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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 40 OF 2019

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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).
- 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.

AMENDMENTS

: **DEPARTMENT OF TRADITIONAL AFFAIRS:** Kindly note that the post of Director: Office Support Services with Ref No: 2019/07 advertised in the Public Service Vacancy Circular 39 dated 01 November 2019, the requirements of the post has been amended as follows: A 3-year Degree/National Diploma in Public Administration or equivalent qualification plus 5-10 years' experience at middle management or senior management level in the relevant field. Extensive knowledge of the Traditional Leadership

sector. A valid driver's licence. Extensive travelling Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Discussion documents, position papers, policy and legislation related to the Traditional Leadership sector. Emotional Intelligence. Office Management. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.

DEPARTMENT OF WATER AND SANITATION: Kindly note that the post of Chief Director: Financial Accounting with Ref No: 151119/01 advertised in Public Service Vacancy Circular 39 dated 01 November 2019, the Branch of the post is for Finance MAIN and WTE Accounts.

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DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications



- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 22 November 2019
- NOTE** : Applications are hereby invited from suitably qualified persons to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. 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. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment. It is the Department's intention to promote equity in terms of race, gender and disability through the filling of these posts with a candidate whose transfer/promotion/appointment will promote representivity.

MANAGEMENT ECHELON

- POST 40/01** : **DIRECTOR: HUMAN LANGUAGE TECHNOLOGIES REF NO: 29/DAC/2019**
Chief Directorate: National Language Services
- SALARY** : R1 057 326 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
- CENTRE** : Pretoria
- REQUIREMENTS** : An NQF 7 qualification as verified by SAQA specialisation in Languages, IT or HLT-related. Experience in project management dealing with software development would be an added advantage. 5 years proven experience in middle/senior managerial level. A strong interest in communication, languages and research, Strong verbal and written communication skills, A good understanding of the PFMA, NLPF and relevant government legislation

and policies, Generic management competencies including analytical and strategic capability and leadership, planning and organising, quality and action orientation, people management and empowerment and financial management.

DUTIES

: The successful incumbent will be responsible for executing the following:
Securing the continuation of the National Centre for HLT (NCHLT) through:
Facilitating, coordinating and monitoring of the execution of the NCHLT Text and Speech development projects. Evaluating all HLT deliverables before submitting to South African Digital Language Resources (SADiLaR) for storage and management. Ensuring that proofs of outputs are captured and available to Internal Audit for verification. Development of HLT applications that: demonstrate the potential of HLT to improve public service delivery and promote access to information; can promote access to information and services in the citizen's official language of choice. Market and popularise the concept of the HLT industry. Work towards deployment of HLT applications in government structures. Monitor global HLT scene to update local aims and strategies. Drive the process of locating HLT within broader Information Society. Supervise staff. Provide support and advice to staff (e.g. through regular working meetings) so that they may take greater responsibility and a proactive approach towards HLT project facilitation, coordination and monitoring. Create opportunities for professional growth. Managing staff performance. Oversee proper management of all content related to HLT projects, including proposal review documentation, progress reports, site visit reports and minutes. Oversee safe archiving of HLT content according to formalised content management system for immediate availability. Ensure that HLT project outputs (software, corpora, core technologies) are received on time, stored safely and verified against TOR specifications by means of internal evaluation procedure, approved and delivered to SADiLaR. Ensure that agreements are signed, reviewed timeously for continuity of operations, and that we carry out our responsibilities as stipulated in the agreements, e.g. transfer of funds.

ENQUIRIES

: Ms NP Maloka Tel No: (012) 441-3730

OTHER POSTS

POST 40/02

: **DEPUTY DIRECTOR: INDIGENOUS KNOWLEDGE SYSTEMS REF NO: 30/DAC/2019**
Branch: Arts and Culture Heritage and Promotion

SALARY

: R733 257 per annum, (An all-inclusive remuneration salary package) consisting of a basic salary (70/75% of the total remuneration package), the State's contribution to the Government Employees' Pension Fund (13% of basic salary), and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE REQUIREMENTS

: Pretoria
: An appropriate recognised 3 year Degree/National Diploma in Social Science or Intangible Cultural Heritage Studies. 3 – 5 years relevant experience. Knowledge of the promotion of cultural Heritage. Knowledge and understanding of policies and processes relevant to Indigenous Knowledge Systems. Project Management skills. Good communication and interpersonal relations. Computer and presentation skills. Development and management of database. People management skills and analytical and thinking skills.

DUTIES

: To facilitate the implementation of measures and strategies for the collection, protection and promotion of Living Heritage/Intangible Cultural Heritage in particular Indigenous Knowledge of South Africa. Facilitating the implementation of the National Living Heritage Policy. Management of the work of the Ministerial Panel on Indigenous Knowledge Systems. Managing the Living Human Treasures programme in the unit. Development of the theme for the annual Heritage Month and assist in the implementation thereof. Facilitate a national audit on Intangible Cultural heritage and the establishment of a database thereof. Development of concept documents,

strategies and speeches on Indigenous Knowledge Systems/Living Heritage. Manage the budget of the Indigenous Knowledge Systems unit. Manage staff within the Indigenous Knowledge Systems unit. Managing all correspondence to and from the Indigenous Knowledge Systems unit. Participate in departmental management committees when requested.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba and Ms Siena Botha Tel No: (012) 441-3646/3716/3650

POST 40/03 : **DEPUTY DIRECTOR: ART AND DESIGNS REF NO: 31/DAC/2019**
: Chief Directorate: National Archives of South Africa

SALARY : R733 257 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

CENTRE : Pretoria
REQUIREMENTS : B-degree or National Diploma in Graphic Design or Fine Arts; 3 - 8 years proven experience in heraldic design and art. High technical heraldic design knowledge, including knowledge of heraldic composition. Computer design skills, in one of the popular design software, highly recommended. Planning and organising skills. People management and empowerment skills. Basic knowledge of Heraldry Act as well as other relevant legislations.

DUTIES : The successful incumbent will be responsible for executing the following: Manage the art and design unit of the bureau and its operations. Coordination heraldic artists. Preparation and coordination of draft designs. The incumbent briefs artists on new designs. Some of the responsibilities includes the refining of designs; undertaking of quality assurance processes of design; preparation of certificates of registration for new applicants such as municipalities, schools, associations and persons; digital drafting and editing of designs; and performance management.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba and Ms Siena Botha Tel No: (012) 441-3646/3716/3650

POST 40/04 : **DEPUTY DIRECTOR: PERFORMING ARTS- THEATRE AND DANCE REF NO: 32/DAC/2019**
Branch: Arts and culture promotion and development

SALARY : R733 257 per annum (An all-inclusive remuneration salary package) consisting of a basic salary (70/75% of the total remuneration package), the State's contribution to the Government Employees' Pension Fund (13% of basic salary), and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised 3 year Degree/National Diploma in one of the Performing Arts genres or equivalent qualification. 3 – 5 years relevant experience in the performing arts and festivals. Understanding on how the arts, performing arts – Theatre and Dance can impact on social-economic development. Knowledge of the PFMA and budgeting procedures. Project management and research skills. Strong work ethos combined with flexibility and creativity. Understanding of legal procedures. Knowledge of the arts funding environment in South Africa. Knowledge of the relevant policies, acts and regulations. Understanding of the arts and culture sector. Knowledge of administrative processes and procedures. Good planning and organising skills Good verbal and written communication skills. Good interpersonal and negotiation skills. Problem solving skills. Computer literacy.

DUTIES : To develop, promote and sustain Performing Arts sectors. Develop policies and strategies for Performing Arts sector: Theatre and Dance. Provide research on Theatre and Dance and disseminate finding to the Department and relevant stakeholders. Manage, monitor and evaluate funded projects. Manage existing intergovernmental and international partnerships in relation

to Performing Arts – Theatre and Dance. Develop and manage the implementation of database for Performing Arts Practitioners – Theatre and Dance. Supervise and mentor sub-ordinates.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba and Ms Siena Botha, Tel No: (012) 441-3646/3716/3650

POST 40/05 : **ASSISTANT DIRECTOR: FILM AND VIDEO PRESERVATION REF NO: 33/DAC/2019**
Chief directorate: national archives of South Africa

SALARY : R376 596 per annum (Level 09)
CENTRE : National Archive and Records Service of South Africa (NARSSA)
REQUIREMENTS : A three year Degree/National Diploma in Film and Video Technology or equivalent qualification, 2 – 3 years' working experience in a film/audio-visual Archives/Industry and film editing, in-depth knowledge of all film processes, knowledge of film operating systems, communication skills, technical and computer skills, organising skills. Knowledge of film digitization will be an added advantage.

