-making and alignment processes timeously. Have the ability to develop innovative solutions for complex health and other service delivery management problems. Possess strong leadership to:- ensure buy-in/support of other organs of state and external stakeholders to accomplish deliverables identified in the Annual Performance Plans of the District. Provide strategic direction to Institutions. Mediate processes for the allocation of resources to Institutions. Build a highly effective and efficient health service delivery team in the District; and reason/present/negotiate the case of the District at departmental management and planning fora. Have the ability to assess and manage the performance of the District Health System and directly supervise staff. Have the ability to interact effectively and efficiently with a wide range of stakeholders. Have the ability to turn around negative audit findings in the district to be a positive one. Possess a good Knowledge and understanding of universal health coverage Possess a clear understanding of risk and other management processes and the application thereof to ensure that the decentralised management model of the department is performing optimally. Possess knowledge of the governance framework and legislative imperatives set for the area of operation. Be computer literate with a proficiency in MS Office Software applications.
<u>DUTIES</u>	:	Based on relevant policy imperatives, provide strategic leadership and ensure the development, implementation, monitoring and evaluation of an Annual

District Health Services Delivery Plan. Account in terms of planned initiatives for the delivery of health services in the District. Coordinate and facilitate processes to prioritise health service delivery initiatives and the allocation of concomitant resources amongst health facilities in the District, whilst promoting service delivery equity. Monitor and evaluate health service delivery within the District, identify high risk areas and facilitate timeous corrective action where required. Provide transversal clinical support and other support services to Institutions. Ensure the development of an innovative and human rights sensitive cadre of health workers at all levels. Identify and address transversal health service delivery barriers that cannot be resolved at Institutional and district level and filter those requiring intervention at Provincial level. Facilitate the process of ensuring universal health access (NHI) for Harry Health District.

**ENQUIRIES
APPLICATIONS**

: Mr J Mndebele Tel No: 033 395 3274
 : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION
NOTE**

: Mr. A Memela
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, 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

: 29 October 2021

OTHER POSTS

POST 36/281

: **HEAD CLINICAL DEPARTMENT REF NO:**
HEADCLINDEPTANAESTH/1/2021
 Department: Anaesthetics

SALARY

: R2 161 416 per annum, all inclusive salary package (excluding commuted overtime)

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
 : An appropriate specialist qualification in Anaesthesiology (FCA or equivalent) PLUS Current registration with the Health Professions Council of South Africa as a Specialist Anaesthesiologist PLUS A minimum of 7 years appropriate post registration experience as a Specialist in Anaesthesiology. MMed or equivalent (MMed Sci, MPhil) and/or a PhD and/or an established and demonstrated record of research experience (5 or more publications in peer reviewed journals) and /or evidence of supervision of registrars /fellows (3 or more candidates). At least six years of management experience in a hospital environment. Knowledge, Skills, Training and Competencies Required: Clinical, procedural and training skills. Counselling and conflict resolution skills. Leadership, administration, management skills, programme planning, strategic planning supported by evidence of experience in these areas. Assessment of patients within his/her field of expertise. Ability to communicate at a higher level. Ability to network with management at all levels within the Provincial structures. Knowledge and an understanding of the Public Finance Management Act and its implications for departmental budgeting. Knowledge and an understanding of the Postgraduate Education regulations and requirements as determined by the Health Professions Council of South Africa, the College of Anaesthetists of South Africa and the University of KwaZulu-

- Natal. A high level of knowledge of the field of Anaesthesiology. Computer literacy.
- DUTIES** :
- Administration and management of the Pre-assessment clinic, the Pain Service and all tertiary Anaesthesiology services at IALCH. Ensure effective service delivery and an effective and equitable postgraduate Anaesthesiology registrar training programme that includes all the specialized tertiary and quaternary Anaesthetic services to IALCH. Involvement in relevant administration structures of the Department of Anaesthetics, UKZN in coordination with the Academic Head of Department. Contribute to the co-ordination of specialist Anaesthesiology services in all areas. Undertake postgraduate and relevant undergraduate training, teaching and examinations in the field of Anaesthesiology. Establish protocols for the peri-operative management of patients including the preoperative assessment and preparation of patients requiring Anaesthesia for tertiary services at IALCH. Coordinate with the heads of tertiary services and the relevant role players in the referring hospitals to ensure that patients are adequately prepared in advance of admission for surgery. Coordinate with the Heads of Departments of Surgical Disciplines, Critical Care Medicine, Trauma Unit, Burns Unit and other relevant departments to ensure optimal peri-operative care of patients at IALCH. Ensure that the environment complies with the Health and Safety Act, that staff adhere to the safety precautions and that staff welfare is maintained to attain optimal performance. Compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis. Develop outreach programmes to the relevant areas of the Province in association with the KZN Department of Health's Outreach Programme. Develop clinical audit programmes for the perioperative Anaesthetic management of patients in IALCH. Develop a research programme in Anaesthesiology at different levels of care. Develop measures to ensure quality assurance.
- ENQUIRIES** :
- APPLICATIONS** :
- Dr LP Mtshali Tel No: 031 24101124
- All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** :
- An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** :
- 29 October 2021
- POST 36/282** :
- MEDICAL SPECIALISTS (SUBSPECIALIST) – CARDIOLOGY REF NO: SUBSPECCARD/2/2021**
Department: Cardiology
- SALARY** :
- Grade 1: R1 283 601 per annum, (all-inclusive salary package), excluding commuted overtime

Grade 2: R1 467 651 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 3: R1 604 781 per annum, (all-inclusive salary package), excluding commuted overtime

**CENTRE
REQUIREMENTS**

: IALCH
: Degree in medicine (MBCHB) and specialist registration in internal medicine with an additional registration certificate with the HPCSA in Cardiology. Proof of current Registration as a Medical Sub-specialist. Full registration with the Health Professionals Council as a Medical Practitioner. Experience – **Grade 1:** The appointment to grade 1 requires appropriate qualification and registration certificate with the HPCSA as a Medical Specialist in Cardiology sub-speciality. **Grade 2:** The appointment to grade 2 requires appropriate qualification and registration certificate plus Five (5) years' experience after registration with the HPCSA as a Medical Specialist in Cardiology sub-speciality. **Grade 3:** The appointment to grade 3 requires appropriate qualification and registration certificate plus Ten (10) years' experience after registration with the HPCSA as a Medical Specialist in Cardiology sub-speciality. Knowledge, Skills, Training and Competences Required: Sound clinical knowledge, skills and experience in Cardiology. Competence in the clinical evaluation, interpretation of special investigations and management within the subspecialty. Excellent human relations, communication, leadership and team building skills. Computer literacy Sound negotiation, planning, organising, decision making and conflict management skills. Ability to teach undergraduate and post graduate students and participate in research and continuing professional development. Maintain satisfactory clinical, professional and ethical standards in the unit.

DUTIES

: The incumbents of the posts are to assist Head Clinical Units in the following areas: Developing and managing the designated subspecialty services for the area. Ensure the efficient and effective provisions of in and out patient service. Formulate policies and procedures for clinical services as required and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all medical staff under their supervision. Assist with quality improvement imperatives including clinical audits, morbidity and mortality reporting and reviewing clinical documentation, clinical governance procedures etc. Ensure that cost-effective service delivery is maintained within the unit. Manage and direct performance and EPMDS of junior staff within unit as required. Actively participate in the academic programme for the training of subspecialist fellows. Clinical teaching, examination and administration of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses and supervise registrar research. Partake in outreach programmes of the unit. After-hours participation in call roster. Assist with additional duties as delegated by the Head Clinical Unit.

**ENQUIRIES
APPLICATIONS**

: Dr LP Mtshali Tel No: 031 2401124
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification

process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 29 October 2021

POST 36/283 : **MEDICAL MANAGER: MEDICAL SERVICES (NON CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER REF NO: G121/2021**

Cluster: District Health Services

Job Purpose: Manage the day - to- day functioning of the Community Health Centre to ensure effectiveness and efficiency. Implement financial planning, monitoring and control of expenditure.

SALARY : R1 173 900 per annum, an all Inclusive Salary Package

CENTRE : Pholela Community Health Centre

REQUIREMENTS : MBCHB qualification; PLUS Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner PLUS A minimum of five (5) years in a Health Institution or Primary Health Care environment Unendorsed valid Code B driving license (Code 08). NB: All shortlisted candidates are required to submit proof of work experience endorsed and stamped by employer/s Human Resource prior or on the interview date. Recommendations: Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the District Manager, and will responsible to manage the provision of district level one health service. The ideal candidates must: Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES : Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices. Develop and implement clinical practices planning for the Community Health Centre. Manage the provision of clinical services within the Community Health Centre and its Clinics. Provide effective leadership to motivate staff and promote team work. Ensure effective human resource management in line with department of health guidelines and prescripts. Ensure Sound Labour Relations Practices within the Community Health Centre and its clinics. Ensure effective stakeholder management internal and external (stakeholders). Ensure effective implementation of quality health standards including ideal clinic realization and maintenance. Oversee provision of quality and safe patient care at clinics and Community Health Centre. Ensure effective systems management in support of clinical services i.e. (Laundry, transport, maintenance, Grounds, Security, Cleaning and Switchboard).

ENQUIRIES : Mr J Mndebele Tel No: 033 395 3274

APPLICATIONS : The Chief Director: Human Resource Management Services, KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langelibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION : Miss NS Buthelezi Tel No: 033 395 2896

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, 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** : 29 October 2021
- POST 36/284** : **MEDICAL SPECIALIST: NUCLEAR MEDICINE REF NO: MEDSPECNUCMED/1/2021**
Department: Nuclear Medicine
- SALARY** : Grade 1: R1 106 040 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 2: R1 264 623 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 3: R1 467 651 per annum, (all-inclusive salary package), excluding commuted overtime
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
Specialist qualification as a Nuclear Medicine Physician. Current registration with the Health Professions Council of South Africa as a specialist Nuclear Medicine Physician. Experience Required: **Grade 1:** requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in Nuclear Medicine. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa and MMed qualification as a Nuclear Medicine specialist. The appointment to **Grade 2:** requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Nuclear Medicine. The appointment to **Grade 3:** requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Nuclear Medicine. Knowledge, Skills Training and Competency Required: Sound knowledge and experience in General Nuclear Medicine and PET imaging. Radionuclide therapy experience. Ability to teach and supervise junior staff. MMed qualification and research interest. Management ability. Good communication skills, team work and attention to patient's needs. The candidate must be able to maintain professional and ethical standards related to the nuclear medicine service.
- DUTIES** : Performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient management and clinical assessment. Patient treatment with unsealed sources. Responsible for patient care in the department, nuclear oncology clinic and ward. Liaison with other disciplines, participate and provide expert opinion in multidisciplinary team meetings. Promotion of nuclear medicine applications. Provide nuclear medicine outreach and training to DOH hospitals around the province. Perform after hour care in accordance with the commuted overtime contract. Promote clinical governance including implementation of clinical guidelines, protocols and clinical audits. Participate in Quality Improvement programs of the department. Provide training within the service with evidence of teaching outcomes. Conduct research and research supervision. Assist with protocol updates and implementation, incident management and reporting. Provide after-hours care in accordance with the commuted overtime contract. The successful candidate will be expected to perform duties as needed in any of the Functional Durban Metro Region Nuclear Medicine Departments, as delegated by the Head of Department.
- ENQUIRIES APPLICATIONS** : Dr BP Hadebe Tel No: 031 2401880
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming

current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 29 October 2021
- POST 36/285** : **MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 77/2021 UROLOGY**
- SALARY** : Grade1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 489 665 per annum
All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Urology. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Urology, **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist in Urology after registration with the HPCSA as Medical Specialist in Urology and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist in Urology after registration with the HPCSA as Medical Specialist in Urology and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.
- DUTIES** : Provide specialist care to patients requiring services within your specific domain Provide specialist care in the outpatient clinics and inpatient wards. Provide after-hours coverage in Urology. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District and Regional Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
- ENQUIRIES APPLICATIONS** : Dr C.A Zietsman Tel No: 083 653 0115 / 035 901 7216
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION NOTE : Mr M.P Zungu
 : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, 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. 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). Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failures to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 29 October 2021

POST 36/286 : **MEDICAL OFFICER REF NO: MOPAEDMED/2/2021 (X1 POST)**
 Department: Paediatric Medicine

SALARY : Grade 1: R821 205 per annum, (All Inclusive salary package), excluding commuted overtime
 Grade 2: R938 964 per annum, (All-inclusive salary package), excluding commuted overtime
 Grade 3: R1 089 693 per annum, (All-inclusive salary package), excluding commuted overtime

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
 : MBCHB. Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven 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. Advantage: Experience in Paediatrics will be an advantage. Knowledge Skills Training and Competencies Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES : The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care and the Paediatric subspecialty services. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required.

ENQUIRIES APPLICATIONS : Prof Jeena Tel No: 031 240 2046
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to

the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE

: 29 October 2021

POST 36/287

: **OPERATIONAL MANAGER – PRIMARY HEALTH CARE REF NO: IMBALCHC06/2021 (X1 POST)**

SALARY

: R562 800 – R633 432 per annum. Allowances: 8% rural allowance, 13th cheque, housing allowance and medical aid (employee must meet the prescribed requirements)

CENTRE

: Impilwenhle Clinic

REQUIREMENTS

: Grade 12 (senior certificate). Basic R425 qualification i.e. Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulation. Proof of current registration with SANC (2021 receipt) Current registration with SANC as General Nurse, Midwifery and Primary Health Care Nurse. Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in Primary Health Care as per R212 SANC Regulation. Computer literacy (MS Word, Excel, Powerpoint and Outlook) Attach proof. Certificate of service (Proof of current and previous work experience endorsed and stamped by Human Resources Manager must be attached) plus Persal Service record print out where applicable. Recommendation: Degree/Diploma in Nursing Administration. Valid driver's license CODE 8 / (B). Training Certificate in Nurse Initiated and Management of ART (NIMART), attach proof. Knowledge, Skills and Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES

: Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Facilitate provision of comprehensive package of service at PHC level and implementation of quality improvement programs to comply with NHI. Ensure adequate control of human and material resources including vehicles. Supervise and monitor staff performances according to EPMDS. Evaluate and monitor compliance with clinical protocols, norms and standards. Monitor implementation of performance indicators on a daily, weekly, monthly and quarterly basis, provide

feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Compile and submit reports timeously. Monitor and evaluate the care and management of all patients through clinical audits. Maintain constructive working relationships with all the stakeholders i.e. inter-professional, inter-sectoral and multi-disciplinary team. Work outside normal working hours and weekends according to community needs. Assists in consultation of patients to reduce waiting times. Provide direct and indirect supervision of all staff within the unit and give guidance. Monitor implementation of PHC re-engineering in clinic. Supervise Satellite clinics, Family Health Team, School Health Team and Mobile unit in the absence of Assistant Nursing Manager.

ENQUIRIES : Mrs NM Chonco Tel No: 033 – 398 9100 EXT: 9140
APPLICATIONS : Human Resources Department, Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg, 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.
NOTE : Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability.
CLOSING DATE : 29 October 2021

POST 36/288 : **ASSISTANT MANAGER: NURSING (GENERAL NURSING STREAM)**
MEDICAL REF NO: AMN (GEN NURS STREAM/1/2021)
 Department: Nursing

SALARY : R562 800 per annum, plus 13th cheque, Medical aid – Optional and Housing Allowance - Employee must meet the prescribed requirements.

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Matric (grade 12). R425 Degree/Diploma in General Nursing as a General Nurse and Midwife or equivalent. Proof of current registration with S.A.N.C as a General Nurse and Midwife. At least Eight (8) years post registration professional nurse experience. At least three (3) years of the period above must be appropriate/recognisable experience at management Level. Recommendations: Degree/Diploma in nursing administration/ management. Knowledge, Skills, Training and Competence Required: Leadership, management, planning, organizing and co-ordination skills. Clinical competencies and policy formulation skills. Knowledge of Nursing care delivery approaches. Knowledge of relevant legislative framework governing the public service as well as Nursing Acts and Regulations. Good verbal and written communication skills. Conflict management, Mentorship and Supervisory skills.