DUTIES : The incumbent will be responsible for the following: collect, preserve and make available film, video collections and related materials, manage the identification, selection, and appraisal and accessioning of film prints and viewing copies, manage the appraisal and technical evaluation of film masters, manage the physical care, repair, duplication and restoration of films, manage human resource of the unit, and training.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba and Ms Siena Botha Tel No: (012) 441-3646/3716/3650

POST 40/06 : **ASSISTANT DIRECTOR: STRONG ROOM MAINTENANCE REF NO: 34/DAC/2019**
Chief directorate: national archives of South Africa

SALARY : R376 596 per annum (Level 09)
CENTRE : National Archive and Records Service of South Africa (NARSSA)
REQUIREMENTS : A three year Degree in Archival Studies or equivalent, 2 – 3 years' experience in a library or archival environment, knowledge of relevant acts governing the National Archives, knowledge of disaster management and Archival practices, knowledge and understating of international and national standards on storage facilities for archival records, planning and organising skills, quality and action orientation, problem solving and analysis, communication and interpersonal skills, creative and innovative, research skills.

DUTIES : The incumbent will be responsible for the following: ensure proper management and maintenance of storage of all archival material in the National Archives repository, participate in the development and implementation of the preservation policy, manage the routine cleaning of strong rooms, develop guidelines for storage and maintenance of archival materials in the strong room, develop guidelines for transportation and consultation of records, research and development of strong rooms maintenance guidelines, assist with the development and implementation of the emergency preparedness and disaster reaction plan, staff management and empowerment.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba and Ms Siena Botha Tel No: (012) 441-3646/3716/3650

POST 40/07 : **ASSISTANT ARCHIVIST: CONSERVATION LABORATORY REF NO: 35/DAC/2019 (X2 POSTS)**
Chief-directorate: national archives of South Africa

SALARY : R173 703 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate. Computer literacy. Knowledge of preservation procedures and processes, Knowledge of repairs of archival material,

DUTIES

Encapsulation and mounting, Knowledge of book binding. Good communication skills. Good planning and organising skills.

:

The successful candidate will be responsible for providing curative and long-term preventative conservation service for all bound records and books. Assist with specialised conservation repairs to rare and highly valuable bound archival records. Bookbinding and repairs. Participate in all efforts to improve preservation management and practices at the National Archives and Records Service of South Africa. Develop proper protective enclosures for rare archival records. Participate in training programmes organised by the National Archives and Records Service.

ENQUIRIES

Ms P Mulaudzi, Ms B Manqaba and Ms Siena Botha, Tel No: (012) 441-3646/3716/3650

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, South African National Defence College, Private Bag X1021, Thaba Tshwane, Pretoria 0001 or May be hand delivered at Hero Tielman Road, Thaba Tshwane (opposite Voortrekker High School on SAAF College grounds)
- CLOSING DATE** : 29 November 2019 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

- POST 40/08** : **ASSISTANT DIRECTOR TRAINING SUPPORT REF NO: SANDC/40/61/19**
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : South African National Defence College. Pretoria
- REQUIREMENTS** : BA Degree/National Diploma/NQF Level 6 in Human Resource Management, HR Development or Management of Training. Minimum of five (5) years' experience in administration within training (ETD) environment.
- DUTIES** : Security and Defence Studies Programme (SDSP) Administration: prepare the weekly programme. Proofread training documentation. Compile data for integration for programme reports. Compile templates and assist with mid Programme and Final Programme Reports. Complete academic results in report. Take Minutes of data Integration and assessment review panels, Write Confirmatory notes. Compile seating plan for Auditorium. Prepare

claims for quest speakers and invoice number list. Arrange accommodation for quest speakers. Prepare Portfolio of evidence (POE) index. Compile performance Management Development System (PMDS) forms for programme members. Maintain PMDS and ensure that senior Directing Staff (SDS) conduct interview with the members. Ensure that all assessments and profiles, are filed on the portfolio of evidence (POE). Assist Programme members with all administration .Create and maintain consolidated mark sheets for member's results for SDSP and Wits. Assign "Ghost "exam numbers to members for assessments. Maintain academic achievements "Honour Roll" Trophies in display area. Manage Turnitin Organise Regional Experiential Study Visit and Foreign experiential Study Visit: Liaison with RSA mission. Quotations and booking accommodation, arranging for ministerial submission. Compile all recons and submit to chief pay Master Foreign Currencies. Office Administration: Compile and Distribute Monthly training report. Attend training wing meetings. Maintain Statistics for regional and Foreign Experiential Visits and Members of other government departments.

ENQUIRIES

: Maj P. Malogwe Tel No: (012) 674 6519

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 22 November 2019
- NOTE** : Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill/not to fill the vacant post. The successful candidates will enter into a contract with the GCIS that will be reviewed based on performance, and must be in possession of their own transport and appropriate computer equipment and software.

OTHER POSTS

- POST 40/09** : **ADMINISTRATIVE OFFICER REF NO: 3/1/5-19/77**
Directorate: Provincial and Local Liaison
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Durban
- REQUIREMENTS** : Applicants must be in possession of an appropriate National Diploma (NQF level 6) or Bachelor's Degree (NQF level 7) in Administration or related equivalent qualification as recognised by SAQA. He/she should have at least two years' experience in administration. Special requirements/skills needed: Excellent interpersonal skills. Good communication skills (written and oral), and exceptional organising and planning skills. Ability to work independently, under pressure and in a team. Time management and pro-activeness. Problem solving skills and results orientated individual. Attention to detail. Computer literate (Microsoft Word, Power Point, Access and Excel). Job Knowledge: He/she must have an understanding of the Public Finance Management Act and Central Supplier Database.
- DUTIES** : The incumbent will be responsible for the following: supply chain management i.e procurement, asset control and disposal, be responsible for

monthly budgeting and financial management at provincial level. The official will be responsible for the procurement of goods and services in line with relevant departmental policies. The official will be responsible for capturing orders and maintaining the database. Other duties will include support in the provisioning of transport services in the Provincial Office. Provision of monthly administrative reports to Head Office and to the Provincial Director on administrative matters. Training and guidance on administrative matters to communication officers, the secretary, part-time workers and interns. Support in terms of lease agreements for the Provincial as well as District offices. Supporting the Provincial Director in finalisation of HRIMS and EPMDS submissions by all staff in the Directorate. Support Provincial Director regarding personnel matters and record-keeping. Support in compiling monthly budget projections and record-keeping of budget and expenditure. Handling and controlling all financial matters for the KwaZulu-Natal provincial office and districts located in the Thusong Service Centres and elsewhere.

ENQUIRIES : Ms N Mngadi Tel No: (031) 301 6787
NOTE : Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 40/10 : **SENIOR FACILITIES MANAGEMENT CLERK (WAREHOUSE) REF NO: 3/1/5-19/66**
 Directorate: Security and Facilities Management

SALARY : R208 584 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of a National Diploma (NQF 6) in Management/Administration/Logistics Management or relevant equivalent qualification and at least two (2) years' stores/warehouse experience. The candidate must have the knowledge of the treasury Regulations, Logis, PFMA. Excellent communication and interpersonal relation skills. Computer Literacy (Ms Word and Excel). Ability to work well under pressure and willingness to work irregular hours. Knowledge of Logis will added advantage. He/she must have good verbal communication and interpersonal skills, and ability to work under pressure and independently.

DUTIES : The successful candidate will be responsible for receiving of all ordered items both physically and electronically on Logis. Issuing of stock from warehouse and also on the system Logis. Replenishment of stock for Facility Management. Verify and receive stock delivered by supplier. Update Bin Cards when issuing or receiving stock and regular spot checks in warehouse. Follow-up with service providers on outstanding deliveries and invoices. Handling both internal and external enquiries. Keep records of orders for stationery. Assist in Asset Management Section.

ENQUIRIES : Mr M Mlondobozi Tel No: (012) 473 0182
NOTE : Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 40/11 : **SECRETARY REF NO: 3/1/5/ – 19/99**
 Directorate: Human Resource Management

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 with typing as a subject or any other related training course/qualification that will enable the candidate to perform the work satisfactorily. One (1) year relevant experience including Internship or Learnership. Experience in records management will be added an advantage. Special requirements: Knowledge and experience in executing secretarial duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager. Computer literate. Knowledge of Word, Excel and Power point. Language proficiency in English

(written and verbal). Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to do research and analyse documents and situations. A typing test will be required of all listed candidates interviewed.

DUTIES : Provide a secretarial support service to the Directorate: Human Resource Management. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Clear the Manager's desk daily. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes. Provide a reception, communication and co-ordination service as well as office security service.

ENQUIRIES : Ms Zanele Ngwenya Tel No: (012) 473 0472

NOTE : Preference will be given to Coloured male/female, Indian male/female and White male/female

POST 40/12 : **SECRETARY REF NO: 3/1/5/ – 19/100**
Directorate: Eastern Cape Provincial Office

SALARY : R173 703 per annum (Level 05)
CENTRE : East London

REQUIREMENTS : Grade 12 with typing as a subject or any other related training course/qualification that will enable the candidate to perform the work satisfactorily. One (1) year relevant experience including Internship or Learnership. Special requirements: Knowledge and experience in executing secretarial duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager. Computer literate. Knowledge of Word, Excel and Power point. Language proficiency in English and IsiXhosa (written and verbal). Analytical and innovative thinking ability as well as problem solving and interpersonal skills. Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to work in a decentralized environment and sometimes travel. Presentability and high degree of etiquette. Ability to work within a team. Ability to do research and analyse documents and situations. A typing test will be required of all listed candidates interviewed. A valid drivers' license will be an added advantage.

DUTIES : Provide a secretarial support service to the Provincial Director and the directorate: Eastern Cape Provincial Office. Provide logistical support to the Director regarding leadership meetings. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the daily management of his/her diary. Clear the Manager's desk daily. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel, accommodation, and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes.

ENQUIRIES
NOTE

Provide a reception, communication and co-ordination service as well as office security service. Report writing, compilation, collation. Minute taking and development of target driven action plan. Ensure record management in the office of the Director and the Provincial office.

- : Mr. N Pinyana Tel No: (043) 722 2602/9
- : Preference will be given to Coloured male/female, Indian male/female and White male/female

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Pretoria or Private Bag x63, Arcadia, Pretoria.
- FOR ATTENTION** : Ms Felicia Mahlaba at Recruitment
- CLOSING DATE** : 22 November 2019 at 12h00 noon
- NOTE** : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details), original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-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 three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. 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. No email or faxed applications/No late applications, 12H00 No late applications will be considered. No faxed/e-mailed/late applications will be considered.

OTHER POST

- POST 40/13** : **SENIOR ADMINISTRATION OFFICER: INFORMATION SECURITY COMPLIANCE AND MONITORING REF NO: SAO/IS-CM/11-1P**
Information Security
The purpose of the role is to effectively monitor Information Security Compliance processes and activities within the GPAA.
- SALARY** : R316 791 per annum (Level 08)
CENTRE : Head Office Pretoria
REQUIREMENTS : An appropriate B Degree/National Diploma in Information Technology or related equivalent three-year qualification (at least NQF 6 with 360 credits) coupled with 3 years' combined experience within Information Communication Technology and Information Security field of which at least one year's experience must have been solely in Information Security/ICT Security/Cyber Security. Supervisory experience will be an advantage. Knowledge skills and competencies: Knowledge of Minimum Information Security Standards (MISS) ,Knowledge of Access to Information Act, Knowledge of Information Security legislations prescripts, and regulations, Knowledge of Security systems, Knowledge of Public Finance Management Act (PFMA), Knowledge of Client relations management, Knowledge of GEPF services and products, Knowledge of Programme and projects management, Knowledge Information Technology, Knowledge of Monitoring and Evaluation, Analytical, Facilitation, Presentation skills, Problem-solving skills, Ability to communicate at all levels, Financial Management, Organising and coordination, Ability to build strong network relationships, Ability to work independently, Persuasiveness, Reliability, Stress coping abilities, Self-efficacy, Multi focusing abilities, integrity.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following. Monitoring of Information Security Compliance within GPAA: Conduct compliance monitoring of systems, processes, and personnel to establish the level of compliance to the Information Security initiatives. Coordinate and facilitate the training of new and current GPAA staff members on possible threats and vulnerabilities. Implement findings as identified by the internal and external auditors. Monitor and revise plans as necessary to ensure data integrity, confidentiality, and availability. Submit reports of information security-related breaches, take appropriate actions to mitigate risks, investigate breaches, and make recommendations to the management for corrective action. Evaluate the GPAA business unit's operational processes to establish the level of compliance with the Information Security regulations. Review and propose improvements to the existing Information Security initiatives. Liaise with other business units to direct compliance issues to appropriate existing channels for investigation and resolution and provide reports to the management. Stay abreast of new and current trends and developments in the ICT and Cyber Security fields to efficiently advise ICT Security Management on the implementation of counter measures. Participate in Sub-Business Unit planning and reporting initiatives: Report on status of operations and projects to Security Management, Participate in the administrative processes of the Division. Conduct regular feedback and communication with ICT Security Management.
- ENQUIRIES** : Ms Felicia Mahlaba on Tel No: (012) 319 1455
NOTE : A position of Senior Administration Officer: Information Security Compliance and Monitoring is currently available at Information Security Section at the GPAA. The position will be filled as a permanent position. Note: The Employment Equity target for this post is Coloured, Indian or White male and Coloured or Indian Female category or people with disabilities. Candidate of the designated groups are encouraged to apply.

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Applications must be sent in time to the correct address as indicated at the bottom of each post, on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.
- CLOSING DATE** : 22 November 2019
- NOTE** : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, citing the start and end date (dd/mm//yr) of each employment period to be considered, together with a copy of highest qualification relevant to the post, Certified copies of ID Document and Driver's Licence where relevant. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. All shortlisted candidates for posts on Salary Level 9 and above will be subjected to a technical assessment that intends to test relevant technical elements of the job. All identified candidates on Salary Level 11 and above will further undergo a competency assessment, which applies transversally across the Public Service. All recommended candidates, irrespective of the salary level, will be subject to Employment Suitability Checks (Credit, Criminal, Citizenship, Employment and Reference and Qualification Checks). Candidates who meet the requirements and reside within close proximity of the office where the post is based, will receive preference. Kindly note that, for e-mailed applications, should you not receive an acknowledgement of receipt/confirmation advice, this could mean that your application did not reach us due to the size of the attachments exceeding 2.5MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly.

MANAGEMENT ECHELON

- POST 40/14** : **DIRECTOR-GENERAL: DEPARTMENT OF HOME AFFAIRS REF NO: HRMC58/19/1**
(5 year fixed contract)
- SALARY** : R1 978 533 - R2 228 820 per annum (Level 16) (All-inclusive salary package) structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Pretoria
- : An undergraduate qualification at (NQF level 7) and a postgraduate qualification at (NQF Level 8) as recognised by SAQA. 8-10 years' experience at a senior managerial level (5 years must be as a member of the SMS in the Public Service). Extensive management experience, exceptional ability to innovate thought, vision, drive and strong leadership abilities. Knowledge of the Constitution of South Africa, Public Service Regulatory Framework, Public Finance Management Act and National Treasury. Knowledge of all relevant Departmental Human Resource Frameworks. Understanding of broad-based economic empowerment principles. Knowledge of the principles and techniques of Corporate Governance. Good understanding of Government programme of action and priorities. Proven track record of leading Change Management initiatives. Strategic capabilities and leadership. Service delivery innovation, client orientation and customer focus. People management and development. Programme and project management. Communication. Knowledge and

information management. Decision making and initiation action. Presentation, negotiation and business report writing skills. Problem solving and analysis. Diplomacy, coaching and facilitating and technical skills. On call, extensive traveling and extended working hours are required. Weekend working hours may be required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Serve as the Accounting Officer of the Department in line with the PFMA and the established strategic direction of the Department to ensure alignment of business plans with the Annual Performance Plans (APP) of the Department. Provide strategic leadership and high level direction in the effective and efficient management and administration of the Department. Manage and ensure policy analysis, development and implementation. Provide advisory support to the Executive Authority (Minister). Promote inter and intra government relations and participate and represent the Department in various forums. Development and implementation of policy, departmental strategy, procedure, Directive Acts, Regulations and Legislations. Management of resources (physical, human and financial).

**ENQUIRIES
APPLICATIONS**

: Ms C Mocke Tel No: (012) 406 4153/082 301 8580
: Quoting the relevant reference number, direct your Application for Employment Form (Z.83), a comprehensive CV, together with a copy of highest qualification relevant to the post, Certified copies of ID Document and Driver's Licence, by closing date to: e-mail: DGrecruitment@dha.gov.za

POST 40/15

: **DEPUTY DIRECTOR-GENERAL: COUNTER CORRUPTION AND SECURITY SERVICES REF NO: HRMC58/19/2**

Branch: Counter Corruption and Security Services

Re-advertisement and applicants who applied previously and meet the requirements, are kindly requested to reapply

This role will suit a strong decision maker with keen influencing skills who will provide strategic leadership, direction and executive support in provision of Counter Corruption and Security Services within the Department of Home Affairs (DHA)

SALARY

: R1 521 591 - R1 714 074 per annum (Level 15), (An all-inclusive salary package) structured as follows: Basic Salary- 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. In addition, a range of competitive benefits are offered.