DUTIES : Ensure effective management, supervision and utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Ensure smooth running and co-ordinate area services. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Plan and create a clean and safe physical environment and exercise infection prevention and control measures. Provide relevant health information to health care users to assist in achievement of optimal healthcare and rehabilitation of patients. Deal with disciplinary and grievance matters in monitoring of absenteeism. Evaluate and monitor compliance with clinical protocols, norms and standards of the area. Display concern for patients. Advocate treatment including awareness and willingness to respond to patients' needs. Prepare duty rosters, control drugs, liaise with the multidisciplinary team, conduct rounds and prepare handover reports. Participate in EPMDS management. Participate in implementation of National Core Standards. Participate in nursing and clinical audits. Manage complaints and patient safety incidents

ENQUIRIES : Ms NO Mkhize Tel No: 031 2401063
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 29 October 2021
- POST 36/289** : **CLINICAL PROGRAMME COORDINATOR (HIV / AIDS) REF NO: ETH 07/2021 (X1 POST)**
- SALARY** : Grade 1: R444 276 per annum, plus 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional, [Employee must meet prescribed conditions]
- CENTRE** : EThekweni District Office.
- REQUIREMENTS** : Grade 12 (senior certificate) Standard 10 or (Vocational National Certificate). Degree / Diploma in General Nursing & Midwifery. Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Valid Driver's License (code EB). Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached. Computer literacy with a proficiency in MS Office Software applications. Recommendations: Supervision experience in a HAST unit. NIMART Training. Knowledge, Skills, Training and Competence required: Report writing abilities. Financial management skills. Knowledge of District health system. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. Ability to work under pressure and meet tight deadlines. Understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly.
- DUTIES** : Ensure that clinical audits are conducted at a Sub-District level. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Ensure Programme integration into Sukuma Sakhe Objectives. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers; Ensure HAST programmes implementation (ART/ CCMT/ HTS and HIV integration in the district. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies. Participate in the formulation of the District HAST operational and business plans. Monitor resources allocated for ART/CCMT/ HTS. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services. Facilitate and hold district HAST quarterly meetings. Support facility and sub- district HAST meetings. Facilitate and conduct regular meetings with NGOs supporting the programme. Coordinating trainings and updates for NGOs and Health Care Workers. Promote preventive and promotive health services through community structures and organizations. Work in close collaboration with other stakeholders to implement the HAST programme. Ensure implementation and monitoring of integrated TB and HIV information systems in the district. Support implementation of COVID 19 activities.

ENQUIRIES APPLICATIONS : Ms ES Mbambo Deputy Director Clinical & Programmes Tel No: 031 240 5313
: Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54138, Durban, 4000.

CLOSING DATE : 05 November 2021

POST 36/290 : **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) REF NO: ADD/CPC01/2021**

SALARY : R444 276 per annum, Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

CENTRE : Addington Hospital: KwaZulu-Natal

REQUIREMENTS : Senior Certificate/ Matric, Degree/ Diploma in General nursing and Midwifery that allows registration with SANC as a Professional Nurse, Proof of current registration with SANC (2021 receipt), A minimum of seven (07) years appropriate /recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. Proof of previous and current work experience endorsed and stamped by Human Resource Department (Certificate of service). Recommendation: Valid driver's license, Computer literacy (Attached Certificate). Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills .Knowledge of Total Quality Management (TQM). Knowledge of Norms and Standards, Ideal Clinic Realization and Maintenance and other Provincial Quality initiatives (Human Rights, Batho Pele Principles and Patients' Rights.

DUTIES : Facilitate the formation of Quality Assurance committee and ensure function of such therefor. Work as part of a multidisciplinary team to ensure that quality care services are rendered by all Health Care Providers in the Hospital and Clinics. Perform quality improvement audits and surveys monthly and reports to senior management and staff. Monitor and evaluate delivery of quality care at the institution and PHC Clinics. Ensure implementation of Provincial initiatives (Patients' Rights Charter, Batho Pele Programmes etc.) Provide advice in various aspects of quality care at the institution and clinics. Monitor and evaluate compliance to the National and Provincial Quality Programme e.g norms and standards for the HOSPITAL and PHC CLINICS. Conduct ideal Clinic / Hospital assessments, facilitate and co-ordinate compiling off all Quality Improvement Plans and ensure timeous submission. Ensure waiting times and Patient Experience of Care surveys within the institution and satellite clinics are conducted.

ENQUIRIES : C A Carter Tel No: 031 327 2000

APPLICATIONS : All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

FOR ATTENTION : Mrs P Makhoba

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) from any Public Service: Department which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document. All required documents attached need not be certified when applying for post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial

constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.
29 October 2021

CLOSING DATE

POST 36/291

CLINICAL PROGRAMME COORDINATOR (MCWH) REF NO: ETH 08/2021

SALARY

Grade 1: R444 276 per annum. 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional, [Employee must meet prescribed conditions]

CENTRE REQUIREMENTS

EThekweni District Office
Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate). Degree / Diploma in General Nursing & Midwifery. Current registration with SANC as General Nursing. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Valid Driver's License (code EB). Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached. Recommendation: supervisory in experience in Maternal and Child health setting. Computer literacy with a proficiency in MS Office Software applications. Knowledge, Skills, Training and Competence required: Report writing abilities. Basic Financial management skills. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Monitoring and evaluation skills. Ability to make independent decisions. Understanding of the challenges facing the public health sector. Knowledge of District health system. Knowledge of Public Service Legislative prescripts. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Ability to work under pressure and meet tight deadlines.

DUTIES

Ensure implementation of maternal health strategies. Co-ordinate, facilitate and monitor implementation of MCHW programme in line with the District Health Plan. Monitor the implementation of strategies contained in the Health Programme Plan. Ensure implementation of maternal health strategies. Coordinate and facilitate child health services. Provide support and ensure integration of sexual and reproductive health services in the facilities including reviving the Family planning services and dual protection is promoted. Coordinate implementation of EPI Programme and HPV Campaign. Provide support to health facilities to increase access to HAART for Pregnant Women and improving Post Natal Care. Promote appropriate infant and young child feeding practices. Strengthen implementation of PCR, tracking of positive one for ART initiation. Monitor indicators which ensure health practices in the facilities. Plan, organised and conducts community rallies and events that convey health messages and practices which support the health programme strategies.

ENQUIRIES APPLICATIONS

Ms ES Mbambo - Deputy Director Clinical & Programmes Tel No: 031 2405313
Direct your application quoting the relevant reference number to: The Human Resource Manager EtheKweni District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, EtheKweni District Office, Private Bag X 54138, Durban, 4000.

CLOSING DATE

05 November 2021

POST 36/292

OPERATIONAL MANAGER- GENERAL STREAM REF NO: PSH 38/21 (X1 POST)

SALARY

R444 276 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS

Port Shepstone Regional Hospital
Matric/Senior Certificate, Degree / Diploma in General, Psychiatric and Midwifery Nursing. Current registration with South African Nursing Council as a registered, Psychiatric nurse and midwife/Accoucher. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a General Nurse and midwife in a hospital environment. Current SANC Receipt for 2021. Attach proof of working experience endorsed by Human Resource Department/ Employer. N.B: (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience). Knowledge, Skills and Experience: Leadership, management, planning, organizing and co-ordination skills. Knowledge of

		relevant Acts, prescripts, policies and procedures governing health care service delivery. Clinical competencies and policy formulation. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs, clinical guidelines, protocols, policies and procedures. Good communication, interpersonal, negotiation, decision-making, problem-solving, conflict management, counselling, teaching, mentorship and supervisory skills. Basic financial management skills. Knowledge of Code of Conduct, Labour Relations and related policies.
<u>DUTIES</u>	:	Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner. Facilitate and strengthen implementation of health care service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Participate and ensure implementation of Regulated Norms and Standards, National Health Priorities, Ideal hospital and maintenance realization, Batho Pele principles, quality improvement initiatives including national priority program plans. Identify staff training needs, ensure that effective development takes place and monitor performance thereof. Ensure that KZN priority objectives are met and demonstrate effective communication with staff, patients, colleagues and clinicians including report writing and presentation and ensure effective and efficient management and utilization of resources including staff, material, financial, etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Participate in analysis, formulation, implementation and review of hospital and unit standard operating procedures, standards and procedures. Take charge ship of hospital after hours in the absence of senior management. Ensure efficient data flow and information management and maintain client and staff satisfaction through setting and monitoring of service standards. Demonstrate adequate knowledge of Covid- 19 Protocols. Attend meetings held in the institution and outside.
<u>ENQUIRIES</u>	:	Mrs MC Maqutu Tel No: (039) 688 6117
<u>APPLICATIONS</u>	:	should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone 4240.
<u>FOR ATTENTION</u>	:	Mr. ZM Zulu
<u>NOTE</u>	:	Application for employment (Z83). Copy of Identity document, Matric, Nursing qualification. Detailed Curriculum vitae. NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	:	29 October 2021
<u>POST 36/293</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: SAP 12/2021 (X1 POST)</u>
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	St Apollinaris Hospital (Riverside Clinic)
<u>REQUIREMENTS</u>	:	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. Grade1: 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: Valid driver's license and 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 amicable with person of diverse intellectual, cultural, racial or religious differences. Able to planed 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 8339001/8083
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.
- FOR ATTENTION** : Human Resources Section
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). Certificate of service endorsed by Human Resources. 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 and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of 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** : 05 November 2021
- POST 36/294** : **PROFESSIONAL NURSE SPEC (ADVANCED MIDWIFE) REF NO: GAM CHC 14/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefit(s): 13th Cheque, Medical Aid (Optional), GEHS (employee must meet prescribed requirements), 12% rural allowance
- CENTRE** : Gamalakhe CHC- Ntabeni Clinic (X1 Post)
- REQUIREMENTS** : Senior Certificate / Matric, Degree/ Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC (Advanced Midwifery). Proof of current registration with SANC (2021 receipt). Proof of previous and current work experience endorsed and stamped by Human Resource must be attached with complete dates, months and year. Experience: **Grade 1:** A minimum of 04 years appropriate/ recognizable

<u>DUTIES</u>	:	<p>nursing experience after registration as Professional Nurse with SANC in General Nursing with post basic in Advanced Midwifery. Grade 2: A minimum of 14 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC of which 10 years of the period referred to above must be experience after obtaining the 1 year post basic qualification in the relevant specialty. Skills: Knowledge of SANC Rules and Regulations. Knowledge of Legislative Framework and Departmental prescripts. Good interpersonal skills. Communication and decision making skills. Team building and Supervisory. Knowledge of COVID19 protocols.</p> <p>Provision of optimal holistic specialized nursing care self-standards within professional framework. Assist in planning, organizing and monitoring of objectives of specialized unit within the facility. Manage all resources within the facility, effectively and efficiently to ensure optimum service delivery. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern to patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs and expectations (Batho-Pele). Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Participate in teaching of staff and mothers/relatives and mentorship of junior staff and trainees. Implement plan of action in Emergency situations according to protocols and guidelines. Ensure that MNCWH and MBFHI programs are properly implemented. Conduct audits and implement quality improvement plans. Promote and ensure good work ethics within the facility.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. N.O Ndwendwe Tel No: 039-318 1113
<u>CLOSING DATE</u>	:	All applications should be forwarded to: The HR Manager, Gamalakhe Community Health Centre, Private Bag X 709, Gamalakhe, 4249 29 October 2021
<u>POST 36/295</u>	:	<u>CLINICAL NURSE PRACTITIONER (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13th Cheque plus 12 % rural allowance, Housing allowance (employee must meet prescribed requirements and Medical Aid (Optional)
<u>CENTRE</u>	:	Gamalakhe CHC: GAM CHC 15/2021 - Ludimala Clinic GAM CHC 16/2021 - Margate Clinic GAM CHC 17/2021 – Port Edward Clinic
<u>REQUIREMENTS</u>	:	STD 10 Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current registration with SANC 2021 as General Nurse and Primary Health Care Nurse. Proof of previous and current experience endorsed and stamped by Human Resource Office. Experience: Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Grade 2: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Proof of previous and current experience endorsed and stamped by HR. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and Counselling. Financial and budgetary knowledge. Good driving skills. Time management. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.
<u>DUTIES</u>	:	Provide quality comprehensive community health care by promoting preventative, Curative and rehabilitative services. 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. Conduct outreach services with the aim of improving health outcomes. Motivate staff regarding

development in order to increase level of expertise in assisting clients and families to develop a sense of self care. Formulate strategies of retaining client and bringing them back to care. Demonstrate effective communication with clients, supervisors and other stakeholders. Ensure proper utilization and management of all resources. Demonstrate understanding in managing of facility planned projects. Ensure Integration of health services. Implement health programmes within the PHC package in accordance with set standards. Monitor performance and health outcomes against the set targets. Strengthen and ensure implementation of IDEAL clinic strategies. Encourage research by assisting in departmental projects and always ensuring the community needs, are taken into account. Assist the Operational Manager with overall management and necessary support for effective functioning in the facility. Participate in clinical records audits. Advocate for Nursing Ethics and Professionalism.

- ENQUIRIES** : Mrs. N.O Ndwendwe Tel No: 039-318 1113
- APPLICATIONS** : All applications should be forwarded to: The HR Manager, Gamalakhe Community Health Centre, Private Bag X 709, Gamalakhe, 4249
- CLOSING DATE** : 29 October 2021
- POST 36/296** : **PROFESSIONAL NURSE - SPECIALTY (MATERNITY) REF NO: EGUM 15/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE** : E G & Usher Memorial Hospital
- REQUIREMENTS** : Grade 12 Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Certificate of Registration. Proof of current registration with South African Nursing Council as a General Nurse, and Advanced Midwife (SANC Receipt for 2021). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing with Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. **Grade 2:** A Minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse in General Nursing of which at least (10) years of the period must be appropriate / recognized experience in the specific speciality after obtaining one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as , Nursing Act, Health Act, Occupational Health and Safety Act. Patient's Rights Charter, Batho-Pele Principles. Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communications skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team.
- DUTIES** : Provision of optimal, holistic specialized nursing care in Maternity with set standards and within a professional/legal framework. Implement standards, practices, criteria and indicators for improving quality nursing care. 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. Utilize human, material and physical resources efficiently and effectively. Implement National Core Standards guidelines and standard operational plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents. e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring

	:	that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems.
<u>ENQUIRIES</u>	:	Mr. MJ Mbali Tel No: 039 - 797 8100
<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (New Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Due to the National Level 1 Lockdown implementation, applicants are still required to submit their applications copies of highest educational qualifications, Identity document, Driver's License (where applicable) and any other relevant qualifications without being certified. In addition, all shortlisted applicants will be requested to bring originals. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2021.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for this post.
<u>CLOSING DATE</u>	:	29 October 2021 @ 16H00 afternoon
<u>POST 36/297</u>	:	<u>DISTRICT ADHERENCE FACILITATOR (HAST) REF NO: ILE 01/2021 (X1 POST)</u> (Six Months Contract) Component: ILembe Health District Office
<u>SALARY</u>	:	R376 596 per annum, plus 37%
<u>CENTRE</u>	:	ILembe Health District Office
<u>REQUIREMENTS</u>	:	A Diploma in Nursing and Midwifery or Bachelor's degree in Social Sciences; with current proof of registration with the professional body. Valid Driver's license, Computer literacy (MS Office programmes). At least five – seven years' experience in public health, and social services or community advocacy. Recommendation: Public health sector experience in adherence to care and treatment and disclosure policies would be an advantage. Competencies and skills. Coordination and Facilitation skills for coaching, training and development. Strong written and verbal communication skills; Ability to design and implement client centered interventions/services, Ability to maintain a higher level /Professional confidentiality. Strong record-keeping, analytical and report writing skills. Knowledge of HIV Testing Services and Patient Literacy guidelines. Knowledge of community structures and local government structures. Sound knowledge of psycho-social support (on treatment) concepts. Sound knowledge of Monitoring and evaluation concepts.
<u>DUTIES</u>	:	Act as the clients' advocate, explains the available options to the clients, keeps records of the services offered and work closely with the District HAST Coordinator. They shall be responsible to coordinate community mobilization

for linkage and retention in care activities. Champion eLABS and Results for Action where applicable as well as viral load management in general. Be responsible for the supervision of all OTLs and other adherence cadres that are already operating whether from department or from social development partners and other stakeholders. Promote the delivery of services offered to different groups with the aim to enhance quality, efficiency and client satisfaction. The goal is to place the recipient of care at the center of service delivery while maximizing health system efficiency. Coordinate and manage the communication of end user/customer deliveries, including scheduling, transportation, delivery equipment and labour. Ensure that the facility develop a system for tracking and tracing clients who do not attend their club meetings and follows up within seven - fourteen days to determine whether they have collected their medication. Ensure that the service needs of clients are met and linking them to the appropriate resources and providers. Develop a stakeholder directory of adherence care and support service agencies and providers for referral processes, Ensure that health talks and health education in the facility's waiting room, informing patients of available options for Differentiated Care are conducted. Ensure that the club schedule is made available to the facility, and that club venues and dates are shared with decanting Clinicians for cohorting purposes. Ensure continuous utilization of adherence plan for the individuals and support groups. Ensure that monthly schedule of health talks/adherence classes for the facilities, club meetings, in line with the AGL SOPs is developed. Evaluate the quality of all adherence, care and support services and identifying areas that need improvements. Compile report to inform the coverage and uptake of patients (HIV, TB and NCDs) decanted to Facility Pick up Points (Fac PuPs), Adherence Clubs and External Pick up Points (Ext PuPs).

**ENQUIRIES
APPLICATIONS**

: Mr V Bhengu HAST Clinical Programme Coordinator Tel No: 032 – 437 3500
 : All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.

NOTE

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and copies of highest educational qualification/s of required educational qualifications set out in the advertisement plus I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DARN 02/2020.NB: The abovementioned documents need not be certified when applying for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview. 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. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) 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

: 29 October 2021

POST 36/298

ASSISTANT DIRECTOR: FINANCE REF NO: NKAH 07/2021

SALARY

: R376 596 - R443 601 per annum

CENTRE

: Nkandla Hospital (finance)

REQUIREMENTS

: Senior certificate (Grade 12), Degree / National Diploma in Financial Management/ Accounting/ Business Management, Five (5) years' experience in Finance of which 3 years must be appropriate experience at a supervisory level, Proof of previous and current experience endorsed and stamped by Human Resource Department(certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisor in an official letterhead of the employer when they apply. Knowledge, skills and competencies, Ability to handle sensitive financial information in strictest confidence. Strong leadership, knowledge in budgeting, financial planning and analysis, Knowledge of public Finance Management Act and Treasury Regulation, Financial management skills, decision making skills, Problem solving skills, communication skills, Human resource management skills, Knowledge of Basic Accounting System (BAS), Computer literacy

DUTIES

: Manage day-to-day financial control of services within the budget and formulate strategic short term and long term fiscal plan, Monitor and interpret cash flow, predict future trends and advise accordingly, Conduct reviews and evaluations for cost reduction opportunities and develop financial management mechanisms that minimize financial risks, Manage overall supply chain operations including the purchasing and inventory of all material, Compile and present regular reports to the Hospital Chief Executive Officer on expenditure, financial projections and any variations from the budget and prepare detailed budget report for the approval by C.F.O ,Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff, Ensure the implementation of the total quality management framework and compliance to national core standards, Ensure clearance of suspense account, proper debt management and effective functioning of relevant committees, Responsible for recruitment, selection and placement of personnel in finance/SCM section, Assess staff performance in terms of the departmental performance management system, Ensure compliance with Public Finance Management Act, Treasury Regulations, Public Service act and regulation and ensure adequate policies, system and procedures are in place to enable prudent management of financial resources mobilization, Ensure disclosure of interest/ conflict of interest at appropriate structure, timeously, Develop, implement and monitor measures designated to optimize the collection of revenue, Ensure revenue reconciliation statements are reported monthly, Advocating the use of follow up procedures for recovering outstanding fees before accounts is considered for write-off.

ENQUIRIES

: Ms. N Cele Tel No: 035 833 5001 ext.: 5001

APPLICATIONS

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

FOR ATTENTION

: Human Resource Manager

NOTE

: An application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants must submit copies of Identity document; highest educational qualifications, certificate of service, professional registration certificates and a proof of current registration must be submitted together with your Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, Please note that failure to comply with the above instructions will disqualify the applicant. Please note that selected candidates will be subjected to pre-employment screening and verification process including a CICP (Companies Intellectual Property Commission) screening. Due to the large number of applications anticipated, receipts of applications will now be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is applicant's responsibility to have a foreign qualification which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the

Department). Please note that due to financial constraints, there will be no payment of S&T claims. NB: Preference will be given to African Male and people with disabilities.

- CLOSING DATE** : 29 October 2021
- POST 36/299** : **PROFESSIONAL NURSE GENERAL STREAM WITH MIDWIFERY GRADE 1, 2 & 3 REF NO: EGUM 16/2021 (X1 POST)**
- SALARY** : Grade 1: R256 905 – R 297 825 per annum
Grade 2: R315 963 – R362 865 per annum
Grade 3: R383 226 – R485 475 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : E G & Usher Memorial Hospital
Senior/Matric certificate. Diploma/Degree in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration with SANC as a General Nurse and Midwifery. Current South African Nursing Council receipt (2021). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1:** No experience required. **Grade 2:** A minimum of ten (10) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 3:** A minimum of twenty (20) years appropriate/recognizable experience in Nursing after registration as professional Nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures. Basic knowledge of Public Service regulations. Disciplinary code, Human Resource policies, Hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building, cross awareness and problem solving skills.
- DUTIES** : To provide Nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs patients and safe and therapeutic environment. Implement infection control standards and practices to improve quality of nursing care. To ensure proper implementation of National Core Standards, Quality and Clinical Audits. Maintain a constructive working relationship with Nursing and other Stakeholders. To implement policies, guidelines and nursing care standards. To improve the knowledge of staff and patients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports and interventions, keeping a good valid record on all clients interventions. Ensuring proper utilization of Human, Material and Financial resources and keep accurate records. Initiation, Monitoring and Management of ART patients including pediatrics.
- ENQUIRIES APPLICATIONS** : Mr. MJ Mbali Tel No: 039 - 797 8100
Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).
- FOR ATTENTION NOTE** : Human Resource Department
The following documents must be submitted: Application for Employment Form (New Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Due to the National Level 1 Lockdown implementation, applicants are still required to submit their applications copies of highest educational qualifications, Identity document, Drivers License (where applicable) and any other relevant qualifications without being certified. In addition, all shortlisted applicants will be requested to bring originals. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017. NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of

previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for this post.

CLOSING DATE : 29 October 2021 @ 16H00 afternoon

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Direct or hand deliver applications to the addresses as indicated below: - For Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200

FOR ATTENTION : Ms PN Mkhize

CLOSING DATE : 29 October 2021

NOTE : Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied for and the centre on new Z83 form obtainable from any Public Service Department and should be accompanied by a comprehensive CV, ID, qualifications and a valid driver's license required by the post advertised. Required documents need not to 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. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. The employment is subject to signing of the employment contract and annual performance agreement. The successful candidates will be required to undergo security clearance, competency based assessment, technical assessment, SMS Pre-entry certificate (Nyukela) is a prerequisite for all SMS posts and to disclose financial interests in accordance with relevant prescripts. Prospective applicants to please note that prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. Due to ongoing spread of COVID 19 infections, where possible, interviews and technical exercise will be conducted virtually. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

MANAGEMENT ECHELON

POST 36/300 : **CHIEF FINANCIAL OFFICER REF NO: DSD01/03/2021HO**

SALARY : R1 251 183 per annum Level 14, (all-inclusive remuneration package)

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : Qualifications: Bachelor's Degree in Accounting/ Financial Management (NQF Level 7); A minimum of 5 years' experience at a senior management in the financial management environment; A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Labour Relations Act, Employee Performance Management and Development System, Supply Chain Management Practices and Procedures, Construction Industry Development Board; Broad Based Black Economic Empowerment Act; Instruction Notes; Preferential Procurement Policy Framework Act;

Government Immovable Asset Management Act(GIAMA). Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

DUTIES : Ensure management of financial accounting; Ensure provisioning of management accounting services; Manage the provisioning of financial reporting and internal control services; Ensure the provision of supply chain management services; Ensure the provision of infrastructure management; Ensure the development and implementation of policies; Provide leadership and strategic direction to the Chief Directorate and inputs to the Department; Manage resources of the Chief Directorate.

ENQUIRIES : Mrs NI Vilakazi Tel No: 033 264 5402

POST 36/301 : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DSD02/03/2021HO**

SALARY : R 1 057 326 per annum (Level 13), (all-inclusive remuneration package)

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : Qualifications: Bachelor's Degree in Accounting/ Financial Management (NQF Level 7); A minimum of 5 years' experience at a middle/ senior management in the financial management environment; A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Knowledge of BAS; Employee Performance Management and Development System, National Treasury Instruction Notes; Provincial Treasury Practice Notes; Service Delivery Frameworks. Skills/Core Competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

DUTIES : Manage the provision of financial planning services; Manage the provision of financial monitoring and reporting services; Manage the provision of revenue management; Manage the development and implementation of policies; Provide leadership and strategic direction and inputs to the Department; Manage the resources of the directorate.

ENQUIRIES : Mrs NI Vilakazi Tel No: 033 264 5402

**PROVINCIAL ADMINISTRATION: LIMPOPO
PROVINCIAL TREASURY**

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.



- APPLICATIONS** : All Applications should be submitted to: Director: Human Resource Management, Private Bag X 9486, Polokwane, 0700 OR Hand delivered to: Ismini Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700.
- CLOSING DATE** : 05 November 2021 @ 16H00
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za / www.labour.gov.za. Applications can be emailed to dedicated email addresses as per individual post. The new Z83 form must be completed in full, must submit copies of qualifications, identity document, 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. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach copies of certificates of evaluation by the SAQA. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates for Senior Management Services (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. All shortlisted candidates for Senior Management Services (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. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the pre-entry certificate is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all short-listed candidates will be required to have completed the certificate and submit such on the date of the interview. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day

of the interview for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. NB: Those who previously applied for posts indicated as “re-advertisement” must submit a new applications if they are still interested in those posts. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. 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. The contents of this Circular will also be posted on the following websites www.limtreasury.gov.za / www.limpopo.gov.za / and www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 36/302</u>	:	<u>DEPUTY DIRECTOR-GENERAL: SHARED INTERNAL AUDIT SERVICES</u> <u>REF NO: LPT/459</u> Branch Shared Internal Audit Services
<u>SALARY</u>	:	R1 521 591 per annum (Level 15), (All-inclusive package which can be structured according to the individual’s needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA. Qualification in Commerce with Accounting / Auditing / Internal Auditing or related field will be an added advantage. 8 - 10 years of experience at a senior managerial level. Active Registration as a member of the Institute of Internal Auditors (IIA) as a Certified Internal Auditor and / or South African Institute of Chartered Accountants (SAICA) as a Chartered Accountant. Additional certification in specialist auditing fields such as CISA and or CFE will be an added advantage. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Knowledge And Skills: Excellent computer system skills in all Microsoft Office Programs and audit software. Excellent analytical, investigative and problem solving skills to perform various types of audits. Knowledge of Generally Recognized Accounting Practice and International Financial Reporting Standards. Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely and implement a combined assurance improvement programme. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Good understanding and interpretation of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant legislation, regulations, policies, guidelines and procedures in the Public Sector.
<u>DUTIES</u>	:	Manage the development of mechanisms to ensure all Internal Audit Assignments of Limpopo Shared Internal Audit Service are conducted in terms of prescribed norms and standards and all the Institute of Internal Audit’s International Standards for the Professional Practice of Internal Auditing (IPPF). Oversee Risk-Based Auditing, Performance Auditing, Specialized Support Services and consulting services within all Provincial Departments. Direct the development and implementation of an Annual and Three-Year Strategic rolling internal audit, support and consulting plan for each provincial department in compliance with Legislation. Provide leadership in the provision of risk-based auditing on all matters relating to Institutional Governance, Risk

Management, Internal Control, performance auditing, specialized support and consulting services for all provincial departments in accordance with the approval Internal Audit Charter and Internal Audit Plans. Collaborate, persuade, build and maintain strategic alliance and relationships with Audit Clients and Stakeholders of all provincial departments. Provide strategic capability and leadership by developing and maintaining the strategic and operational plans, policies, procedures and norms and standards for the Limpopo Provincial SIAS function. Provide leadership in the provision of specialized ICT audit services to all provincial departments. Ensure the provision of quality assurance and technical support services. Develop and maintain a Quality Assurance and Improvement Programme (QAIP) for both internal and external assessments which is to be implemented. Review the effectiveness of the Quality Improvement Programme / Plans. Report annually to Head of Department of Provincial Treasury and the Central audit Committee on the effectiveness of the QAIP. Develop mechanisms to ensure that an External Quality Assessment is conducted at least once every five years in terms of legislation and IIA Standards. Manage and provide oversight on Municipal Readiness for Internal Quality Assessment Review (QAR) for selected municipalities. Ensure effective human resources and financial management administrative processes. Ensure that the LSIAS complies with relevant legislation, policies, procedures and regulations. Ensure timely and accurate financial reporting to the Head of Department. Manage and oversee budget and expenditure control within the Limpopo SIAS. Manages and oversee facilities management within Limpopo SIAS. Support to the HOD and MEC. The interpretation and implementation of the Departmental Strategy. Achieving the strategic objectives of the Branch Managing a group of functions. Tracking progress of the Branch and reporting appropriately. Oversight of Branch Programmes. Stakeholder relationship management (internal & external) Strategic framework / M & E.

- ENQUIRIES** : Ms Conny Kgadima Tel No: 015 298 7000
All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000
- APPLICATIONS** : may be submitted electronically via email to LPT459@treasury.limpopo.gov.za
- POST 36/303** : **CHIEF DIRECTOR: BUDGET & PUBLIC FINANCE MANAGEMENT REF NO: LPT/238**
Branch: Sustainable Resource Management
- SALARY** : R1 251 183 per annum (Level 14), (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Head Office - Polokwane
An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Financial Management / Accounting / Economics or related field will be an added advantage. 5 years' of experience at a senior managerial level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Knowledge and Skills: Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.
- DUTIES** : Oversee Provincial Strategic Budget Planning Process. Provide advice, guidance and training on the budget process, budget reforms and oversee development of Medium Term Expenditure Budget guidelines and ensure the implementation in the Province. Determine an overall financial envelope for the Medium Term Expenditure Framework. Ensure alignment of budget allocation to provincial strategic frameworks, departmental strategic plans and annual

performance plans. Drive the Medium Term Expenditure Framework and the Annual Budget Processes. Introduce measures to close gaps between macro-economic variables and policy priorities, budget trends, spending trends, strategies, development plans and service delivery indicators. Review consolidate budget adjustment book and finalize before printing. Provide advice and guidance to provincial departments and public entities on budget compilation process. Provide technical assistance to client departments in formulating budget proposals. Oversee the development and consolidate a credible main MTEF and adjustment budget for the Province. Review and assess budget proposal (data base and Estimates of Provincial Revenue and Expenditure) for accuracy, compliance and provide advice to departments. Develop and roll out budget systems to enhance budget process. Prepare the Provincial Medium Term Budget Policy Statement. Compile budget format in line with National Treasury guidelines. Prepare and publish annually the Provincial Medium Term Budget Policy Statement, Estimates on Provincial Expenditure and Revenue, Overview of Estimates on Provincial Expenditure and Revenue. Provincial Adjustment Estimates, Supporting gazettes to Estimates on Provincial Expenditure and Revenue, Chair the Provincial Budget and Revenue Forum. Support and prepare reports to the Executive Council Budget Committee and Executive Council. Oversee the management of Provincial Expenditure Management Services. Oversee development of Provincial Expenditure policies and procedures in consultation with stakeholders. Issue provincial instruction notes and guidelines and oversee the implementation by departments and public entities. Develop and maintain effective and efficient controls and systems on provincial expenditure management. Monitor implementation of provincial strategic and annual performance plans linked to budget expenditure trends. Ensure accurate reporting on financial information within the provincial departments as required by the Division of Revenue Act. Monitor and assess that all expenditure is in line with Provincial budget allocations and priorities. Monitor and review report on expenditure trends. Monitor implementation of the public finance in line with approved cash flow projections. Oversee the implementation of provincial budgets as approved annually and recommend measures for corrections where unauthorized expenditure might incurred. Ensure improved expenditure management practices, promote and implement budget reforms. Oversee implementation of the Provincial Personnel Management Framework. Analyse, review and report on expenditure trends relating to compensation of employees. Report findings to stakeholders. Monitor Provincial analysis in terms of expenditure, revenue and conditional grants. Evaluate business plan of all conditional grants for compliance with the framework. Analysis of provincial strategic plans and annual performance plans linked to budget allocations and the priorities of government. Provide input into departmental processes to select and define performance indicators. Manage the annual reports analysis utilize information into the medium term budget policy statement. Monitoring, evaluate and reporting on economy, efficiency, effectiveness and equity in the use of resources to deliver services. Interpretation and implementation of Branch strategy. Develop Policies, design planning frameworks and guidelines to operationalize strategy. Manage functions of Directors and Component ensure resources are available, financial management etc. Performance / Standards / Policies / M&E.

- ENQUIRIES** : Ms Conny Kgadima Tel No: 015 298 7000
All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000
- APPLICATIONS** : may be submitted electronically via email to LPT238@treasury.limpopo.gov.za
- POST 36/304** : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT INFORMATION SYSTEMS**
REF NO: LPT/439
Branch Financial Governance
(Re-Advertisement)
- SALARY** : R1 251 183 per annum (Level 14), (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE** : Head Office - Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Information Technology or related field will be an added advantage. 5 years' of experience at a senior managerial level. Valid vehicle

(Code EB) driver's license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Knowledge and Skills: Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts.

DUTIES

: Ensure continuous Business process improvement in the Financial Management Environment. Conducting ongoing assessments of the effectiveness of current financial systems and determining the gaps between current performance of these systems and Provincial / Legislative requirements and align these accordingly. Provide advice on the strategic priorities required and successfully support the direction of new Financial Information Systems. Develop a policy and procedure framework in support of the approved Financial Systems Strategy. Develop strategically aligned, annual operational plan and budget. Conduct business process reengineering to identify areas for improvement. Research and implement specific solutions to realize efficiencies. Translate the business requirements into systems / software specifications. Ensure implementation of Financial Systems in Provincial Departments. Ensure the proper allocation of financial and other resources to financial information systems activities, projects and priorities within the cost constraints. Ensure the effective planning and implementation of financial information systems activities and projects. Build collaborate teamwork which comprises of internal resources, various departments and service providers to ensure a high standards of performance. Ensure User Support and data management. Manage the financial information systems resources so as to effectively process applications, store and provide accurate, reliable information and to avoid system failure. Ensure effective maintenance, support and security of the ICT systems as a whole. Define levels of service to users in a documented SLA (information requirements, application uptime and response time). Ensure effective user support service by determining: support availability, type of support required, minimum level of performance, escalation process and turnaround time. Assess security risks and deploy effective security measures. Oversee and implement practices to control access to information. Oversee and implement practices to control access to information. Assess both short term and long term storage and network requirements and plans accordingly. Provides for the best possible response time and system availability during key hours of business. Ensure that data backup and system disaster recovery processes are established and fully functional and all times. Provide cross- organizational support. Provide support to the HOD and DDG on various financial information systems strategic matters. Attend and actively contributes to Executive Management Meetings. Ensure the provision of Management Information and Business intelligence. Determine the current data and information needs of management, operations and regulatory reporting requirements. Analyze the systems data environment to determine the structure for data extraction. Prepare and manage the data extraction tools. Ensure the production and timely distribution of various required business information analysis and reports. Interpret and implement Branch strategy. Develop Policies, design planning frameworks and guidelines to operationalize strategy. Manage functions of Directors and Component (ensure resources are available, financial management etc. Performance / Standards / Policies / M&E.