**CENTRE
REQUIREMENTS**

: Head Office, Pretoria
: An undergraduate qualification (NQF level 7) in Forensics, Criminal Justice, Intelligence Management or related field, as well as a relevant post graduate qualification (NQF level 8) as recognised by SAQA. 8 -10 years' experience at a senior managerial level in the related field. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of the legislative and regulatory frameworks on Public Service, DHA core business Security and Counter Corruption matters. Knowledge and understanding of business needs and business requirements. Strategic capability and leadership skills. Knowledge of service delivery innovation. Client orientation and customer focus. People management and empowerment skills. Financial Management. Honesty and integrity. Programme and Project Management skills. Change management skills. Communication skills. Knowledge and information management skills. Planning, Organising and time management skills. Problem solving and analysis skills. Operations management skills. Business report writing skills. Policy development skills. Knowledge of research methodology and analysis. Strong numerical skills. Ability to deal with pressure and setbacks. Computer literacy. Diplomacy. A valid driver's license, willingly to travel extensively and work extended hours is essential.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and prepare the strategic plan for the

Department of Home Affairs (DHA). Ensure the development and implementation of the Counter Corruption Strategy, as well as compliance with the legislative and regulatory framework governing Security and Counter Corruption. Provide strategic leadership and expert advice on the interpretation and implementation of the legislation and regulations relating to Counter Corruption and Security. Align and integrate Counter Corruption and Security initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Ensure the development of preventative strategy or measures in order to mitigate identified trends and risks. Ensure the successful investigation and analysis of all identified criminal, employee relations and law enforcement cases. Oversee liaison with all relevant law enforcement agencies to enable the successful prosecution of all cases. Ensure effective resource management within the business unit. Be accountable for the duties as sub-programme manager in terms of the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations. Prepare, monitor and control annual budget so that expenditure is in line with financial requirements and strategy.

ENQUIRIES
APPLICATIONS

: Ms C Mocke Tel No: (012) 406 4153/082 301 8580
: Quoting the relevant reference number, direct your Application for Employment Form (Z.83), a comprehensive CV, together with a copy of highest qualification relevant to the post, Certified copies of ID Document and Driver's Licence, by closing date to: e-mail: CCrecruitment@dha.gov.za

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag x644, Pretoria, 0001 or Hand delivery: 260 Justice Mohammed Street, Ruth Mompoti Building, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : Ms N Nortman, Tel No: (012) 444 9115
- CLOSING DATE** : 22 November 2019 at 16:00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of original qualification certificates and your ID/Passport. All copies must be certified within the past 6 months. Please ensure that the Z83 form is signed. It should be noted that certified copies of certified copies will not be accepted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No certified copies of certified copies (of documents) will be accepted. Only original certified copies of documents will be accepted. Failure to submit the required, originally certified documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.
- ERRATUM:** Kindly note that the post of Senior Personnel Officer with Ref No: DOHS/51/2019 advertised in Public Service Vacancy Circular 37 dated 18 October 2019, the requirements of the post has been amended as follows: Applicant must be in possession of a Senior Certificate or equivalent; and a Degree/Diploma (NQF Level 6/7) in Human Resource Management, Experience in Human Resource Administration will be an added advantage. Candidates who previous applied, do not need to re-apply. The closing date has been extended to 22 November 2019.

OTHER POSTS

- POST 40/16** : **DEPUTY DIRECTOR: RENTAL TRIBUNAL AND TENANT SUPPORT AND PROTECTION REF NO: DOHS/53/ 2019**
 Branch: Programme and Project Management Unit
 Chief Directorate: Programme Implementation Facilitation
 Directorate: Private/Public Rental Development (Social Housing, Hostel & CRU)
 Sub-directorate: Rental Tribunal and Tenant Support and Protection
- SALARY CENTRE** : R733 257 per annum (Level 11) (all-inclusive salary package)
 Pretoria

<u>REQUIREMENTS</u>	:	Applicants must be in possession of a relevant Undergraduate qualification (NQF 6/7) as recognized by SAQA in Public Administration. At least 3-5 years' experience at Assistant Director Level. Experience in Rental Housing Tribunal will be an added advantage. Knowledge of the Rental Tribunal Act 50 of 1999. Knowledge of property management principles, Good interpersonal and stakeholder liaison, ability to work under pressure and time management, willingness to work extended hours. Good communication skills (verbal & written) planning and organizing skills, computer literacy, supervisory skills, and facilitation & presentation skills.
<u>DUTIES</u>	:	Key responsibilities will be to support delivery agents with tenant/tenant group issues and needs. To provide and facilitate capacity building for tenants/tenant groupings and Rental housing tribunals. Maintain a database of tenant groupings and tenant/tenant groupings queries on actions and turnabout times. Maintain a database of Rental housing tribunals nationally and of tribunal case loads. Provide assistance to provinces who wish to set up Rental Housing Tribunals.
<u>ENQUIRIES</u>	:	Ms N Nortman Tel No: (012) 444 9115
<u>NOTE</u>	:	Female candidates and people with disabilities are encouraged to apply.
<u>POST 40/17</u>	:	<u>ASSISTANT DIRECTOR: PRIVATE RENTAL DEVELOPMENT REF NO: DOHS/54/2019</u> Branch: Programme and Project Management Unit Chief Directorate: Programme Implementation Facilitation Directorate: Private/Public Rental Development (Social Housing, Hostel & CRU) Sub-directorate: Rental Tribunal and Tenant Support and Protection
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a relevant Undergraduate qualification (NQF 6/7) as recognized by SAQA in Public Administration or Development Management studies in human settlement development environment. At least 3- 5 years' experience as Officer or Practitioner level. A thorough knowledge and application of Public Service Regulations, Social housing policies, and programme management is required. Knowledge of the housing Code is essential. Good communication skills (verbal & written) coupled with planning and organizing skills, computer literacy, supervisory skills and facilitation & presentation skills.
<u>DUTIES</u>	:	Key responsibilities will include development, enhancement and implementation of government' private rental/social housing & institutional programme. Implementation of Public Sector Programmes. Attend to and implement special/adhoc projects. Implementation of the targets set in terms of outcome 8. Facilitation and co-ordination of Technical Support. Oversee and manage the allocation of programme and directorate budget. Provide general supervision and administration functions in the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms N Nortman Tel No: (012) 444 9115
<u>NOTE</u>	:	Female candidates and people with disabilities are encouraged to apply.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

<u>CLOSING DATE</u>	:	22 November 2019
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document (Driver's license where applicable). Faxed applications will not be accepted. 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 three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His/her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

MANAGEMENT ECHELON

<u>POST 40/18</u>	:	<u>DIRECTOR: COMMUNICATION AND MARKETING REF NO: Q9/2019/39</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13)
<u>CENTRE</u>	:	Pretoria (National Office)
<u>REQUIREMENTS</u>	:	An (NQF 7) Degree in Communication, Marketing, Public Relations or Journalism as recognised by SAQA. 5 years' experience at Middle Management Services (MMS) level in the communications environment. A valid driver's license. Knowledge requirements: Knowledge and understanding of the IPID Act, PFMA, and other relevant legislation and regulations that govern the Public Service. Advanced knowledge of integrated marketing and communications, media relations and special events planning and coordination. Understanding of the key priorities of government. Multilingualism will be an added advantage. Skills and competencies: Strategic capability and leadership skills. Analytical thinking, Planning and organising. Problem solving and decision making skills. Innovation and creative thinking. Project management skills. Strategic planning skills. Ability to interpret the law. Written and verbal communication skills. Report writing skills. Negotiation skills. Honesty and integrity. Change management skills. Computer skills. Financial management skills. Client orientation and customer focus. Ability to work under pressure. Good interviewing skills. Willing to work extensive hours.
<u>DUTIES</u>	:	Provide strategic direction to the component/directorate. Develop, implement and maintain policy framework for communications. Coordinate and manage the distribution of information to stake holders. Provide written and verbal internal and external communication services. Serve as a spokesperson/media liaison for the organization. Develop communication strategies. Policies and procedures. Input towards the IPID strategic

document e.g. Annual Report. Manage the strategic and creative design of IPID marketing and communications activities and materials. Responsible for editorial direction, design. Production and distribution of IPID publications. Oversee website management as well as social media content creation and management. Promote public awareness of the IPID. Provide Library services to the Department. Manage and supervise staff.