ENQUIRIES

: Ms Conny Kgadima Tel No: 015 298 7000
All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000

APPLICATIONS

: may be submitted electronically via email to LPT439@treasury.limpopo.gov.za

<u>POST 36/305</u>	:	<u>DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: LPT/381</u> Branch Financial Governance (Re-advertisement)
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Commerce / Auditing / Internal Audit / Risk Management or related field will be an added advantage. 5 years of experience at middle/senior managerial level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Knowledge and Skills: Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act and its Regulations and other relevant public sector Human Resource policies and prescripts.
<u>DUTIES</u>	:	Ensure the development and implementation of provincial risk management frameworks, guidelines and procedures. Regular review of provincial risk management frameworks. Development and communication of risk management guidelines and procedures. Ongoing research with regards to risk management best practices. Ensure standardization in the implementation of risk management processes across votes and public entities. Monitor the implementation of enterprise risk management within votes and public entities. Develop risk management maturity assessment tools. Site visits to allow engagement with votes and public entities. Attend risk management committees of votes and public entities. Coordinate Provincial Risk Management Forum. Assist with risk management capacity building within votes and public entities. Ongoing skills assessments as it relates to risk management capacity within votes and public entities. Recommend and coordinate risk management training to address skills gaps. Recommend appointments to boost risk management capacity where gaps exist. Establish and enhance of effective functioning of risk management governance structures within votes and public entities e.g. Risk Management Committees. Ensure ongoing training for the risk management committees. Develop and monitor the Provincial risk profile. Consult with various stakeholders such as (Provincial EXCO, National Treasury, boards of public entities, audit committees and external stakeholders affected by the operations of the Provincial government e.g. Limpopo Business Communities, various sectors driving the economy of the Province. Facilitate risk identification processes and risk evaluation within the Province. Facilitate identification of risk treatment options and mitigation strategies. Monitor and report to the various provincial cluster committees including EXCO and the Premier. Enforce compliance with regulations as it relates to risk management. Engage Accounting Officers to improve buy in. Ensure ongoing consultations to enhance relationships in order to improve compliance. Issue recommendations to address identified Gaps. Escalate non-compliance to relevant structures. Issue non-compliance letters. Manage risk projects. Ensure the achievement of operational targets. Manage others and projects to ensure that all contribute towards achievement of department goals. Develop Guidelines / Practices / Frameworks / Ensure continuous monitoring & evaluation of the risk profiles.
<u>ENQUIRIES</u>	:	Ms Conny Kgadima Tel No: 015 298 7000 All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000
<u>APPLICATIONS</u>	:	may be submitted electronically via email to LPT381@treasury.limpopo.gov.za

<u>POST 36/306</u>	:	<u>DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: LPT/411</u> Chief Directorate Financial Governance
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Financial Accounting / Financial Management or related field will be an added advantage. 5 years of experience at middle/senior managerial level. CA (SA) will be an added advantage. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Knowledge and Skills: Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA), Public Service Act and Regulations and other relevant government Human Resource policies and prescripts. Good working knowledge of all relevant accounting standards, such as the National Treasury Modified Cash Standards (MCS). Standards of Generally Recognized Accounting Practice (GRAP) and International Financial Reporting Standards (IFRS)
<u>DUTIES</u>	:	Monitoring and implementing relevant accounting standards in Departments and Public Entities. Roll out the implementation of approved accounting standards such as GRAP and Modified Cash Standards. Keep abreast of developments in the accounting field and advise departments and public entities accordingly on applicable reporting frameworks. Manage workshops and training on accounting frameworks, standards, guidelines and transversal accounting policies through forums. Quality assure the various departments and public entities monthly, quarterly, interim and annual financial statements. Develop a support plan for the Departments and Public entities on the preparation and compilation of quarterly and Annual Financial Statement. Provide feedback on quality assessment reviews conducted to departments and public entities and monitor implementation of recommendations. Ensure timely submission of accurate annual financial statements for departments and public entities to the Auditor General for audit purposes. Provide assistance and guidance to departments and public entities on year end matters. Train departments and public entities on financial statements templates and preparation guides. Provide departments and public entities with Provincial guidelines and procedures on accounting matters. Determine monthly and annual financial reporting deadlines and advise stakeholders accordingly. Participate in the Accounting Standards Board, Public Sector Accounting Forum on new / update accounting reforms. Assess Auditor General Audit reports, management letters and departments and entities audit implementation plans to identify material misstatement and to develop support strategies to prevent recurrence. Review Interim, Annual Financial statements for departments and public entities. Monitor and assist departments' clearance of suspense accounts and exceptions monthly. Develop and monitor implementation of strategies to ensure monthly suspense and exception account clearance. Manage the component. Ensure timely tabling of annual reports in the Provincial Legislature. Submit audited annual reports for departments and public entities to National Treasury. Perform strategic and operational planning. Manage stake holder relationship. Oversee administrative support functions. Prepare consolidated financial statements for the departments and Public entities and submit to the Auditor General for Audit. Review annual financial statements excel template in line with tabled annual reports. Submit audited consolidated annual financial statements to Legislature. Manage bank and investments accounts for traditional Councils

and the trust accounts. Oversee the Bank and investments accounts for Traditional Councils and the Trust accounts. Payout monies due to Traditional Councils. Reconcile interest payable to Traditional Councils and dormant accounts. Conduct monthly meetings with CoGHSTA on management of the traditional councils' bank accounts. Prepare monthly and annual Financial Statements for Traditional Council and Trust accounts and submit to Auditor General for Audit. Liaise with financial institutions at which Traditional Council funds have been invested. Manage financial reporting projects. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of department goals. Develop Guidelines / Practices / Frameworks / Ensure continuous monitoring & evaluation of the reporting frameworks and standards.

- ENQUIRIES** : Ms Conny Kgadima Tel No: 015 298 7000
All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000
- APPLICATIONS** : may be submitted electronically via email to LPT411@treasury.limpopo.gov.za
- POST 36/307** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LPT/190**
Chief Directorate Financial Management
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE** : Head Office - Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Financial Management / Accounting / Supply Chain Management / Business Management or related field will be an added advantage. 5 years of experience at middle/senior managerial level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Knowledge and Skills: Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills audit. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act and Regulations and other relevant government Human Resource Management and Development policies and prescripts. Good working knowledge of all public sector supply chain management prescripts, including the Preferential Procurement Policy Framework Act (PPPFA) and related regulations and instruction notes.
- DUTIES** : Manage Demand and Acquisition Services for the department. Manage Demand analysis processes in the department. Manage strategic sourcing. Manage Supplier Database. Render contract management services. Support the various departmental Bid Specification, Evaluation and Adjudication Committees. Provide advice and guidance with regard to demand management by developing and implementing procurement plan. Assist and provide advise with the drafting of specifications and interact with business units requiring specific goods and services. Facilitate the calculation of various items economic order quantities and identify lead times. Ensure the implementation of all procurement processes and procedures. Manage the relationship between the department and its different categories of service providers. Manage tender procurement processes in accordance with the PPPFA, related regulations and instruction notes and generally recognized financial practices to ensure the achievement of strategic objectives. Manage and assist in the compilation of bid documents. Plan, co-ordinate and ensure proper management of the department's government owned vehicles subsidized vehicles, motor financial scheme and related services. Coordinate proper acquisition and disposal of motor transport. Manage and monitor vehicle operations and customer services. Manage technical services. Manage vehicle inspections and audit services. Manage Logistics Services. Manage Inventory. Manage the process of Requisitions. Manage the issuing of Purchase Orders.

Manage Stores & Warehouse. Manage the Stock-taking processes. Manage Asset Management Services. Manage the safe guarding of assets. Manage the maintenance of assets register. Manage the asset disposal process. Manage the asset verification process. Prepare and compile the relevant financial management information (SCM, Transport, Assets, Inventory, etc) for inclusion in the various financial statements. Manage SCM, Transport, Assets, Inventory Projects. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of department goals. Develop Guidelines / Practices / Frameworks / Ensure continuous monitoring & evaluation of the SCM, Transport, Asset and Inventory frameworks and standards.

- ENQUIRIES** : Ms Conny Kgadima Tel No: 015 298 7000
All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000
- APPLICATIONS** : may be submitted electronically via email to LPT190@treasury.limpopo.gov.za
- POST 36/308** : **DIRECTOR: RISK BASED AND FRAUD AUDIT CLUSTER B REF NO: LPT/518**
Branch Shared Internal Audit Services
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE** : Head Office - Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA. Qualification in Internal Auditing / Auditing / Accounting / Finance or related field will be an added advantage. CISA / CFE qualification, CIA will be an added advantage. 5 years of experience at middle/senior managerial level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Knowledge and Skills: Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge on Public Finance Management Act, Public Service Act, Public Service Regulations, International Internal Audit Standards, Treasury Regulations, and other relevant government Human Resource policies and prescripts. Working knowledge of Teammate and Audit Command Language (ACL) software.
- DUTIES** : Develop the annual and three-year strategic rolling plans for risk based and specialized audits. Project manage the implementation of the risk based and specialized audits. Coordinate and manage the adequate provisioning to financial and human resources to implement the audit plan. Coordinate and collaborate with other directorates within the shared internal audit services branch, client departments, and other stakeholders in the Province to ensure that adequate consideration has been given to ensure completeness of the audit universe, to identify key sources of information, provide insight and advisory and eliminate duplications. Report regularly on progress of annual plan and operational plan implementation to all relevant stakeholders including oversight committees. Implement the Quality Assurance Improvement Plan (QAIP). Manage Project. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of department goals. Develop Guidelines / Practices / Frameworks/ Ensure continuous monitoring & evaluation of the internal audit projects, frameworks and standards.
- ENQUIRIES** : Ms Conny Kgadima Tel No: 015 298 7000
All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000
- APPLICATIONS** : may be submitted electronically via email to LPT518@treasury.limpopo.gov.za

OTHER POSTS

- POST 36/309** : **ADMINISTRATION SUPPORT (MEC) REF NO: LPT/3**
Component: MEC's Office
- SALARY** : R733 257 per annum (Level 11), (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Head Office – Polokwane
An undergraduate qualification (NQF level 6) as recognized by SAQA. 3 years' relevant experience at Junior Management level. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Knowledge and Skills: Presentation Skills. Computer Literacy (MS Office Package).
- DUTIES** : Manage 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 executive council support service to the Member of the Executive Council (MEC) and supervise employee. Provide operational leadership for administrative support services in the office of the Executive Authority. Plan, coordinate, organize and facilitate provision of the registry and all frontline and customer care services. Render logistical support services for meetings and related activities. Assist office of the Executive Authority with role-playing on stakeholder service. Remain abreast with the procedures and processes that apply in the office.
- ENQUIRIES** : Ms Conny Kgadima Tel No: 015 298 7000
All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000
- APPLICATIONS** : may be submitted electronically via email to LPT3@treasury.limpopo.gov.za
- POST 36/310** : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING & ADMINISTRATION REF NO: LPT/29**
Directorate: Human Resource Management
- SALARY** : R733 257 per annum (Level 11), (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Head Office – Polokwane
An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification in Human Resource Management / Public Administration / Public Management or related field will be an added advantage. 3 years' relevant experience at Junior Management level in Human Resource Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Completed PERSAL Courses (Attach PERSAL Training Certificate / Results). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Knowledge And Skills: Thorough understanding of the Public Service Regulatory Framework and specifically HRM-related legislation, policies and practices and related strategies. Ability to work independently and in a team. Good interpersonal and stakeholder liaison skills including presentation skills. Good planning and organizing skills. Supervisory and Human Resource Management abilities. Good communication Skills (verbal and written).
- DUTIES** : Managing Recruitment, Selection and appointment processes. Facilitate the process of sourcing and selecting human capital. Ensure that all relevant administration during and following the recruitment process is done. Managing administration of service benefits. Manage and administer all aspects of conditions of service. Manage and administer leave, separation process and termination of service, i.e. resignations, retirement, dismissals, death, etc. Ensure administration of service benefits, i.e. housing, salary, pension state guarantees. Manage Human Resource Information Systems and Establishment Control. Monitor the creation and maintenance of funded vacant posts. Monitor establishment in term of filled and vacant monthly- liaise with

Vulindlela. Coordinate the Development and Implementation of Human Resource Plan. Ensure posts are correctly captured and aligned to the structure according to job-evaluation and the correct responsibility and objective linkages in PERSAL. Ensure staff correctly placed in placement report in term of organizational changes. Monitor and report on vacancies. Provide statistical information for HR plan/HR implementation. Monitor the PERSAL user and Assistant PERSAL Controller. Develop and Facilitate the Implementation of Human Resource Management Policies. Advise management and the department on HR practices, guidelines and policies. Conduct research and impact analysis pertaining to HR practices, guidelines and policies. Monitor employment practices, policies and procedures and ensure compliance with legislation, policy and prescripts.

- ENQUIRIES** : Ms Conny Kgadima Tel No: 015 298 7000
All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000
- APPLICATIONS** : may be submitted electronically via email to LPT29@treasury.limpopo.gov.za
- POST 36/311** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: LPT/70**
Directorate: Security Services
- SALARY** : R733 257 per annum (Level 11), (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE** : Head Office – Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification in Security Management / Policing or related field will be an added advantage. 3 years' relevant experience at Junior Management level in Security Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Knowledge and Skills: Computer Literacy (MS Office Package). Thorough understanding of the Public Service Regulatory Framework and specifically Security-related legislation, policies and practices and related strategies. Ability to work independently and in a team. Good interpersonal and stakeholder liaison skills including presentation skills. Good planning and organizing skills. Supervisory and Security Services Management abilities. Good understanding of MISS and related security practices including Minimum Physical Security Standards (MPSS). Good communication Skills (verbal and written).
- DUTIES** : Manage the Implementation of Minimum Information Security Standards (MISS) and Departmental security policies. Manage proper administration of security vetting/screening. Monitor record keeping of the security clearance data and ensure the effective safeguarding therefore. Manage and monitor security database. Manage the effective investigation of information security violation/breaches. Manage classification of documents. Ensure officials having access to classified/sensitive information are accordingly security vetted. Manage the encryption of the communication channel / equipment's used to transmit classified/sensitive information. Develop and manage systems that will be used to control classified received and dispatched documents. Manage security vetting process of the private security companies and other companies rendering services within the department. Ensure that strategic offices and board rooms and swept (TSCM). Conduct security debriefing to officials visiting abroad. Regular consultation with State Security Agency (SSA) to determine any new developments or changes in the security training and awareness fields. Manage the educational and awareness/training programs on information security. Provide Physical Security Services in terms of Minimum Physical Security Standards (MPSS). Manage total physical Security within the department. Assist in the facilitation, advising and enforcement of security risk management policies, procedures and standards with the department. Evaluate and improve the effectiveness of security measures and procedures. Monitor the pre-survey for departmental events. Conduct physical security appraisals, assessments and audits to ensure effective implementation of recommendations in consultation with relevant authorities. Assist in the creation, development and maintenance of security training capacity and conduct security training sessions and educational awareness

campaigns within the department. Assist the department with the management, co-ordination and effective implementation of all security contracts and tenders and facilitate screening of outsourced security operations. Advise management about the security implementations of management decisions. Liaise regularly with relevant authorities and stakeholders and report all incidents or suspected incidents of security breaches for investigation. Render Investigation Services. Manage the investigation of misconduct cases. Ensure proper communication and reporting on progress made with regard to investigations. Develop investigation plan, evaluate the consolidated information gathered. Compile or draft evidential reports for presentation at disciplinary hearing and criminal proceedings. Gather and secure legal evidence for internal hearings. Ensure confidentiality on registered investigation cases. Manage and monitor progress on the investigation. Arrange interviews with senior officials who may be involved in the misconduct and officials that may have evidence in cases. Seek management intervention where necessary e.g. SAPS. Attend meetings with various structures (Nationally and Provincially). Develop relationship across divers groups of stakeholders Manage Human Resource. Develop job description for subordinates. Monitor performance.

- ENQUIRIES** : Ms Conny Kgadima Tel No: 015 298 7000
All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000
- APPLICATIONS** : may be submitted electronically via email to LPT70@treasury.limpopo.gov.za
- POST 36/312** : **DEPUTY DIRECTOR: ASSETS MANAGEMENT REF NO: LPT/212**
Directorate: Supply Chain Management
- SALARY** : R733 257 per annum (Level 11), (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE** : Head Office – Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification in Financial Management / Economics or related field will be an added advantage. 3 years' relevant experience at Junior Management level in Assets Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge and Skills: Knowledge of Government Financial Systems (PERSAL, BAS, LOGIS or any other government procurement system). Knowledge of PFMA, DoRA, Treasury Regulations, Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & PowerPoint) coupled with good presentation skills and interpersonal relations. Ability to enforce compliance to ensure sound administration and management, Presentation Skills. Computer Literacy Good working knowledge of the National Treasury asset management framework and the related financial disclosure requirements.
- DUTIES** : Manage the safe guarding of Assets against misappropriation, fire, theft and obsolescence. Managing the implementation of internal control in the department on asset management. Manage the updating and maintenance of Movable and Immovable Assets Register. Communicate the asset verification project plan with all the directorates. Manage assets verification process twice per financial year. Manage performance of asset spot checks. Manage the movement of assets within the department. Manage the transfers of assets as per S42 of PFMA. Ensure that the asset registers are updated after the acquisition, disposal, write off or transfer of assets. Take corrective actions on all the verification discrepancies discovered. Manage the disposal of assets. Facilitate disposal committee meetings. Advice disposal committee on the assets which are unserviceable and need to be disposed. Manage the disposal process i.e. finding a suitable venue, advertising the auction, monitoring the auction process and lots the assets. Reconcile the asset disposed with the revenue collected. Produce a comprehensive asset disposal report. Ensure the reconciliation of assets in the general ledger with the assets register. Prepare asset disclosure notes on the Financial Statements. Manage the reconciliation of capital expenditure incurred in BAS and LOGIS to the asset register. Ensure the exceptions from the reconciliation are resolved.