ENQUIRIES : Ms D Kumalo at Tel No: (012) 399 0038
APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X 941, Pretoria, 002 hand deliver to 114 Madiba Street, City Forum Building, Pretoria, 0001.
FOR ATTENTION : Ms P Mereko at Tel No: (012) 399 0189

OTHER POSTS

POST 40/19 : **ADMINISTRATIVE CLERK SUPERVISOR REF NO: Q9/2019/40**

SALARY : R257 508 per annum (Level 07)
CENTRE : Free State
REQUIREMENTS : A Grade 12 certificate or equivalent with 3-5 years' experience required. Knowledge requirements: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public service. Knowledge of working procedures in terms of the working environment. Skills and competencies: Computer Skills. Planning and organization. Good verbal and written communication skills, Interpersonal skills, flexibility, team work and communication.

DUTIES : Supervise and render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and /or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Supervise and provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of stand office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices) Supervise and provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Supervise and provide financial administration clerical support services within the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr T Komphela Tel No: (051) 406 6800
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 20708 Bloemfontein 9301 or hand deliver to 15 Cnr Andrew & Wesburger Streets Ground Floor Standard Bank Building, Bloemfontein.

FOR ATTENTION : Mr T Komphela Tel No: (051) 406 6800

POST 40/20 : **SENIOR SECURITY OFFICER REF NO: Q9/2019/41**

SALARY : R208 584 per annum (Level 06)
CENTRE : Pretoria (National Office)
REQUIREMENTS : A grade 12 certificate and PSIRA Grade C. 3-5 years' experience in Security Management. A valid driver's license. Competency certificate in Handling of firearm will be an added advantage .Skills and Competencies:

Communication Skills (verbal and Written). Interpersonal Relations, People management skills. Planning, Organize and Control skills. Knowledge requirements: Knowledge of the Minimum Information Security Standard, Minimum Physical Security, Occupational Health and Safety Act and Control of Access to Public Premises and Vehicle Act.

DUTIES : Assist Public with queries by providing adequate information and directions. Monitor fire alarms, fire prevention and investigating alarms. Manning the Control Room. Operating Electronic Security System. Exercise effective key control management. Monitor and ensure compliance with Service Level Agreement entered into by the Department and Private Security Company. Record and attend to security complaints and requests. Conduct security inspections. Monitor and ensure proper utilization of security equipment, Ensure compliance with access control procedures. Conduct escort duties to sensitive areas.

ENQUIRIES : Ms K Rathokolo at Tel No: (012) 399 0037
APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 hand deliver to 114 Madiba Street, City Forum Building, Pretoria 0001 at Tel No: (012) 399 0189

POST 40/21 : **PERSONAL ASSISTANT TO THE PROVINCIAL HEAD REF NO: Q9/2019/42**

SALARY : R208 584 per annum (Level 06)
CENTRE : Gauteng (Johannesburg)
REQUIREMENTS : A Secretarial Diploma or equivalent qualification. Minimum of 3-5 years' experience in rendering support service to Senior Management. A valid driver's license. Ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Compute skills. High level of reliability. Written communication skills, ability to do research and analyse documents and situation. Self-management and motivation. Basic knowledge on financial administration. Knowledge of relevant legislation. Policies. Prescript and procedures.

DUTIES : Provide secretarial-receptionist support service to the manager. Performs advanced typing work. Receive telephone calls in an environment where in addition to the calls for the senior manager discretion is required to decide to whom the calls should be forwarded. Records the engagements of the senior manager. Compile realistic schedules of appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of the documentation in the office of the manager in line with relevant legislation and policies. Response to enquiries received from internal and external stakeholders. Draft documents as required. Manage the leave register and telephone accounts for the manager. Handle procurement of standard items like stationery-refreshments-etc for the activities of the manager and the unit. Prioritise issues in the office of the manager. Provide support to the manager regarding meetings. Collects and compile all necessary documents for the manager to inform him/her on the contents. Record minutes' decisions and communicate to relevant role players. Follow up on progress made. Supporting the manager with the administration of the manager's budget of the office. Keep records of expenditure commitments. Monitors expenditure and alerts managers of possible over and under spending, identify the needs to move funds between items. Collects and coordinates all the documents that relates to the manager's budget. Studies the relevant public service and departmental prescripts, policies procedures and other documents and ensure that the application thereof is understood properly. Remains abreast with the procedures and processed that apply in the office of the manager. Remains up to date with regards to the prescripts-policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Ms F Dlakana Tel No: (011) 220 1500

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 25
Johannesburg 2000 or hand deliver to 20 Albert Street, 8th Floor-
Braamfisher Towers, Johannesburg 2000

FOR ATTENTION : Ms M Tshabala Tel No: (011) 220 1500

POST 40/22 : **ADMINISTRATION CLERK REF NO: Q9/2019/43**

SALARY : R173 703 per annum (Level 05) the successful candidate will be required to
sign a performance agreement.

CENTRE : Mpumalanga (Nelspruit)

REQUIREMENTS : A grade 12 certificate. Knowledge of clerical duties, practices as well as the
ability to capture data, operate computer and collecting statistics.
Knowledge and understanding of the legislative framework governing the
Public Service. Knowledge of working procedures in terms of the working
environment. Skills and competencies: Computer Skills. Planning and
organization. Good verbal and written communication skills, Interpersonal
skills, flexibility, team work and communication.

DUTIES : Render general clerical support services: Record, organize, store, capture
and retrieve correspondence and date (line function). Update registers and
statistics. Handle routine enquiries. Make photocopies and receive or send
facsimiles. Distribute documents/packages to various stakeholders as
required, keep and maintain the filing system for the component, type letters
and /or other correspondence when required, Keep and maintain the
incoming and outgoing document register of the component. Provide supply
chain clerical support services within the component: Stock control of office
stationery. Keep and maintain the asset register of the component. Provide
personnel administration clerical support services within the component.
Maintain a leave register for the component. Keep and maintain personnel
records in the component. Keep and maintain the attendance register of the
component. Arrange travelling and accommodation. Provide financial
administration support services in the component: Check correctness of
subsistence and travel claims of officials and submit to manager for
approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms E Mamabolo Tel No: (013)754 1000

APPLICATIONS : Post to Independent Police Investigative Directorate, Private Bag X 11325,
Nelspruit 1200 or, hand deliver to 27 Brown Street, 1st floor, Permanent
Building, Nelspruit, 1200.

FOR ATTENTION : Mr S Nkambule Tel No: (013)754 1000

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

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.

CLOSING DATE : 25 November 2019

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's license where necessary. 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. 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. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: Kindly note that the post of Assistant Director: Achieves Services with Ref No: 19/140/AIR advertised in the Public Service Vacancy Circular 37 dated 18 October 2019, the closing date has been extended to 18 November 2019. We apologize for any inconvenience caused.

OTHER POSTS

POST 40/23 : **DEPUTY DIRECTOR: LANGUAGE POLICY AND INTERPRETING SERVICES REF NO: 71/19/WC**

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

CENTRE : Regional Office, Cape Town

REQUIREMENTS : Bachelor's Degree in Administration/Management or equivalent; Post graduate qualification will be added advantage (Administration/Management); Three (3) – five (5) years' experience in management of which three (3) years will be on supervisory level; Knowledge of Language Policy, Knowledge of policies, prescripts and legislation and editing. Skills and Competencies: Knowledge of Language Policy; Computer literacy (MS Word, PowerPoint, Outlook, Excel etc.); Research and analytical skills; Strong leadership with strategic capabilities; Policy development; Research, monitoring and Evaluation and report writing; Full command of languages; Knowledge of policies, prescripts and legislation Translation and editing; Planning and organizing; Cultural diversity; Financial Management; Terminology development; Accuracy and attention to detail; Excellent written and verbal communication; Presentation and facilitation skills.

DUTIES : Key Performance Areas: Manage the implementation of Court Interpreting and language services; Develop the legal interpreting and language services operational plan of the province; manage the implementation for foreign and casual court interpreting resources; Ensure alignment to the operational plans in line with language policy programmes; Manage projects for legal interpreting and language services; Manage the Court Interpreting and Language Services Stakeholders relations; Participate and advise Provincial case flow management meetings; Capacitate and develop language and Court Interpreting services; Manage operational efficiency of language services in the Region; Ensure availability of sufficient resources;

manage the language proficiency assessment during Recruitment and Selection; General Management functions; provide inputs on budget and monitor expenditure; manage personnel workflow and quality of outputs within the sub – directorate.

ENQUIRIES APPLICATIONS : Ms M Zietsman Tel No: (021) 469 4000
: Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: Riebeeck Street, 08 Norton Rose House, 5th Floor Cape Town.

FOR ATTENTION : Mr M Ketelo

POST 40/24 : **CLUSTER MANAGER: COURT INTERPRETING REF NO: 75/19/WC**

SALARY : R376 596 – R443 601 per annum. (The successful candidate will be required to sign a performance agreement).

CENTRE : Magistrate Office, Cape Town
REQUIREMENTS : NQF level 4/Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English; Proficiency in two or more indigenous languages; Six years practical experience as a Court Interpreter with minimum three (3) years supervisors experience; A valid driver's licence. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.

DUTIES : Key Performance Areas: Manage the legal interpreting, language services and stakeholder relations in the cluster; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non-human resources of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.

ENQUIRIES APPLICATIONS : Ms M Zietsman Tel No: (021) 469 4000
: Please forward your application to: Regional Head: Private Bag X 9171 Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House; Cape Town.

FOR ATTENTION : Mr M Ketelo

POST 40/25 : **COURT INTERMEDIARY (X2 POSTS)**

SALARY : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office Galeshewe Ref No: 42/19/NC (will serve all courts within the Northern Cape)
Magistrate Office Kimberley Ref No: 43/19/NC (will serve all courts within the Northern Cape)

REQUIREMENTS : Medical Practitioners who specialty of paediatrics or Psychiatry who are registered in terms of section 17 of the Health Professions Act, 1974 (Act 56 of 1974), or, Clinical, counselling or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974(Act nr 56 of 1974); Family Counsellors who are appointed under section 3(1) of the Mediation in Certain Divorce Matters Act, 1987, and who are or were Clinical, Counselling or Educational Psychologist who registered in terms of section 17 of the Health Professional Act, 1974(Act Nr.56 of 1974; or Social Workers who are registered in terms of section 17 of the Social Service Act, 1978 (Act Nr.110 of 1978) who at least have two years' experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who (a) have obtained a minimum post Matriculation teacher's education qualification of three years at a recognized tertiary education institution and (b) have at least three years' experience in teaching, and are registered in terms of section 21 of the South African council for Educators Act 2000(Act no. 31 of 2000) and include former teachers, who comply with paragraph (a) and (b); Child and Youth care workers who have obtained a minimum post Matriculation education qualification of three years at a recognized tertiary education institution in

child and youth care and have at least three years' experience in child and youth care; Knowledge of legislation and regulations pertaining to public service and administration; Knowledge of legal term and terminology, and understanding Human Rights; Knowledge of Children's and mentally disabled communication patterns and styles. Languages proficiencies: Galeshewe: Fluency in English, Afrikaans and Setswana, Language requirements: a combination of the following will be considered. Kimberley: Fluency in English and Afrikaans; Setswana will be an added advantage; A valid driver's licence and willing to travel extensively within the province and beyond. Skills and Competencies: Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses); Trauma and basic counselling skills; Interpersonal relations 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 for vulnerable witnesses, where an application is granted in court; Provide specialized child language and disability services; Maintain Intermediary room; Provide support services to witnesses and make appropriate referrals; Render administration support service in courts; Compile and submit registers, statistics and reports.

**ENQUIRIES
APPLICATIONS**

: Mr R Muller Tel No: (053) 802 1300
: Quoting the relevant reference number, 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. Email or faxed applications will not be considered.

NOTE

: Separate applications must be made quoting the relevant reference number.

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

<u>APPLICATIONS</u>	:	e-mail to recruit.bo@treasury.gov.za
<u>CLOSING DATE</u>	:	02 December 2019 at 12:00 pm
<u>NOTE</u>	:	Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application in PDF format, quoting the relevant reference number and the name of the position, to the e-mail address mentioned below. No late applications will be accepted. The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned posts.

OTHER POST

<u>POST 40/26</u>	:	<u>SENIOR POLICY ANALYST: PUBLIC SECTOR PERSONNEL POLICY REF NO: S094/2019</u> Division: Budget Office (BO) Purpose: To provide advice and analysis on public sector personnel policy, financial implications in the liaison with the DPSA on general public sector reform matters and embody National Treasury in the general PSCBC remuneration negotiations.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R869 007 per annum (all-inclusive remuneration package) Pretoria A minimum 4 years' experience obtained in government remuneration policy development and negotiations. A minimum National Diploma/ Degree in Economics/ Accounting. Knowledge of the government broader framework on remuneration and related policies.
<u>DUTIES</u>	:	Some key outputs include: Personnel Budget Projections: Develop and maintain a personnel sector database for recordkeeping and improvement of integrity of information, provide an in-depth analysis on personnel budgeting trends and spending, provide projections and advice on spending limitations due to budgetary constraints, provide costing simulations of future expenditure spending trends. Public Sector Policy Advice: Disseminate policy determinations emanated from DPSA determinations and brief the MoF on its implications, Participate in MTEC, MTBPS and Budget hearings for enhancement of policy and processes, Keep records of policy determinations for future reference, Provide feedback on changes to policy influencing decision-making of stakeholders and their participation Remuneration Policy Development: Provide in-depth analysis and advice on remuneration policy matters for National, Provincial and Local Government. Assess remuneration policy effectiveness in government against future trends: Consult stakeholders on changes to the remuneration policy developmental issues and consolidate their inputs. Public Sector Bargaining Council Negotiations, represent employer in PSCBC and sectoral bargaining forums, assist with the preparation of briefing notes to MoF on Remuneration Policy matters impacting on the public service, prepare calculations on preliminary costing proposals of various mandates, Co-represent

government in various sub-committees of PSCBC. Benchmarking and Research: Keep abreast on changes impact government and initiate benchmarking and research best practises with reputable international organisations, engage academic institutions on research projects pertaining to remunerations aspects within government.

ENQUIRIES

: Ms Lorraine Pale Tel No: (012) 406 9087

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. Women and People with Disabilities are encouraged to apply.

**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.

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng.

Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver application to the High Court, Sol Plaatjie Drive, Room B107, Kimberley

Western Cape: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Adress: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town.

Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg. Enquiries: Ms T Mbalekwa (011) 335-0404

Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London or hand deliver applications to: 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE

: 22 November 2019

NOTE

: Note: Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

OTHER POSTS

POST 40/27 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: 2019/639/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 : A Three-year National Diploma/B Degree in Security Management, Security Risk Management or in Social Sciences that is security related; Five (5) years of which three (3) years should be at supervisory level experience in a significant security-related role managing contracted security service providers including specialised (close protection, CIT, threat and risk assessments) security services, Proficient in Microsoft Office Suite. A valid driver's licence (minimum code EB). Successful completion of the State Security Agency (SSA) Security Manager's Course. PSIRA Grade A-registered an added advantage. Skills and Competencies: Sound written and verbal communication skills, Project management and analytical skills. Knowledge and understanding of applicable legislation including Asset Management; Public Finance Management Act (PFMA); Treasury Regulations and Occupational Health and Safety Act; Management of public funds; Contract management skills; Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems. Ability to work with difficult clients and resolve conflict. Initiative and creativity. Ability to function independently and work extended hours when necessary. Successful completion of a security screening with SSA.

DUTIES : Facilitate the implementation of the MPSS and MISS. Coordinate the provision, management and control of security services within the department and the Judiciary. Develop and manage the implementation of security measures, policies and procedures to protect personnel, assets, stakeholders and infrastructure to reduce risks, respond to incidents and limit exposure and liability in all areas of information, financial, physical, personal and reputation risk. Manage the deployment of effective technology solutions and innovative security management techniques to safeguard the institution's assets, including intellectual property. Manage the policies, procedures and processes to maintain and optimise security equipment deployed at various levels of the institution. Manage the identified and perceived security risks of the institution. Optimal and effective resource management to implement optimal site security instructions at all levels to ensure protection of Judiciary, Executives and managers, employees and public. Maintain database of security related information to assist in strategic decisions and management; Manage, coordinate and oversee the provision of close, in-transit and static protection services; manage and coordinate capacity building and security awareness programmes; Implementation of the department's security policy and Standard operating procedures in conjunction with relevant law enforcement and security-related stakeholders and institutions; SSA Agency, SAPS, Comsec. Management of the outsourced security service providers
Ms S Tshidino Tel No: 010) 493 2500

ENQUIRIES :

POST 40/28 : **CHIEF REGISTRAR REF NO: 2019/640/OCJ**
(Re-Advertisement)

SALARY : R473 820 per annum. (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : Northern Cape High Court: Kimberley

REQUIREMENTS : An LLB Degree or equivalent qualification. At least 8 years' appropriate post qualification legal experience. A valid driver's license. Leadership and Managerial experience and Computer literacy. Skills and Competencies:

Written Communication, Verbal and Non-verbal communication, Numerical Skills, Technical Expertise, Attention to detail, Planning, Organizing and Control, Problem solving and Decision making skills. Customer Service, Interpersonal skills, Conflict Management, Work ethic and motivation, Self-management, Professionalism appearance and conduct.