- ENQUIRIES** : Ms Conny Kgadima Tel No: 015 298 7000
All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000
- APPLICATIONS** : may be submitted electronically via email to LPT212@treasury.limpopo.gov.za
- POST 36/313** : **DEPUTY DIRECTOR: BANKING, CASH & LIABILITIES MANAGEMENT REF NO LPT/332**
Directorate: Banking, Cash and Liabilities Management
- SALARY** : R733 257 per annum (Level 11), (All-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE** : Head Office – Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification in Banking / Financial Accounting or related field will be an added advantage. 3 years' relevant experience at Junior Management level in Financial Management / Banking / Cash Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Knowledge and Skills: Knowledge of Government Financial Systems (PERSAL, BAS, LOGIS or any other government procurement system). Knowledge of PFMA, DoRA, Treasury Regulations, Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & PowerPoint) coupled with good presentation skills and interpersonal relations. Ability to enforce compliance to ensure sound administration and management. Skills: Presentation Skills. Good understanding of the Treasury functions as it relates to cash and banking in the public sector.
- DUTIES** : Monitoring and supporting departments and Public Entities in cash flow planning, through coordination and consolidation of annual cash flow projections, cash allocation bi-laterals with departments and issuing of cash allocation letters outlining payments processes. Monitor and support departments in payment processing, by disbursing payments through Cash Blocking Functionality in BAS and through appropriate funding of Pay Mater General (PMG) bank accounts. Perform regular bookkeeping and reconciliation of the Provincial Revenue Fund and its Corporation for Public Deposits (CPD) bank account, including accounting and reporting thereof. Conduct quarterly assessments through desktop or monitoring and support visits to departments and public entities to monitor compliance with cash management prescripts. Prepare cash management reports and presentations to serve in various Fora and consolidation into the monthly Provincial Expenditure Reports. Convene and facilitates quarterly Provincial Cash Management Forum meetings and ensure that resolutions are implemented within set timeframes.
- ENQUIRIES** : Ms Conny Kgadima Tel No: 015 298 7000
All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000
- APPLICATIONS** : may be submitted electronically via email to LPT332@treasury.limpopo.gov.za
- POST 36/314** : **ASSISTANT DIRECTOR: BANKING, CASH & LIABILITIES MANAGEMENT REF NO: LPT/334**
Directorate: Banking, Cash and Liabilities Management
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Head Office – Polokwane
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification in Banking / Financial Accounting or related field will be an added advantage. 3 years' relevant experience at lower Management level in Banking / Financial Management. Valid vehicle (Code EB) driver's license (with exception of persons with disabilities). Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Knowledge and Skills: Knowledge of Government Financial Systems (PERSAL, BAS, LOGIS or any other government

procurement system). Knowledge of PFMA, DoRA, Treasury Regulations, Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & PowerPoint) coupled with good presentation skills and interpersonal relations. Ability to enforce compliance to ensure sound administration and management. Skills: Presentation Skills. Computer Literacy (MS Office Package) and working knowledge of the Treasury functions as it relates to cash and banking in the public sector.

DUTIES

: Maintenance of all provincial bank accounts, including signing profiles, banking online system user profiles, and ACB limits for both PERSAL and BAS payments. Reconcile provincial bank charges against contracted fees in line with transactions in all provincial government accounts, as well as banking facilities used by departments. Reconcile interests received against the contracted rates on daily bank accounts balances. Intervene in resolving any banking queries raised by departments with the bank and provide technical support to departments on the banks business processes including training of departments. Provide face value documents (receipts and deposit books) used by all provincial departments, including inventory management, ordering, issuing, storage and arrangements of disposal of redundant and obsolete used/unused face value documents.

ENQUIRIES

: Ms Conny Kgadima Tel No: 015 298 7000
All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000

APPLICATIONS

: may be submitted electronically via email to LPT334@treasury.limpopo.gov.za

**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 : 29 October 2021 at 00h00 (Midnight)

NOTE : Applicants are advised to apply as early as possible to avoid disappointments. 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, 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)

ERRATUM: Kindly note that the post were advertised in Public Service Vacancy Circular 35 dated 08 October 2021, the post of Deputy Director: Salary Administration (Provincial Office, Mbombela) with Ref. No.: MPDoH/OCT/21/03, the Requirements are Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management, Public Administration and Management with at least 3 to 5 years experience of which three (3) years must be at supervisory level (ASD) and the closing date is extended to 29 October 2021.

OTHER POSTS

POST 36/315 : **MEDICAL OFFICER GRADE 3: OBSTETRICS AND GYNAECOLOGY (REPLACEMENT) REF NO: MPDOH/OCT/21/17 (X3 POSTS)**

SALARY : R1 089 693 – R1 362 366 per annum. (Depending of years of experience in terms of OSD).

CENTRE : Witbank Hospital, Nkangala District

REQUIREMENTS : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as Medical Practitioner (2021). Proof of current registration as a Medical Practitioner with HPCSA. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). A minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Certificate of service endorsed by HR as a proof of experience Knowledge, Skills, Training and Competences Required: Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the

<u>DUTIES</u>	:	department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone (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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 36/316</u>	:	<u>MEDICAL OFFICER GRADE 3: GENERAL SURGERY (REPLACEMENT)</u> <u>REF NO: MPDOH/OCT/21/18</u>
<u>SALARY</u>	:	R1 089 693 – R1 362 366 per annum. (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Witbank Hospital, Nkangala District MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as Medical Practitioner (2021). Proof of current registration as a Medical Practitioner with HPCSA. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). A minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Certificate of service endorsed by HR as a proof of experience Knowledge, Skills, Training and Competences Required: Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone (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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 36/317</u>	:	<u>MANAGER NURSING (PN-A9) (REPLACEMENT) REF NO: MPDOH/OCT/21/17</u>
<u>SALARY</u>	:	R949 482 – R1 068 666 per annum. (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Witbank Hospital, Nkangala District

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus 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 (2021). A minimum of ten (10) years appropriate \ recognizable experience in nursing after registration as a Professional nurse with the (SANC) in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognized experience at management level. The incumbent must be in possession of a Diploma/degree Nursing Management and Education qualification with South African Nursing Council. Knowledge of application of health and Public service acts. A valid driver's licence. Computer literacy. Strong leadership, good communication and sound interpersonal skills are necessary. Service certificates compulsory.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of strategic goals and objectives of the institution. Provide professional, technical and management support for the provision of quality patient care. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Improve the skills and competencies of the specialty nurses. Lead in the hospital quality assurance programme on National core standards and Ideal Hospital Realization framework and quality improvement activities. Problem solving and decision making. Manage staff performance and development. Manage nursing and hospital projects. Create a working inter-professional and multidisciplinary relationship with Nursing and other stakeholders. Coordinate review of Nursing Interventions through comprehensive and ongoing assessment and risk analysis. Utilize Information technology and other and other information management systems to enhance service delivery. Ability to prepare presentations and conduct training. Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional \legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Maintain Professional growth\ethical standards and development of self and subordinates. Demonstrate basic understanding of Human Resource management and disciplinary procedures. Ensure a comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner. NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone (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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 36/318</u>	:	<u>MEDICAL OFFICER GRADE 1: OBSTETRICS AND GYNAECOLOGY, GENERAL SURGERY, NEURO SURGERY, UROLOGY AND ENT (REPLACEMENTS) REF NO: MPDOH/OCT/21/19 (X3 POSTS)</u>
<u>SALARY</u>	:	R821 205 – R884 670 per annum. (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Witbank Hospital, Nkangala District
<u>REQUIREMENTS</u>	:	MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as Medical Practitioner (2021). Proof of current registration as a Medical Practitioner with HPCSA. Persons in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA). A minimum of 1-year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Certificate of service endorsed by HR as a proof of experience will be an added advantage.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all

medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. NB: Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Ms. Glory Mokone (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.

POST 36/319 : **ASSISTANT MANAGER NURSING (PN-B4): CRITICAL CARE (REPLACEMENT) REF NO: MPDOH/OCT/21/18**

SALARY : R614 991 – R692 166 per annum. (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Witbank Hospital, Nkangala District Office
 : Senior Certificate / Grade 12 plus 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 (2021). A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification in Critical Care. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Proof of work experience from previous and current employers endorsed and stamped by Human Resource must be attached Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, 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 institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling 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, supervisors, 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 participate 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. NB: Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Ms. Glory Mokone (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.

POST 36/320 : **LECTURER GRADE 1 – 2 (PN-D1) (REPLACEMENT) REF NO: MPDOH/OCT/21/19**

SALARY : R383 226 – R444 276 per annum. (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Witbank Hospital, Nkangala District Office
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence.

DUTIES : Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. NB: Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Ms. Glory Mokone (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.

POST 36/321 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): CRITICAL CARE (REPLACEMENT) REF NO: MPDOH/OCT/21/20 (X4 POSTS)**

SALARY : R383 226 – R444 276 per annum. (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Witbank Hospital, Nkangala District Office.
: 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). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Critical Care. A minimum of four (4) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Good relations. Ability to work under pressure. Good communication. Knowledge in conflict management and interpersonal skills. Computer literacy.

DUTIES : 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 of Critical care nursing care. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons 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. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho

		Pele). NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone (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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<u>POST 36/322</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ONCOLOGY (REPLACEMENT) REF NO: MPDOH/OCT/21/21</u>
<u>SALARY</u>	:	R383 226 – R444 276 per annum. (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Witbank Hospital, Nkangala District Office
	:	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). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Oncology. A minimum of four (4) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Good relations. Ability to work under pressure. Good communication. Knowledge in conflict management and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	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 of Oncology nursing care. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons 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. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). NB: Any previous experience must be covered by the attachment of certified certificate of services.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone (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.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<u>POST 36/323</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA AND EMERGENCY (REPLACEMENT) REF NO: MPDOH/OCT/21/22</u>
<u>SALARY</u>	:	R383 226 – R444 276 per annum. (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Witbank Hospital, Nkangala District Office.
	:	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). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Trauma and Emergency. A minimum of four (4) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Good relations. Ability to work under pressure. Good communication. Knowledge in conflict management and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	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 of Trauma and Emergency nursing care. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-

operatively amicably with persons 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. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). NB: Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Ms. Glory Mokone (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.

POST 36/324 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC (REPLACEMENT) REF NO: MPDOH/OCT/21/23**

SALARY : R383 226 – R444 276 per annum. (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Witbank Hospital, Nkangala District Office.
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). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Paediatric. A minimum of four (4) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Good relations. Ability to work under pressure. Good communication. Knowledge in conflict management and interpersonal skills. Computer literacy.

DUTIES : 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 of Paediatric nursing care. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons 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. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). NB: Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Ms. Glory Mokone (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.

POST 36/325 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): NEPHROLOGY (REPLACEMENT) REF NO: MPDOH/OCT/21/24**

SALARY : R383 226 – R444 276 per annum. (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Witbank Hospital, Nkangala District Office.
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). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Nephrology. A minimum of four (4) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Good relations. Ability to work under pressure. Good communication. Knowledge in conflict management and interpersonal skills. Computer literacy.

DUTIES : 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 of Nephrology nursing care. Promote quality of nursing care as directed by the professional scope of practice and standards.

Participate in the implementation of the National Core Standards and Ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons 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. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). NB: Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES

: Ms. Glory Mokone (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.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs Private Bag X5005 Kimberley, 8300 OR Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building Kimberley.
- FOR ATTENTION** : Ms. D. Boboko, Human Resources Tel No: 053 830 9461.
- CLOSING DATE** : 29 October 2021
- NOTE** : The Department 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> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, service certificates to support senior management experience, driver's licence and proof of registration with professional bodies where applicable, identification document and permanent residency/work permit. The above mentioned copies need not be certified when applying for a post. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. 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. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. 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. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our intention to promote representivity in Department of COGHSTA through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13.

MANAGEMENT ECHELON

- POST 36/326** : **DIRECTOR: MUNICIPAL DEVELOPMENT PLANNING REF NO: CG/17/10/2021**
Branch: Co-operative Governance
- SALARY** : R1 057 326 per annum (Level 13), All-inclusive package
- CENTRE** : Provincial Office (Kimberley)
- REQUIREMENTS** : An appropriate Bachelor's Degree in Public Management/Administration/Development Studies or equivalent qualification (NQF level 7) as recognised by SAQA. A qualification in Town and Regional Planning will be an added advantage. A minimum of 5-10 years' experience at middle management. A thorough knowledge of town and regional planning including in SPLUMA, LUMS, the DDM, National and Provincial legislations governing development planning in Municipalities is a prerequisite. Good knowledge, experience and understanding of relevant Local Government frameworks, policies, legislation and regulations. Technical competencies: Policy development, research, monitoring, evaluation and reporting. Good financial and communication skills. Interpersonal relationship skills and ability to function as a team member. Effective organizing skills. Ability to work

collaboratively with a range of stakeholders in facilitating, enabling advisory or informative capacity. Planning skills. Decision making skills. Analytical skills. Problem solving skills. Negotiation skills. Influencing skills. Conflict management skills. Ability to adapt to changes in work environment. Core Competencies required are Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management.

DUTIES : Facilitate the alignment of IDP's with the PGDS and NSDP. Guide the IDP processes at municipal and provincial level. Support municipalities with the establishment of IDP structures. Monitor and evaluate municipal strategic planning. Facilitate sector involvement in IDP processes. Co-ordinate preparation and maintenance of the Provincial Spatial Development Framework. Facilitate and support MSDF process. Facilitate development and maintenance of municipal land use management systems and schemes. Process statutory planning and applications. Provide professional planning support to stakeholders. Coordinate the establishment of the DDM structures at district and municipal level, the development of the DDM One Plans and monitor the implementation of One Plans. Develop and maintain the GIS. Provide spatial development information. Support provincial responsibilities on municipal demarcation processes. Support establishment and maintenance of municipal development information systems. Monitor the functionality of District Disaster Management Centers. Oversee the coordination of Provincial Disaster Management Forum.

ENQUIRIES : Adv. M. Manyeneng Tel No: (053) 830 9520
NOTE : "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 36/327 : **DIRECTOR: PUBLIC PARTICIPATION REF NO: CG/18/10/2021**
 Branch: Co-operative Governance

SALARY : R1 057 326 per annum (Level 13), All-inclusive package
CENTRE : Provincial Office (Kimberley)
REQUIREMENTS : An appropriate Bachelor's Degree in Social Sciences/ Community Development / Public Management or Administration or equivalent qualification (NQF level 7) as recognised by SAQA. A minimum of 5-10 years' experience at middle management. A thorough knowledge of ward development plans, integrated development plans, community development programmes, community works programme, District Development Model, National and governing public participation in Municipalities is a prerequisite. Good knowledge, experience and understanding of relevant Local Government frameworks, policies, legislation and regulations is also required. Technical competencies: Policy development, research, monitoring, evaluation and reporting. Good financial and communication skills. Interpersonal relationship skills and ability to function as a team member. Effective organizing skills. Ability to work collaboratively with a range of stakeholders in facilitating, enabling advisory or informative capacity. Planning skills. Decision making skills. Analytical skills. Problem solving skills. Negotiation skills. Influencing skills. Conflict management skills. Ability to adapt to changes in work environment. Core competencies required are Strategic Capacity and Leadership. People Management and empowerment, Programme and Project Management, Financial Management and Change Management.

DUTIES : Manage and facilitate the implementation of the Community Development Works Programme. Monitor and evaluate the efficacy of Community Development Works practices in municipalities. Manage and facilitate the implementation of the Community Development Works master plan. Support and monitor the implementation of Imbizo programs. Monitor and support

municipalities when implementing the Community Development Works. Develop a strategic to maintain work opportunities on all districts. Ensure the establishment of local reference community in each participating municipality. Review and pre-approve site business plan for each district. Provide support to municipalities on gender based violence issues and assessments. Develop and implement strategies on gender based violence. Co-ordinate the interventions with sectors including civil society and Municipalities on planned Gender Based Violence activities. Monitor and evaluate matters pertaining to Gender Based Violence.