DUTIES : Mentor and advise on the tracking and management of the progression of all cases filed in Court, Management of time and events necessary to move cases from initiation through to disposition, Reporting to the Judge President, Make input on amendments of Court rules, Practice Directives to improve efficiency at the High Court, Implement directives issued by the Judge President, Manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the High Court, Reporting, Compile training manuals and provide training to Registrars, Support staff, Stakeholder Management, Human Resources Management, Court and Case-flow Management/Quasi-Judicial Functions, Manage Service Level Agreement Framework, Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System, Safeguard case records in accordance with prescripts, Achieve excellence in delivering the planned Customer Service outcomes (i.e. Service levels and Standards) for the Department and monitoring the unit's Service Delivery in order to achieve the service delivery targets, Ensure the highest level of Customer Care and Customer satisfaction and Manage PMDS of staff.

ENQUIRIES : Ms S Ruthven Tel No: (053) 807 2733

POST 40/29 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: 2019/641/OCJ**

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

CENTRE : National Office: Midrand

REQUIREMENTS : A Three-year National Diploma/Degree or equivalent qualification plus a minimum of five (5) years working experience in a labour relations environment and a valid driver's licence. Skills and Competencies: Problem solving skills, Planning, Organising and Time management, Excellent verbal and written communication including negotiation and diplomacy, Policy analysis and development, Research and analysis, ability to operate Microsoft office programmes effectively, ability to work under pressure and People's management, In depth knowledge and understanding of all relevant Human Resources Legislative Framework, Regulations and Prescripts.

DUTIES : Coordinate and handle all misconduct cases in the Department promptly and effectively, Finalise all grievances and complaints received from employees in the Department timeously, Provide support in terms of representing the Department at the Departmental Bargaining Chamber, Develop and manage the information and records of all activities in the Employment Relations unit and capturing of cases on Persal, Accurately update the case management system, Provide training and advocacy relating to Employment Relations matters, Serving as an employee relations expert, providing guidance and conducting comprehensive investigations for all complex and escalated issues or those representing significant risk to the Department, Coordinate effective collective bargaining within the Department by ensuring healthy working relationship and engagement with the relevant recognised trade unions, Assist in the management of strike action within the Department, Perform timeous resolution of disputes and escalate to the unit Manager where appropriate,. Ensure procedural and substantive compliance in the management of grievances, competently represent the Department at external disputes resolution forums.

ENQUIRIES : Ms L Mothemane/Ms S Tshidino Tel No: (010) 493 2500/33

<u>POST 40/30</u>	:	<u>STATE ACCOUNTANT: FINANCE REF NO: 2019/643/OCJ</u>
<u>SALARY</u>	:	R257 508 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Service Centre: Mahikeng
<u>REQUIREMENTS</u>	:	A three (3) year National Diploma/Degree in Financial management/Accounting, Commerce, Cost and management Accounting, Public management or Business Administration, Three years relevant experience in a Financial environment with specific focus in salaries, payroll(Persal, payment on vote account and budget), A valid driver's licence, Knowledge of Financial Management and Accounting, Knowledge of Public Finance Management Act(PFMA), National Treasury Regulations, Knowledge of financial and operational prescripts that governs the Department and public sector, Knowledge of transversal systems used in the Department e.g BAS, PERSAL, knowledge of budgeting of vote account. Skills and Competencies: Computer literacy, excellent communication skills (verbal and written), problem solving skills, ability to work under pressure, individually and within a team, sound organising and planning skills, customer orientation and leadership abilities.
<u>DUTIES</u>	:	Supervise the salaries and pay roll section, Supervise the vote accounts, payments and budget section, maintain and keep salary returns, process salary deductions, control budget in accordance with monthly Budget Reports, ensure payments within 30 days, Control all financial Registers within payroll and vote account. Promote training to subordinates within the section, advise on capturing of budget/shifting on BAS and JYP, ensure correct project on the Budget, detect and deal with incorrect SCOA classifications, reconciliations and clearance of suspense/Control Accounts. Handle irregular expenditure, ensure reconciliation of PAYE, control over face value documents, control over expenditure on petty cash accounts, ensure complaints at all superior courts, Authorization of transactions on Persal and Bas ensure all processed documents are audit compliant, request and analyse expenditure reports, request and analyse expenditure reports, monthly checking of petty cash, implementation of PERSAL and assist in budget formulation, monitor and maintain assets register in the province. Supervise and support the procurement and SCM processes in the province. Support the facilitation of audits to be conducted by the Offices of the Auditor-General, Internal Audit and all other investigating bodies; Analysis of audit comments, collation and submission of reports.
<u>ENQUIRIES</u>	:	Mr OPS Sebatatso Tel No: (018)397 7114
<u>POST 40/31</u>	:	<u>STATE ACCOUNTANT: FINANCE REF NO: 2019/644/OCJ</u>
<u>SALARY</u>	:	R257 508 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Service Centre: Cape Town
<u>REQUIREMENTS</u>	:	A three (3) year National Diploma/Degree in Financial management/Accounting, Commerce, Cost and management Accounting, Public management or Business Administration, three years relevant experience in Financial environment with specific focus in salaries, payroll (Persal, payment on vote account and budget), A valid driver's licence, Knowledge of Financial Management and Accounting., Knowledge of Public Finance Management Act(PFMA), National Treasury Regulations, Knowledge of financial and operational prescripts that governs the Department and public sector, Knowledge of transversal systems used in the Department e.g BAS, PERSAL, knowledge of budgeting of vote account. Skills and Competencies: Computer literacy, excellent communication skills (verbal and written), problem solving skills, ability to work under pressure, individually and within a team, sound organising and planning skills, customer orientation and leadership abilities.
<u>DUTIES</u>	:	Manage/maintain Policy and ensure the clearance of bank reconciliation exception accounts, as well as the compilation of bank reconciliation and petty cash reconciliation. Maintain/Manage policy and ensure effective and

efficient cash management of the department (PMG Account), manage /maintain policy and ensure effective and efficient banking operations of the Department and petty cash administration, manage/maintain policy and ensure effective and efficient processing of creditors and sundry payments on BAS. Maintain payments of Creditors within 30 days, administer invoice tracking register and reconciliation of creditors accounts. Processing of foreign payments and journals. Follow up invoices with budget managers. Manage and ensure adjustments of allocations of the departments in relation to Expenditure/Revenue/Assets and liabilities are performed timely and monthly requisition of funds from treasury, manage performance/team discipline/leave of section and frequent liaison with stakeholders, Responsible to administer and apply control measures.

ENQUIRIES : Ms M Baker Tel No: (021) 469 4000

POST 40/32 : **SENIOR COURT INTERPRETER REF NO: 2019/645/OCJ**

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

CENTRE REQUIREMENTS : High Court Western Cape Division: Cape Town
 : A National Diploma in Legal Interpreting or equivalent relevant qualification in the field of languages and a minimum of three (3) years practical experience in Court Interpreting or Grade 12 and ten (10) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages and a valid driver's licence. Knowledge of any foreign Language will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing: Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office), Good Interpersonal Relations, Ability to work under pressure and solve problems, accuracy and attention to detail, Customer Services, Planning and Organising Skills. Confidentiality, Analytical thinking, listening skills, Time management and ability to work under pressure.

DUTIES : Court proceeding, interpreting during consultation, translate legal documents and exhibits, assist with reconstruction of Court records, develop terminology, coin words, control and supervision of Interpreters, Perform specific line and Administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES : Ms M Baker (021) 469 4000

POST 40/33 : **REGISTRAR REF NO: 2019/642/OCJ**

SALARY : R257 073 – R912 504 per annum (MR3 – MR5) (Salary will be in accordance with the Occupation Specific Dispensation determination) Applicant must attach a service certificate/s for determination of their experience the successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Northern Cape High Court: Kimberley
 : An LLB Degree or a four (4) year Legal qualification. A minimum of 2-years legal experience obtained after qualification, Superior Court or Litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy; Numerical skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service orientated; Interpersonal skills; Conflict management; Strong work ethics; Professionalism, ability to work under pressure and meeting of deadlines.

DUTIES : Co-ordination of Case Flow Management and support to the Judiciary, Manage the issuing of all processes initiating Court Proceedings, Co-ordinate Appeals and reviews, Process unopposed divorces and the facilitation of Pre-Trial conferences, Quality checks on Criminal Record Book, Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators, Supervision and management of staff, Provide practical training and assistance to the Registrars' Clerks, Ensure annotation of relevant publications, codes, acts and rules, Attend to and execute requests from the

Judiciary in connection with cases and case related matters, Exercise control over the management and safekeeping of case records and the record room, Deal with the files in terms of the relevant codes and Legislation.