**ENQUIRIES
NOTE**

: Adv. M. Manyeneng Tel No: (053) 830 9520
 : "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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). Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 36/328

: **DIRECTOR: LEGAL SERVICES REF NO: CS/19/10/2021**
 Branch: Corporate Services

**SALARY
CENTRE
REQUIREMENTS**

: R1 057 326 per annum, (Level 13), All-inclusive remuneration package
 : Provincial Office (Kimberley)
 : An appropriate LLB Degree (NQF 7) as recognized by SAQA. 5-10 years' experience in Middle Management level in the legal environment. Admission as an Attorney or Advocate will be an added advantage. Knowledge of the South African legal system, legal practices and related spheres. Valid driver's license. SMS pre-entry certificate as offered by the National School of Government (NSG). Competency in contract and litigation processes and on drafting of legislation. Thorough knowledge of Constitutional, Administrative and Labour Law, Public Service Laws, Regulations and Policies. Knowledge of PFMA. Leadership, team member, analytical, interpretation and implementation skills. Computer literacy. The ability to work under pressure and willingness to work long hours.

DUTIES

: The incumbent will manage the Directorate: Legal Services and as such will be responsible for the following: Providing legal advice or legal opinions to the organisation. Executing instructions regarding legal matters. Drafting or amending legislation or regulations. Drafting and vetting of contracts; Drafting of Memorandum of Understanding and Service Level Agreement. Manage legal and investigation of losses. Conducting, coordinating and monitoring progress in respect of all matters pertaining to general litigation. Liaising with the State Attorneys and State Law Advisors on appropriate legal matters. Advising on Labour Relations matters. Advising on claims and any litigation matters against the organization. Ensuring Legal compliance with relevant prescripts (PAJA). Taking overall control and supervision of staff members within the Directorate. Managing the Directorate's budget and other resources.

**ENQUIRIES
NOTE**

: Ms. L. Brand Tel No: (053) 830 9550
 : "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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). Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 36/329 : **DIRECTOR: HOUSING ADMINISTRATION REF NO: HS/20/10/2021**
Branch: Human Settlements

SALARY : R1 057 326 per annum (Level 13), All-inclusive package
CENTRE : Provincial Office (Kimberley)
REQUIREMENTS : An appropriate Bachelor's degree in Finance/ Cost and Management Accounting/ Internal Auditing or equivalent qualification (NQF 7) as recognized by SAQA and a Strong understanding of Human Settlement Development issues and business administration, plus extensive relevant experience of 5-10 years, In addition the successful candidate should have extensive management experience, exceptional ability to innovative thought, vision, drive and strong leadership. Sound knowledge of the Public Management framework, Strategic Leadership, policy formulation implementation and monitoring as well as approve record of accomplishment of leading Change Management initiatives and applying innovative thinking. Knowledge of the Department's mandate and its relationship with National and Provincial, Business and other stakeholders. Knowledge of Government's human settlement policy and related programme. Proven high level of liaising, communication ability, and highly developed negotiations skills.

DUTIES : The successful candidate will, manage the provincial title deeds programme, acquisition of land and manage the human settlements inventory and housing fund. Manage the effective utilisation and reporting of human settlements development grant (HSDG) and Informal Settlements upgrading partnership grant (ISUPG), facilitate and manage the housing subsidy system and reporting. Manage and coordinate the housing registry and administration of the housing fund, Manage and facilitate the 30-day payment of received invoices, manage the housing subsidy system (HSS), report on HSDG and ISUPG expenditure, manage the performance of staff in the component. Coordinate and manage the transfer of properties to beneficiaries and acquisition of land, Assist to coordinate the utilisation, review, update and reporting on human settlement inventory. Manage, coordinate the implementation of the Extended Public Works Programme (EPWP) incentive grant.

ENQUIRIES : Mr. G.A. Booysen Tel No: (053) 830 9531
NOTE : "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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). Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

OTHER POSTS

POST 36/330 : **CHIEF REGIONAL AND TOWN PLANNER REF NO: HS/21/10/2021**
Branch: Human Settlements

SALARY : Grade A: R898 569 – R1 027 419 per annum, (All-inclusive OSD Salary Package) (Offer will be based on proven years of experience)
CENTRE : Provincial Office (Kimberley)
REQUIREMENTS : An appropriate B-degree in Urban/Town and Regional Planning or relevant qualification, Six years post qualification in Town and Regional Planning experience required, relevant experience in various facets of town, regional and housing development. Valid driver's license. Compulsory registration with (SACPLAN) South African Council of Planners as a Professional Town and Regional Planner on appointment. Programmed and project management. T & R legal and operational compliance, T & R systems and principles. T & R Planning processes and procedures, Process knowledge and skills, Research and development Computer-aided applications ,Creating high performance culture Technical consulting, Professional judgment, Accountability, Strategic management and direction, Problem solving and analysis decision making,

Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication and listening skills, Computer skills Delegation and development of others, Planning, organizing and execution, Ability to manage conflict, Language proficiency, Knowledge management, Negotiation skills, Change management, Negotiation skills.

DUTIES

: Town and Regional Planning future forecasting: Manage and facilitate township establishment process. Assess and facilitate formalisation of informal settlements. Evaluate town planning business plans. Manage human settlements projects within the region. Provide technical support to all the municipalities in order to facilitate housing service delivery. Estimates the future needs for housing, business and industrial sites, community facilities and open spaces in order to meet the needs of expansion and renewal. Lead and direct the projections for future needs in traffic and transportation to inform appropriate town and regional planning. Lead and manage the application of town and regional planning principles in land development. Provide technical assistance to professional teams on all aspects regarding town and regional planning projects, ensure adherence to legal issues and requirements involving community development and changes in housing and building codes; monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Compile guidelines and evaluate land use management schemes (LUMS). Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational needs and requirements. Manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental goals.

ENQUIRIES

: Mr. G.A Booysen Tel No: (053) 830 9531

POST 36/331

: **DEPUTY DIRECTOR: DISASTER MANAGEMENT REF NO: CG/22/10/2021**
Branch: Co-operative Governance

SALARY CENTRE REQUIREMENTS

: R869 007 per annum (Level 12), All-inclusive package
: Provincial Office (Kimberley)
: A National Diploma or Degree in Disaster Management, Development Studies/ Natural Sciences/ Environmental Management/ Public Administration and Management qualification or equivalent (NQF 7) as recognized by SAQA with 3 to 5 years' experience at a supervisory level within the disaster & risk management field. A post graduate qualification will be an added advantage. A driver's license is a pre-requisite and will be required to travel extensively. Ability to work under pressure. Computer Literacy. 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). Policy and legislation relevant to the disaster risk management function in South Africa and Internationally. Concept of disaster risk reduction. Project management methodologies. Provincial and Local Government environment. Core philosophy of disaster risk reduction and mainstreaming risk reduction into development initiatives. Intergovernmental Relations.

DUTIES

: Supervise the execution of Disaster management policy between Province and district municipalities; Oversee co-operation with the national and provincial spheres; Ensure the functionality of disaster management centers in the Province. Manage Intergovernmental structures for disaster management in the Province; Manage the development and implementation of memoranda of understanding; Ensure effective Disaster Risk Assessment and Risk Reduction process in the Province; Generate Provincial Indicative Disaster Risk Profile; Monitor, updating and disseminating disaster risk information; Supervise disaster risk assessment quality controls; Manage Disaster management

planning including development and review Disaster Management Framework and Disaster Management Plans in the Province; Ensure scoping and development of Disaster Risk Reduction Plans, projects as well as the inclusion of Disaster Risk Reduction efforts in other structures and projects; Ensure Integration of Disaster Risk Reduction with spatial development planning; Supervise the incorporation of Disaster Risk Reduction planning into integrated development planning; Supervise the implementation and monitoring of Disaster Risk Reduction programs initiatives; Manage pre-disaster response activities including early warning and dissemination of early warnings; Manage Disaster response activities including assessments, classification, declaration and review of a Disaster; Supervise Disaster impact assessments, revision and reporting; Ensure Integrated Disaster Response, Recovery and Rehabilitation operation; Provide advice to Municipalities, sectors and other stakeholders; Supervise Disaster Risk Reduction, Monitoring and Evaluation of Committees; Develop and implement policies, regulations and Standard Operating Procedure for disaster response for the Province; Manage staff performance; staff training and development.

ENQUIRIES : Mr. A. Mbolekwa Tel No: (053) 830 2843

POST 36/332 : **DEPUTY DIRECTOR: OPERATIONS AND MAINTENANCE REF NO: CG/23/10/2021**
Branch: Co-operative Governance

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11), All-inclusive package
: Provincial Office (Kimberley)
: A National Diploma or Bachelor's degree qualification in Civil Engineering (NQF 7) as recognized by SAQA with an added 3 to 5 years supervisory experience relating to Infrastructure Maintenance. Understanding of strategic planning, Knowledge of the public sector legislative and regulatory framework pertaining to strategic leadership, Research skills, Good analytical skills, Networking and Interpersonal skills, Conflict resolution skills, Complex report writing skills, Project management skills, Presentation and facilitation skills, People management, Negotiation skills, Communication skills, Computer and diversity skills. Must be registered with Engineering Council of South Africa.

DUTIES : Plans, organizes, maintains and manages the operations and reliability of municipalities facilities and infrastructure systems. Facilitate the needs analysis for operations and maintenance of infrastructure. Provide advice on options for operation and maintenance of infrastructure. Supervises administrative services skilled and technical / support staff. Provide support to municipalities with the development of operations and maintenance plans. Monitoring spending on project and cost account basis. Recommend and implement corrective spending plans. Facilitate agreements with external service provider. Monitoring and evaluation of programs. Monitor and oversee the work of external contractors to ensure terms of agreements are met and work is completed satisfactory. Evaluate and monitor compliance of municipal infrastructure in accordance with sector norms and standards. Analyze the Operations and Maintenance learning opportunities emanating from operations and maintenance practices in municipalities. Report on municipal budget and expenditure on operations and maintenance. Arrange learning sessions for departmental and municipal operations and maintenance staff focused on best practice in the industry.

ENQUIRIES : Ms. M. Booysen Tel No: (053) 830 2855

POST 36/333 : **MANAGER: ANTHROPOLOGY REF NO: TA/24/10/2021**
Branch: Traditional Affairs

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11), All-inclusive package
: Provincial Office (Kimberley)
: A National Diploma / Bachelor's Degree in Anthropology or related field or equivalent tertiary qualification (NQF 7) as recognized by SAQA with 3 to 5 years practical anthropological research experience at supervisory level. A Valid driver's license is a prerequisite. Good understanding of traditional leadership structures, Knowledge of traditional leadership categories; Ability to conduct structured research; Ability to update genealogies; Knowledge of traditional leadership protocol and processes; Ability to write research reports; Ability to manage information and keep records. Communication skills (written

- and verbal), Interpersonal skills, Research skills, Negotiation skills, Presentation skills, Computer skills.
- DUTIES** : Identify and undertake new research topics concerning anthropological and genealogical services; to keep and maintain an information database; Gather research regarding traditional leadership institutions. To deal with traditional leadership disputes, claims and successions. Deal with ad hoc requests for advice and information on traditional leadership institutions. Attend to new institutional developments and needs. Liaise with Royal councils on disputes, claims and successions. Update genealogies of all traditional leaders. Deal with legal matters regarding traditional leadership disputes.
- ENQUIRIES** : Ms. M. van den Berg Tel No: (053) 807 2138
- POST 36/334** : **MANAGER: HUMAN SETTLEMENTS REF NO: HS/SPR/25/10/2021**
Branch: Human Settlements
- SALARY** : R733 257 per annum (Level 11), All-inclusive package
CENTRE : Namakwa Regional Office (Springbok)
REQUIREMENTS : An appropriate Tertiary Qualification (NQF level 7) as recognized by SAQA (e.g. National Diploma T/N/S/) stream, Degree in the Build Environment and 3-5 years relevant experience in Management and Project Management and Build Environment. Trade test in terms of section 13(2) of the Manpower Training Act certificate in terms of section 28 or 30 (or the repealed section 27 of the said act). A Valid driver's license is a prerequisite. Knowledge of Change Management, Knowledge Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focused, Communication (verbal & written). Project Planning and Management, Strategic Planning and Organization, Financial Management, Interpretation of House Plans, Knowledge of the Policies and Regulations on NHBRC, HSS, BNG, NBR AND PFMA.
- DUTIES** : The successful candidate will be responsible for managing and administering human settlements programmes and subsidy applications. Manage human settlements project implementation, technical and professional services towards promoting the quality of houses as per signed SLA's/contracts. Implement community empowerment programmes and assist municipalities on matters related to accreditation. Monitor and report on construction of housing progress i.t.o the specifications and contractual deliverables.
- ENQUIRIES** : Ms. M. Simboyia Tel No: (027) 712 2891/2
- POST 36/335** : **MR4 LEGAL ADMIN OFFICER GR4 REF NO: LS/26/10/2021**
Branch: Legal Services
- SALARY** : MR4 GR4: R310 566 – R351 795 per annum, (All-inclusive OSD Salary Package) (Offer will be based on proven years of experience)
CENTRE : Provincial Office (Kimberley)
REQUIREMENTS : An appropriate LLB Degree with 3-5 year's legal experience. Verifiable skills in the drafting of legislation, with at least three years' experience of such work. Knowledge of the Public Service and of applicable legislation, including the Constitution of the Republic of South Africa, 1996, the PFMA, the PAIA, the PAJA, the POPI, and the Treasury Regulations. Knowledge of civil procedure. Good contract management skills. Good legal administration skills. Good problem-solving skills. Good presentation skills. Excellent communication skills (verbal and written) in, especially English. Strong analytical skills. Skills in the interpretation of statutes and in conducting research. Above-average computer literacy. Willingness to work irregular hours including willingness to travel.
- DUTIES** : The incumbent will be responsible to draft and/or amend legislation that is administered by the Department and pilot such legislation through Parliament; Comment on draft legislation of other departments when so requested; Provide legal advice, guidance and opinions on legal matters to the Minister, Senior Management and the rest of the Department; Provide legislative support to local municipalities in the province; Monitor, coordinate and evaluate the effective implementation of legislation; Assist project managers with legal support with regard to contracts; Ensure compliance with PAIA, PAJA and POPI; provide legal education to departmental officials and carry out any relevant duties as instructed.
- ENQUIRIES** : Mr. T. Mashilo Tel No: (053) 830 9539

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Please forward all applications, clearly stating the post for which you are applying, Northern Cape Department of Health, hand delivered to 144 Du Toitspan Road Kimberley Hospital Complex, James Exum Building or email to nchealthHR@ncpg.gov.za
- FOR ATTENTION** : Ms L. Fritz Acting Director: Human Resource Management
- CLOSING DATE** : 29 October 2021
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV, qualification(s), academic records including 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. 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 representivity in line with the numerical targets as contained in our Employment Equity Plan. SMS (Senior Management Service) will be required to undergo a Competency Assessment as prescribed by DPSA. Entry level requirements for SMS Posts – In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS introduced the 01st April 2015, a requirement for all participants for SMS posts from 01st 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 on the NSG under the name Certificate for entry into SMS. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management leadership Programme Certificate for entry into the SMS. The required copies need not be certified when applying for a post. The request for certified documents will be limited to shortlisted candidates. The Human Resource of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview.

MANAGEMENT ECHELON

- POST 36/336** : **DIRECTOR: LEGAL SERVICES REF NO: NCDOH 16/2021**
- SALARY** : R1 057 326 per annum, (All-inclusive package)
- CENTRE** : Provincial Office, Kimberley
- REQUIREMENTS** : LLB or Baccalaureus Procuracionis (B Proc) or Baccalaureus of Juris (B Juris). 5 (Five) years' experience in Middle Management Level. Knowledge of the South African legal system, legal practices and related spheres. Valid driver's licence. SMS pre-entry certificate as offered by the National School of Government (NSG). Competence to be able to provide a vision, give direction and inspire others in order to deliver on the organizational mandate. Must be able to manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve organizational goals. Must be able to develop, implement, evaluate and adjust plans to achieve the desired objectives, while ensuring the optimal use of resources. Must be able to

compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognized financial practices in order to ensure the achievement of organizational objectives. Must be able to initiate and support organizational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.

DUTIES : To provide sound legal advice and litigation support to the Department. Provide legal opinions. Execute all administrative legal actions to ensure compliance. Manage litigation matters including medico-legal specialist services. Draft and amend legislation and legal instruments. Monitor legal compliance with national instruments. Advice on the drafting and monitoring of the service level agreements.

ENQUIRIES : Ms L. Fritz Tel No: 053 8300 601

OTHER POSTS

POST 36/337 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: NCDOH 17/2021**

SALARY : R763 212 – R1 140 828 per annum, (all inclusive package), (OSD)
CENTRE : Provincial Office, Kimberley
REQUIREMENTS : LLB Degree or equivalent and 8(eight) years 'appropriate proven post qualification in legal experience. An admission as an attorney or para-legal training/experience. Display knowledge and understanding of drafting legal documents. Understand and have advanced knowledge of legal research principles. Display an understanding of case law relevant to the legal matter at hand and be guided in presenting motivation or proposals on how the specific case should be approached to obtain desirable/justifiable outcome. Knowledge of Litigation, Advocacy, Legal Research, Legal Drafting, Dispute resolution and Case Flow Management. Experience in Medico Legal Law. Skills in problem solving, communication, honesty, integrity, research and computer literacy. Valid Driver's licence.

DUTIES : Manage service level agreements, contracts and vendor performance. Draft legal documents and advice on and or mentor juniors on the drafting of legal documents that provide clear motivation/justification for particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the departments goals and objectives and advice the department on possible courses of action during the consultation process, in relation to legal entitlements and departments instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the department's interview techniques to address more sensitive or complicated issues. Provide medico-legal services (litigation and legal advisory services).

ENQUIRIES : Mr J.L. Steyn Tel No: 053 8300 511

POST 36/338 : **LEGAL ADMINISTRATION OFFICER (MR1-5) REF NO: NCDOH 18/2021**

SALARY : MR 1 – R198 411 per annum
MR 2 – R230 259 per annum
MR 3 – R257 073 - R293 940 per annum
MR4 – R310 566 - R351 795 per annum
MR 5 – R373 389 - R533 772 per annum

CENTRE : Provincial Office, Kimberley
REQUIREMENTS : LLB Degree or equivalent. Display knowledge and understanding and drafting of legal documents. Understand and have advanced knowledge of legal and research principles. Display and understanding of case law relevant to the legal matter at hand and be guided in presenting motivation or proposals on how the specific case should be approached to obtain desirable/justifiable outcome. Knowledge of Litigation, Advocacy, Legal research, Legal drafting, dispute resolution and cash flow management. Experience in Medico Legal Law. Skills in problem solving analysis, communication, honesty and integrity, research and computer literacy. **MR 1:** (no previous legal experience required), **MR 2:** (at least 1 (one) years appropriate legal experience after post qualification), **MR 3:** (at least 2 (two) years appropriate legal experience after post

- qualification), **MR4:** (at least 5 (five) years appropriate legal experience after post qualification), **MR 5:** (at least 8 (eight) years appropriate legal experience after post qualification)
- DUTIES** : Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the client's goals and objectives. Advise the department on possible courses of acting during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing and provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues and guide employees on the advice that should be rendered to the client. Provide support on medico-legal services (litigation and legal advisory services).
- ENQUIRIES** : Mr J.L. Steyn Tel No: 053 8300 511
- POST 36/339** : **ADMINISTRATION CLERK REF NO: NCDOH 19/2021**
- SALARY** : R173 703 per annum
CENTRE : Provincial Office, Kimberley
REQUIREMENTS : Grade 12 certificate or equivalent with 2-5 years' experience. A valid driver's licence will serve as an added advantage. Good organizing skills, ability to perform routine tasks, ability to operate a computer and basic interpersonal skills.
- DUTIES** : Render general clerical support – record, organize, store, capture and retrieve correspondence and data, update registers and statistics, handle routine enquiries, keep and maintain the filing system, distribute documents, type letters and/or other correspondence when required, keep and maintain the incoming and outgoing register. Provide supply chain clerical support services, liaise with internal and external stakeholders in relation to procurement services, stock control of office stationary, keep and maintain the asset register. Provide personnel administration clerical support services – keep and maintain records. Provide financial administration support services.
- ENQUIRIES** : Mr J.L. Steyn Tel No: 053 8300 511

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

MANAGEMENT ECHELON

<u>POST 36/340</u>	:	<u>HEAD OF DEPARTMENT REF NO: COGTA 52/21-22</u> (5 years fixed term Contract)
<u>SALARY</u>	:	R1 521 591 per annum (Level 15), All-inclusive remuneration package consist of a basic salary and flexible portion structured according to personal needs) plus 10% non-pensionable Head of Department allowance.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Mmabatho Matric, An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in the field of Humanities/ Public Administration, Management, Local Government Administration or Developmental Studies, as recognized by SAQA. A minimum of 8 years of senior managerial experience of which at least three (3) years must be with any organ of state as defined by the Constitution, Act 108 of 1996. Senior Management Pre-entry Programme Certificate. Competencies: Strategic capability and leadership; Programme and project management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer focus; Communication.
<u>DUTIES</u>	:	Reporting to the MEC for Cooperative Governance, Human Settlements and Traditional Affairs; the incumbent will provide strategic and operational support to the Office of the Executive Authority, Serve as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Public Service Act, 1994. Provide strategic leadership to the Department and ensure the effective coordination, integration and implementation of Cooperative Governance and Traditional Affairs Prescripts, Services and Programmes in the Province. Manage and oversee promotion, monitoring, support and enhancement of governance in municipalities. Manage and oversee promotion of an integrated, sustainable development and planning system. Manage and oversee the functioning of traditional institutional management. Liaise with and co-ordinate partnerships with other governmental, non-governmental institutions and other partners.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Lehoko Tel No: (018) 388 5448 Completed applications should be forwarded to the Director: Human Resource Management : Department of Cooperative Governance and Traditional Affairs, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Old Telkom Building, 3366 Bessemer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex)
<u>FOR ATTENTION NOTE</u>	:	Ms Nomathemba Serei @ 018 388 3687 or Ms Ethelia Masibi @ 018 388 3933 The Department of Cooperative Governance and Traditional Affairs is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: https://www.thensg.gov.za . People with disabilities who meet the requirements are encouraged to apply. The Employment Equity plan of the Department will be considered when filling these position. Applications must be completed using new Z83 Application Form, obtainable from any Public Service Department, and should include copy of ID, certificates and comprehensive CV with three contactable referees, copies of your educational qualifications. Such copies need not be certified when applying for the post. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. Failure to submit the requested documents will result in your application not being considered. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSA SMS competency

assessment tool. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks) and should have been vetted Top Secret or should be able to meet Top Secret vetting requirements within 6 months of assuming duties failing which the contract will be terminated. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Department within three months from the date of the advertisement consider your application to be unsuccessful. The Department reserves the right not to fill the position.

CLOSING DATE : 29 October 2021

DEPARTMENT OF PUBLIC WORKS AND ROADS

The Department of Public Works and Roads is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability (e.g. White, Indian, Coloured Males and Females). People with disability are encouraged to apply. An indication in this regard will facilitate the processing of applications.

APPLICATIONS : All Applications must be addressed to: The Head of Department, Public Works and Roads, Private Bag X 2080, Mmabatho, 2735, or hand deliver to Office no 160 First Floor, New Building - Old Parliament Complex, Modiri Molema Road, Mmabatho.

FOR ATTENTION : HRM Recruitment – Mr. M.E Khauoe

CLOSING DATE : 29 October 2021 (Posted applications must have reached the Department by 15h30 p.m, otherwise they will not be considered)

NOTE : Compliance: Applications must be submitted by using New Z83 Form (81/971431) fully completed and compulsory to be signed, initialed and dated, obtainable from any Public Service Departments. A new z83 form should be accompanied by the following required documents: ID copy, qualifications, and comprehensive curriculum vitae with competencies-experience and with full names, addresses and telephone numbers of at least three contactable referees. Applicants need not submit certified documents. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments at a venue and date determined by the Department. The successful candidate will enter into an annual performance agreement and annually disclose his/her financial interest. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. NB: If you do not hear from the Department within three months from the date of the advertisement consider your application to be unsuccessful. The Department reserves the right not to fill the position.

MANAGEMENT ECHELON

POST 36/341 : **CHIEF FINANCIAL OFFICER REF NO: H/O 05/2021**
North West Province-Public works and Roads

SALARY : R1 251 183 per annum (Level 14), (All-inclusive remuneration package)

CENTRE : Head Office - Mmabatho

REQUIREMENTS : Qualification and experience: Senior Certificate (Grade 12), A Bachelor's Degree (NQF Level 7) in Financial Management\ Accounting. Ten (10) years' experience in a financial management environment of which 5 years must be at Senior Management Level from Public Service and equivalent level from Private Sector. A valid driver's license. NB: Certificate for Pre-Entry Programme into Senior Management Services (SMS) is a mandatory requirements, obtained from Nyukela Programme offered by the National

		School of Government which can be accessed via this link: http://www.thensg.gov.za . Competencies - Knowledge and skills: Knowledge of GRAP, PFMA, Treasure Regulations and Guidelines, Public Service Anti-corruption and Fraud Prevention measures. Knowledge of Government's accounting and financial systems and Public Service legislative frameworks. Financial Management. Strategic capability and leadership. Programme and project management. Change Management. Knowledge Management. Service Delivery innovation. Problem Solving and analysis. People management and Empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Planning and stakeholder relationship management skills, including the ability to liaise and operate within intergovernmental context. Policy formulation and analysis skills.
<u>DUTIES</u>	:	Provide strategic Leadership and direction on budgeting, Financial, Accounting and Supply Chain Management practices in line with National Treasury Regulations. Support and advise the Head of Department (Accounting Officer) pertaining to matters that have strategic and financial implications. Provide financial and supply chain management technical advice and strategic support to Senior and Line Managers to ensure the effective utilization of resources in line with the strategic objectives of the department. Ensure adequate financial control arrangements and systems. Exercise budgetary control and provide at a strategic level early warning arrangements. Oversee the Departmental budget preparation process, provide advice and support and review the final draft before submission to relevant authorities. Manage departmental audit process. Review and manage the finalization of quarterly and annual financial statements including other financial reports. Ensure effective and efficient, economical and transparent use of financial and other departmental resources (including assets). Utilize applicable systems for monitoring and reporting of procurement, expenditure, assets and liabilities. Provide strategic leadership and direction to the Chief Directorate
	:	Ms. N.M.G. Mfikwe Tel No: (018) 388 2426
<u>ENQUIRIES</u>	:	
<u>POST 36/342</u>	:	<u>CHIEF DIRECTOR: IMMOVABLE ASSET MANAGEMENT REF NO: H/O 06/2021</u> North West Province-Public works and Roads
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 251 183 per annum (Level 14), (All-inclusive remuneration package) Head Office - Mmabatho Qualification and experience: Senior Certificate (Grade 12), A Bachelor's Degree (NQF Level 7) in Property Management / Real Estate / Property Law / Property valuation as recognized by SAQA. Ten (10) years' work experience within immovable asset and property management environments of which a minimum of Five (5) years must be at senior management level from Public Service and equivalent level from Private Sector. A valid driver's license. NB: Certificate for Pre-Entry Programme into Senior Management Services (SMS) is a mandatory requirements, obtained from Nyukela Programme offered by the National School of Government which can be accessed via this link: http://www.thensg.gov.za . Competencies - Knowledge and skills: Knowledge of the North West Land Administration Act; Government Immovable Asset Management Act (GIAMA); Horticultural processes/regulations; Cleaning and Hygiene Industry; Integrated Facilities Management; Occupational Health and Safety Act; the Public Services Act and related Acts and Regulations governing the Public service; Government's procurement system and related legislation(e.g. PPPFA and PFMA), Knowledge and understanding of: the relevant General Conditions of Contract, National Infrastructure Delivery Improvement Programme (IDIP) and the CIDB Toolkit requirements, government policies for the Expanded Public Works Programme(EPWP) and the National Youth Services(NYS). Strategic capability and leadership. Programme and project management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer focus. Communication. Willingness to travel and work beyond normal working hours.
<u>DUTIES</u>	:	To oversee, plan, and co-ordinate the strategic management of state owned immovable properties which includes provision of accommodation for all provincial departments as well as acquisition and disposal of land and redundant properties. Oversee the management and maintenance of Prestige Buildings. Manage the implementation of GIAMA to ensure the effective ,

efficient and economic use and maintenance of immovable assets which includes, pro- active life cycle management of the Provincial building (Immovable Asset Portfolio). Oversee the management of the leases and housing rental portfolio including the management of lease contracts as well as co-ordination of property services including the cleaning and gardening services. Produce Asset management Plans that will inform the Provincial Planning and budgeting process. Manage the Immovable Asset Management Policies, Strategies and maintain Provincial Asset Register. Provide guidance and support to User Departments (Client Departments) on the management of immovable assets. Ensure compliance with Asset Management Guidelines as prescribed by Treasury and the Auditor-General through regular conditional assessments and valuation of assets. Implement the infrastructure Delivery Improvement Programme (IDIP) requirements. Ensure that the government policies for the Expanded Public Works Programme (EPWP) and the National Youth Services (NYS) are included in projects. Provide strategic leadership to the Chief directorate Immovable Asset Management.

ENQUIRIES

: Ms. N.M.G. Mfikwe Tel No: (018) 388 2426

POST 36/343

: **CHIEF DIRECTOR: INFRASTRUCTURE, MAINTENANCE AND TECHNICAL PORTFOLIO SUPPORT REF NO: H/O 07/2021**
North West Province-Public works and Roads

SALARY CENTRE REQUIREMENTS

: R1 251 183 per annum (Level 14), (All-inclusive remuneration package)
: Head Office - Mmabatho
: Qualification and experience: Senior Certificate (Grade 12), A Bachelor's Degree (NQF Level 7) in the built environment (engineering and related fields) as recognized by SAQA. Minimum of five (5) years' experience at Senior Management Level. Extensive relevant years' experience in Project Management in the built environment. Professional Registration in one of the built environment disciplines with the relevant council will be an added advantage. NB: Certificate for Pre-Entry Programme into Senior Management Services (SMS) is a mandatory requirements, obtained from Nyukela Programme offered by the National School of Government which can be accessed via this link: <http://www.thensg.gov.za>. Competencies - Knowledge and skills: Management of professional teams within the built environment. Advanced knowledge and understanding of the following acts: Government procurement system and related legislation (e.g. PPPFA and PFMA); Public Service Act; Occupational Health Safety Act and other related acts and regulations governing the Public Service. Proven programme/project planning, budgeting and construction experience; Knowledge of the built environment legal and operational compliance; Technical consulting skills; Strategic capability and leadership; Programme and project management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer focus. Communication. Willingness to travel and work beyond normal working hours.

DUTIES

: Manage infrastructure, maintenance and technical portfolio support services for Education, Health and other Provincial Departments (Including Public Works and Roads). Ensure coordination of Provincial Infrastructure projects in terms of construction, renovation, upgrade and refurbishment to award, execute and complete under enabling environment. Ensure projects completion by using target goals, treasury regulations, compliance with national building standards and client satisfaction. Ensure that risks are identified and managed during the implementation of projects. Ensure adherence to health and safety regulations during the implementation of projects. Manage provision of portfolio and programme management services. Develop and maintain project and document management systems and built records. Ensure that the Government policies for the Expanded Public Works Programme (EPWP) and the National Youth Services (NYS) are included in the CAPEX and Major Renovations Programmes Plan. Implement the Infrastructure Delivery Improvement Programme (IDIP) requirements and ensure that skills transfer and capacity building is complied with, while embedding processes and systems (e.g. the CIDB Toolkit). Establish and maintain an effective planning, reporting, monitoring and evaluation system of projects performed by the Department for clients departments; Ensure the updating and that data integrity is maintained on the Provincial Project Management Information System (ProMIS). Compile the monthly consolidated

ENQUIRIES

Infrastructure Reporting Model (IRM) report. Ensure compliance with the Construction Development Industry Boards (CIDB) regulations in terms of all industry related requirements. Give strategic direction and support to the Chief Directorate: Infrastructure, Maintenance and Technical Portfolio Support.
Ms. N.M.G. Mfikwe Tel No: (018) 388 2426

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

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

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

OTHER POSTS

- POST 36/344** : **HEAD CLINICAL DEPARTMENT (MEDICAL): GRADE 1**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : Grade 1: R2 161 416 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Division for Forensic Medicine, University of Stellenbosch and Tygerberg Forensic Pathology Service, Directorate Forensic Pathology Service. This is a joint appointment with the University of Stellenbosch.
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Specialist in Forensic Pathology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Forensic Pathology. Experience: **Grade 1:** A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Forensic Pathology. Inherent requirements of the job: Ability to perform overtime and on call duties. Ability to travel within the District and the Province. Valid driver's license (Code B/EB) (manual transmission driver's license). Competencies (knowledge/skills): A PhD in Forensic Pathology is advisable. Excellent managerial, inter-personal, leadership, administrative, communication, analytical and problem-solving skills. Experience in and a proven record of independent and innovative research and guidance of research. Management experience within an academic environment. Must have strong record of clinical expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels.
- DUTIES** : Effective management of major incidents. Embed good governance and values-driven leadership practices through the establishment of specific targeted governance and quality assurance initiatives across the service platform. Guiding and participation in the design, execution and publication of research. Rendering of clinical service in the field of Forensic Pathology across the platform. Strategic leadership and operational management of the Division and Heads of Division across the service platform. Teaching and guidance of undergraduate and postgraduate students in Forensic Medicine.
- ENQUIRIES** : Ms V Thompson Tel No: (021) 928-1501
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 29 October 2021
- POST 36/345** : **DEPUTY DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**
(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** : Lentegour Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Management or related field. Experience: Appropriate experience in Human Resource Management and/or appropriate experience/exposure to Facility Management/Support Service Management. Appropriate management and Supervisory experience. Inherent requirement of the job: A Valid driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape. High level of computer literacy (Microsoft Office package). Competencies (knowledge/skills): Ability to analyse and use data for problem-solving and decision-making. Ability to lead, innovate and

		drive. Ability to work in a team and meet deadlines. Excellent knowledge of People Management policies, procedures and practices pertaining to People Management, People Development and Labour Relations. Excellent organisational skills with a proven track record in the management of Human Resource Management, Facility Management and Support Services. Knowledge of Infrastructure and Estate Management.
<u>DUTIES</u>	:	Ensure effective and efficient management and implementation of all aspects of People Management, including People Development and Labour Relations. Management of all aspects of Infrastructure and Estate Management from conducting Risk Assessments and Disaster Management, to the development of Business Plans to Project Management and the delivery of Infrastructure Projects. Provide strategic management and leadership as member of the Executive Committee Team and participate in executive management decision-making and planning. Strategic, operational and financial management of all Support Services including: Waste Management, Linen, Transport, Porters, Telecommunications, Residence and Outsourced Services (Catering, Cleaning, Security, Waste Removal and Pest Control) ensuring compliance with the applicable legislative frameworks. Strategic, operational and financial management of Technical Services, Facility Maintenance and Capital Infrastructure Projects.
<u>ENQUIRIES</u>	:	Dr B. Swartz Tel No: (021) 370-1401
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	29 October 2021
<u>POST 36/346</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT</u> Directorate: Supply Chain Management (Infrastructure Sourcing)
<u>SALARY</u>	:	R733 257 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	(Head Office, Cape Town)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Supply Chain Management or the Built Environment. Experience: Appropriate experience in procurement of construction and maintenance-related goods and services. Appropriate experience in a healthcare environment would be preferred but is not essential. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound management, report-writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of construction and maintenance services, e.g. general building, plumbing, electrical and mechanical maintenance, HVAC and fabric repairs. Demonstrable stakeholder engagement and influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Data analysis. Working knowledge of NEC3 and/or NEC4 contracts for construction procurement.
<u>DUTIES</u>	:	Provide an integrated demand, acquisition and contract management service of infrastructure-related commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing, with focus on commodity-based lifecycle costing. Take ownership of spend management within infrastructure services through the design and execution of innovative category management plans and delivery of optimal commercial benefits to the department. Maintain the procurement framework, including policies and standard operating procedures, for the procurement of infrastructure-related goods and services. Submission of reports and ensuring compliance to all relevant requirements. End-to-end management of the sourcing process, incl. market analysis, specifications, advertisement, evaluation and award of bids, driving supplier relationship and performance management to ensure that high standards of contractor performance are maintained. Internal stakeholder management and communications. Management of infrastructure sourcing team, including performance reviews, annual and sick leave management. Managing and delivering multiple procurement projects in a highly regulated environment. Procurement processes prescribed by the Construction Industry Development Board. Local engineering industry, including, cost drivers, supply and demand, innovations

and vendor landscape. Leading a team of procurement specialists to deliver the Department's long-term procurement strategy. Develop and implement policies and tools to facilitate strategic and transactional sourcing of engineering related goods and services.

ENQUIRIES : Ms S Roy Tel No: 071 882-3624
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 October 2021

POST 36/347 : **OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE)**
Garden Route District

SALARY : R562 800 (PN-B3) per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with 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. Competencies (knowledge/skills): Experience in the use of clinical equipment and control of budget control. Computer literacy. Ability to communicate in two of the three official languages of the Western Cape. Good managerial, supervisory and decision-making skills. Flexibility with regard to working in different locations during scheduled shifts. The ability to make independent decisions and function effectively under stressful conditions.

DUTIES : Manage and advanced theatre service to ensure a high standard of patient care. Develop, implement and maintain theatre policy and standards. Manage Human and Financial Resources effectively. Maintain and develop required standards of infection control. Coordination of the provision of effective training and research. Manage staff performance of sub-ordinates. Exercise overall control of the Central sterilization Unit. Manage staff performance of sub-ordinates. Execute the duties of a surgical scrub sister with regard to all surgical specialties to ensure a high standard of patient care. In service and health education activities. Perform overtime (within limits) and be on call for the theatre.

ENQUIRIES : Ms GA Lloyd Tel No: (044) 302-8400
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 29 October 2021

POST 36/348 : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)**
(Garden Route District)

SALARY : R444 276 (PN-A5) per annum, plus a rural allowance of 8% of basic salary.
CENTRE : Alan Blyth Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (Diploma/Degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2021). Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays, if necessary. Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Ability to function independently as well as part of a multi-disciplinary team. Effective, interpersonal, leadership, decision making, and conflict resolution skills. Good

- organisational skills and the ability to function under pressure. Basic computer literacy.
- DUTIES** : Manage the clinical services and rostering of staff. Responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Hospital setting. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Ms AK Laubscher Tel No: (028) 551-1010
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 29 October 2021
- POST 36/349** : **BED MANAGER (X2 POSTS)**
Groote Schuur Hospital
- SALARY** : R376 596 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate three National Diploma/ Degree registrable with an appropriate Health Professional Council. Experience: Appropriate experience in a hospital setting in Nursing, Healthcare or Therapy. Appropriate managerial experience. Inherent requirement of the job: Valid Code B/EB driver's licence. Willingness to work shifts. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to bed management within the public sector, and the ability to deliver quality service. Ability to promote a quality service through the setting, implementation and monitoring of policy and standards. Ability to think and function independently, to collect and collate information, and to critically analyse data and produce reports. Computer literacy skills. The ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Responsible to plan, manage, co-ordinate and maintain patient flow activities relating to bed management at Groote Schuur Hospital. Utilise and manage resources with a focus on cost containment. Participate in training, development, quality improvement initiatives and research. Deliver support and provide feedback to the institution and department regarding optimal utilisation of Hospital inpatient facilities and resources. Manage, evaluate and report on all aspects of patient flow management.
- ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071/ M G Jeftha Tel No: (021) 404-2074
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 29 October 2021
- POST 36/350** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Red Cross War Memorial Children`s Hospital
- SALARY** : R376 596 per annum
- CENTRE** : Red Cross War Memorial Children`s Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3 year National Diploma/Degree. Experience: Appropriate proven supervisory experience in a Supply Chain Management environment. Appropriate proven experience in the procurement of goods/services, asset management, warehouse management and SYSTEMS in a health environment. Inherent requirements of the job Valid (Code B/EB) unendorsed drivers' licence. Competencies (knowledge/skills): Able to work independently in a stressful environment. Good managerial and interpretation skills. Advanced computer literacy (MS Excel, Pivot Tables, Outlook and Word). Knowledge and experience of the W Cape Procurement, Bids and Contract Management procedures. Extensive knowledge of all aspects of Asset Management and Warehouse Management. Sound knowledge of LOGIS, BAS and IPS. Sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and Human Resource policies). Ability to effectively communicate (written and verbal) in at least two of the

- three official languages of the Western Cape. Highly developed problem-solving and organisational abilities. Ability to manage and develop staff and apply the disciplinary code.
- DUTIES** : Provide leadership and manage the Warehouse, Asset Management Unit and Systems Unit to achieve their goals and objectives by planning, providing interpretation, application and ensure compliance to all relevant policies, regulations, prescripts and instructions, which include: Effective and efficient overall control and monitoring of the LOGIS system with oversight of the System Controller for system maintenance and sanitization. Maintain and control an accurate Institutional Asset Register for Major and Minor Assets and all the relevant functions pertaining thereto (Asset verification, reconciliations, disposal, loss control, donations, liaison with all relevant stakeholders, system work, corrective action etc.). Coordinate and facilitate efficient and economic stock management by means of effective Warehouse control. Maintain effective Demand Management, Procurement Management and Bids knowledge to chair the Quotations Committee and stand in for colleagues as needed. Liaise with internal and external auditors and deal with audit queries. Assist with the compilation of the Annual and Interim Financial Statements. Ensure timeous and accurate reporting on SCM information and performance. Ensure assessment, development and training of staff as part of the PERMIS process. Manage all relevant Human Resource Management functions in the component, including discipline, grievances and leave planning. Liaise with End Users, Service Providers and other Governmental Departments regarding Supply Chain matters.
- ENQUIRIES** : Ms L Lahner Tel No: (021) 658-5393
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. A competency test will form part of the interview process.
- CLOSING DATE** : 29 October 2021
- POST 36/351** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (GOODS AND SERVICES SOURCING)**
Directorate: Supply Chain Sourcing
- SALARY** : R316 791 per annum
- CENTRE** : (Head Office, Cape Town)
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree within Procurement/Supply Chain Management. Experience: Appropriate experience and understanding of goods and services within a health care environment. (Cleaning, Hygiene, Laundry, Pest Control, Grounds, Security, Waste, Linen, Catering, IT, Office Equipment and supplies, Consultants, HR and Travel). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of health sector and health sector commodities. Knowledge of negotiating with suppliers, procurement prescripts and government bid procedures. Ability to perform calculation relating to foreign currency, CPIX etc. Knowledge relating to management of contracts. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Extensive knowledge of goods and services within a healthcare environment.
- DUTIES** : To provide an integrated demand, acquisition and contract management service of goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Handle all procurement and bid management processes. Provide input on bid specifications in accordance with agreed strategies and objectives. Scrutinizing bids received to ensure bidder compliance. Compile memorandum to Bid Adjudication Committee. Execute Bid Committee and Delegate's resolutions. Responsible for finalising applications for price escalations, extensions and expansions. Inspect contractor's premises and vigilantly monitoring contractor's performance. Ensure the monitoring of compliance by service providers and institutions to their contractual obligations. Ensure the monitoring of compliance by service providers and institutions to their contractual obligations.
- ENQUIRIES** : Mr J Van Wyk Tel No: 021 483-4393

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 29 October 2021
- POST 36/352** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
West Coast District
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum
Bergriver Sub-district, (Stationed at LAPA Munnik & Radie Kotze Hospital)
Minimum educational qualification: Appropriate three-year Diploma/Degree in Human Resources Management. Experience: Appropriate Human Resource Administration, supervisory and PERSAL experience. Inherent requirements of the job: Valid (code B/EB/C1) driver's licence. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).
- DUTIES** : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Human Resource Administration and Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions. Responsible for Facilities Management and General Support Services as required by the Head of Corporate Services.
- ENQUIRIES APPLICATIONS** : Mr B Abrahamse Tel No: (022) 487-9278
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 29 October 2021
- POST 36/353** : **TRADESMAN AID**
West Coast District
- SALARY CENTRE REQUIREMENTS** : R122 595 per annum
Clanwilliam Hospital, Cederberg Sub-District
Minimum requirement: Grade 10 (or equivalent). Experience: Appropriate tradesman experience (plumbing, carpentry and mechanical). Inherent requirements of the job: Ability and willingness to do standby duties and hard physical work. Ability to work on high places (on top of roofs and water towers) and in small spaces (inside roof spaces and water tanks). Willingness to travel and work overtime. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to use a variety of equipment, tools and machinery.
- DUTIES** : Assist Artisans and Handymen in the execution of their respective duties. Perform various basic maintenance duties in the workshop and on the grounds. Undertake a variety of other general duties such as the physical movement of goods and equipment. Clean workshop and assist with repairs and maintenance functions effectively. Assist with the checking of maintenance and repairs of all equipment and furniture. Assist with sewer and electrical maintenance as well as repairs of laundries and plant rooms.
- ENQUIRIES APPLICATIONS** : Mr JP Martins Tel No: (027) 482-2166
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.
CLOSING DATE : 29 October 2021

POST 36/354 : **HOUSEHOLD AID**
West Coast District

SALARY : R102 534 per annum
CENTRE : Citrusdal Hospital, Cederberg Sub-District
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including night duty, overtime, weekends, public holidays and relief in other departments. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Appropriate knowledge of infection control and safety procedures in a hospital environment.

DUTIES : Provide clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and give effective support to supervisor and colleagues. Assist with serving of meals and beverages.

ENQUIRIES : Ms B Faku 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.
CLOSING DATE : 29 October 2021

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 36/355 : **CHIEF DIRECTOR: CURRICULUM MANAGEMENT AND TEACHER DEVELOPMENT REF NO: 270**

SALARY : R1 251 183 per annum (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE : Head Office, Cape Town
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA; 5 years of experience at senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid driver's licence.

DUTIES : Curriculum: Strategic management, guidance and advice in respect of the rendering of effective and efficient curriculum delivery. Curriculum

Management services. This includes the following areas of service delivery: Support all curriculum officials in developing an in-depth understanding of curriculum and its pedagogical implications for classroom practice in schools. Developing provincial plans to support Grades R – 12 curriculum implementation. Monitoring, evaluating, and supporting all provincial curriculum interventions. Coordinating curriculum development and teaching practice research within grades R-12 subjects. Plan and manage effective ways of using assessment evidence to enhance teaching and learning. Contributing to national curriculum policy development. Developing guidelines and professional development materials (both in paper and digital formats) in support of curriculum development and implementation. Interpreting national curriculum policy and developing provincial guidelines. Teacher Development: Render strategic leadership to and manage and oversee in-service teacher professional development in line with the WCED Teacher Professional Development Strategy. Oversee the development and implementation of teacher professional development programmes and courses that enhance curriculum delivery in schools. Oversee content development of courses and manage such courses to enhance quality teaching and learning in schools. Oversee the management of the WCED's Cape Teaching and Leadership Institute (CTLI). E-Learning and e-Teaching: Manage, develop and expand eLearning and e-Teaching strategies at all levels. Manage the e-Vision development and roll out. Plan the roll out of various eLearning initiatives. Plan and oversee e-Teaching development. Plan and manage curriculum-related hardware and software roll out in schools. Manage the development and delivery of programmes and courses that enhance the effective integration of e-Teaching and eLearning. Plan and manage programmes for the development of subject-related support to teachers via the WCED e-Portal. General: Define and review on a conditional basis the purpose, objectives, priorities and activities of the Chief Directorate. Participation in the Branch and Chief Directorate's strategic planning processes. Active involvement in the development and management of the strategic and business plans for the Chief Directorate. Monitor and evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Deputy Director General: Curriculum and Assessment Management on a regular basis on the activities and deliverables of the Chief Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate and of the resources employed by it. Human resource management in terms of the component. Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's Business Plan. Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate. Active involvement in the compilation of a human resource plan, a service delivery improvement programme and an information resources plan for the Chief Directorate. Financial management in terms of the component. Active participation in the budgeting process at Branch level and Chief Directorate level. Preparing the Annual and Adjustment Budgets for the Chief Directorate. Direct responsibility for the efficient, economic and effective control and management of the Chief Directorate's budget and expenditure. Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases and procurement for the Chief Directorate. Reporting to the supervisor and programme manager on all aspects of the Chief Directorate's finances. Performing diligently all duties assigned by the Programme Manager Overall responsibility for the management, maintenance and safekeeping of the Chief Directorate's assets. Ensuring that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards. Ensuring compliance with PFMA, Treasury and DORA regulations and requirements in relation to any Conditional Grants which the Chief Directorates must manage.

ENQUIRIES
CLOSING DATE

: Mr H Mahomed Tel No: 021-467 2346
: 05 November 2021

POST 36/356 : **DIRECTOR: METRO SOUTH EDUCATION DISTRICT OFFICE REF NO: 269**

SALARY : R1 057 326 per annum (Level 13), all-inclusive package (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Mitchell's Plain

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA; 6 years' experience at a middle/senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid driver's licence. Additional Requirements: Proven relevant management experience in an education environment. Valid drivers' license. Advanced knowledge of the South African Schools Act. Knowledge of all legislation as related to the Key Performance Areas applicable to districts. Proven excellence in management of district support and/or school management.

DUTIES : Lead and manage the following sub-components within the district office: Corporate services: Financial Management, Compliance Management and People Management. Circuit Managers, Management and governance. Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists. Develop, implement and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS). Manage operational interfaces with Head Office components and external agencies. Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management. Travel extensively within the district to visit schools.

ENQUIRIES : Mr AJE Meyer Tel No: 021-467 2089

CLOSING DATE : 05 November 2021

POST 36/357 : **DIRECTOR: ASSESSMENT MANAGEMENT REF NO: 271**

SALARY : R1 057 326 per annum (Level 13), all-inclusive package (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 6 years' experience at a middle/senior managerial level within an educational environment which includes Examination Administration and Assessment Management. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Valid driver's licence.

DUTIES : Develop and maintain provincial assessment systems in sync with the examinations systems and processes and ensure that national and provincial policies and regulations are adhered to. Devise strategies to support the process of improving learner attainment. Enhance the standard, credibility and quality assurance of school-based assessment. Develop material to support and train teachers in the implementation of formative and summative assessment. Train district officials and teachers in the interpretation of examination and assessment related data analysis and report writing. Ensure the appointment of markers for the National Senior Certificate and other external examinations. Ensure the effective management of Assessment and Examination irregularities in accordance with policy and identify ways to curb irregularities. Provide support to districts and schools in the management of learner progression and promotion in accordance with policy and monitor the implementation of the policy across districts. Develop online systems and tools to address the demand for alternate ways of conducting and evaluating assessments. Identify staff capacity needs and ensure training interventions. Manage directorate's budget in line with the strategic objectives of the Department.

ENQUIRIES : Mr B Loriston Tel No: 021-467 2541

CLOSING DATE : 05 November 2021

POST 36/358 : **DIRECTOR: OVERBERG EDUCATION DISTRICT OFFICE REF NO: 272**

SALARY : R1 057 326 per annum (Level 13), all-inclusive package (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Caledon

- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA; 6 years' experience at a middle/senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid driver's licence. Additional Requirements: Proven relevant management experience in an education environment. Valid drivers' license. Advanced knowledge of the South African Schools Act. Knowledge of all legislation as related to the Key Performance Areas applicable to districts. Proven excellence in management of district support and/or school management.
- DUTIES** : Lead and manage the following sub-components within the district office: Corporate services: Financial Management, Compliance Management and People Management. Circuit Managers. Management and governance. Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists. Develop, implement and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS). Manage operational interfaces with Head Office components and external agencies. Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management. Travel extensively within the district to visit schools.
- ENQUIRIES** : Mr AJE Meyer Tel No: 021-467 2089
- CLOSING DATE** : 05 November 2021