ENQUIRIES : Ms S Ruthven Tel No: (053) 807 2733

POST 40/34 : **SECRETARY REF NO: 2019/646/OCJ**

SALARY : R173 703 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Gauteng Provincial Service Centre
Grade 12 with typing as a subject or any other training course or equivalent qualifications. Skills and Competencies: Good communication skills; good telephone etiquette; computer literacy; Good people skills, Sound organisational skills, Reliability and ability to act with tact and discretion, Good grooming and presentation skills.

DUTIES : Provide secretarial/receptionist support service to the manager, Responsible for overall administration of the Court, Diary management and co-ordination of office activities, Management of all incoming and outgoing correspondence, Co-ordination of and preparation for meetings, workshops, typing of correspondence and routine memos, Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate, Making travel and accommodation arrangements as well as processing of all subsistence and travel claims, Handling of confidential documents, Operate standard office equipment (fax, photocopy machine and telephone), Type correspondence such as reports, submissions and letters, Perform administrative tasks such as taking minutes and arranging/serving refreshments, Remain up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager. Filing of correspondence according to the departmental filing plan.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 355 0404

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za.
- CLOSING DATE** : 06 December 2019
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to competency assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

OTHER POST

- POST 40/35** : **SUPPLY CHAIN MANAGEMENT OFFICER: ACQUISITION MANAGEMENT REF NO: SCMO: AM/11/2019**

- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal candidate profile: 3 year post school qualification National Diploma/Bachelor's Degree (NQF Level 6/7) in Supply Chain Management /Logistics Management/Purchasing. At least 2 years' experience in the Supply Chain Management environment must have experience in Bid Administration Specifically secretarial support to the Bid Adjudication Committee (BAC) meetings. Knowledge of regulatory framework relating to Supply Chain Management (e.g. Public Finance Management Act, Treasury regulations, Preferential Procurement Policy Framework Act, B-BBEE Act and Practice notes, etc. Must have experience in LOGIS will be appointed as a LOGIS Sub System Controller. Skills and competencies: Organisational and presentation skills, computer literacy (MS Office Suite), accuracy and attention to detail. Good communication skills (written and verbal). Knowledge of the Constitutional Values and Principal (CVP's) in Section 195 and the effect of the CVPs on the daily duties of this post. A valid driver's license (with exception of disabled applicants).

- DUTIES** : The successful candidate will be responsible for: Acquisition Management Administration of Bid Documents. Compile and prepare documents for the advertisement of bids. Provide administrative support to the Bid Adjudication Committee (BAC) ensure that minutes are captured accurately and recorded. Rendering support to the Bid Evaluation Committee (BEC). Attend BEC meetings as an observer to guide the members on SCM procedures as outlined in SCM prescripts. Rendering of LOGIS Support, approve internal requisitions, and procurement advices (PA) on LOGIS. Human resource management: co-ordinate, control, monitor and evaluate activities of subordinates. Determine and provide training.

ENQUIRIES

: Ms R Sibanda Tel No: (012) 352 1291

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 22 November 2019 @ 16:30 pm
- 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 originally signed Z.83 accompanied by original certified copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Note: Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 40/36** : **DIRECTOR: MANAGEMENT MONITORING AND SUPPORT REF NO: 034/2019**
Chief Directorate: Public Service Monitoring and Support
- SALARY** : R1 057 326 per annum (Level 13) (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE
REQUIREMENTS**

Annual progression up to a maximum salary package of R1, 245,495 is possible, subject to satisfactory performance.

: Pretoria
: A relevant 3-year tertiary qualification (NQF 7) in Public Administration, M&E, Planning, Governance, Financial and/or Supply Chain Management and Management Practice or equivalent with at least 8 years' appropriate experience of which 5 years' at MMS level (Deputy-Director). A post graduate qualification (NQF 8) will be an added advantage. A valid driver's licence is required. Competencies/Skills: Strong research skills and report writing skills. Good understanding of government across the different spheres (National, Provincial and Public Entities) and political interface. Good knowledge of government legislature framework prescripts, policies and practices and government programmes. The candidate must also demonstrate advanced capabilities in respect to the development, implementation and monitoring of related policies and procedures; analytical skills, excellent financial, HR and strategic management skills; good interpersonal relations, communication skills and project or programme management skills. A sound knowledge of Microsoft Office applications is essential. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES

: The incumbent of the post will be responsible for ensuring the national programme assessment of management practices. This entails: Ongoing development and improvement of effective assessment and reporting systems (assessment criteria and guidelines) in management practices across National Provincial Departments and Public Entities. Maintaining a national database of institutional assessments, the writing of institutional assessments reports and quality assurance of the assessment programme activities. Development of a knowledge management plan for the programme. Managing stakeholder relations with key government and non-government stakeholders. Managing Human Resources within the Directorate.

ENQUIRIES

: Mr N Nomlala Tel No: (012) 312-0462

OTHER POST

POST 40/37

: **SENIOR ICT TECHNICIAN REF NO: 035 /2019**

Sub-Directorate: ICT Operations Support

**SALARY
CENTRE
REQUIREMENTS**

: R316 791 per annum (Level 08) plus benefits

: Pretoria

: An appropriate 3-year tertiary qualification (NQF 06) in the areas of Information Technology/Systems or Computer Science with at least 4 years' appropriate experience in technical support services. Knowledge of/experience in Windows Server Platform, supporting Apple Mac computers and an NQF 07 qualification will serve as an added advantage. Competencies/Skills: Project Management skills; High level of computer literacy and sound knowledge of the Microsoft Office suite; Report writing skills and Communication skills (verbal & written). Ability to apply technical/professional skills. Ability to accept responsibility, work under pressure and independently. Ability to produce good quality of work. Ability to work long hours voluntarily or upon instruction. Personal Attributes: Must be a team player, flexible reliable and self-motivated. Must have good Interpersonal relations, planning and execution skills. Must be willing to travel.

DUTIES

: The successful candidate will be responsible to ensure the smooth running of the computer systems throughout the department. This entails diagnosing and resolving software and hardware problems. Repair and upgrade different types of computers (software and hardware) and install and configure new computers, servers and other IT equipment. Render technical advisory support for all IT projects that will impact on the infrastructure and

ENQUIRIES

ensure that all calls logged are resolved within the required time as per department's ICT service standards.
: Ms J Mchunu Tel No: (012) 312-0462

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : To the Director General: Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 Batho Pele House, 546 Edmund Street, Arcadia, Pretoria, 0083. E-mailed and faxed applications will not be accepted.
- FOR ATTENTION** : Ms. Karien Beckers
- CLOSING DATE** : 27 November 2019
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); form; certified copies of qualifications and identity document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizen verification, financial records, qualification verification, and applicants could also be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract of five years and a performance agreement with the Minister for Public Service and Administration within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment.

MANAGEMENT ECHELON

- POST 40/38** : **DIRECTOR – GENERAL: DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION (DPSA) REF NO: DPSA19/021**
(5 Year Contract)
- SALARY** : R1 976 533 per annum (Level 16) (An all-inclusive remuneration package comprising of a basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: A Senior Certificate, an Undergraduate Qualification and a post graduate qualification (NQF level 8) in Public Administration/s Public Management or any other related qualification as recognized by SAQA. A relevant qualification in Labour Law will be an added advantage, 8-10 years' proven experience at a senior managerial level of which at least 3 years must have been with any organ of State, as defined in the Constitution, Act 108 of 1996). Knowledge and Experience: Knowledge of the Constitution, Public Service Act, Public Administration Management Act, 2014 (PAMA) Public Finance Management Act, 1999 (PFMA) and the Municipal Systems Act. Knowledge of the National Development Plan (NDP), Advanced Knowledge and experience in Public Administration and Public Management, Knowledge of the Auditor General's prescripts, Advanced Knowledge and experience leading and managing an institution or a program, Extensive Knowledge and experience in policy research, policy analysis and policy development, A proven track record in conducting monitoring, evaluations and impact studies, Advanced knowledge in government's Human Resource and Labour related legislation. Advanced

DUTIES

experience in establishing and managing complex relationships and partnerships. Computer literacy. Core Competencies: Strategic capability and leadership, Programme and project management, advanced financial management skills, Change management, People Management and Empowerment.

: Serve as the Accounting Officer/Head of Department in line with the requisite legislative and regulatory prescripts: Oversee the development of ,and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control, Monitor that the DPSA adheres to the provisions of the government's regulatory prescripts, Manage implementation of departmental memorandum of understanding (MoU's) and service level agreements (SLA's), Ensure that the DPSA has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, National Treasury and the Department for Performance Monitoring and Evaluation (DPME), Implement the resolutions of the committee, Manage the timely resolution of audit findings and attainment of clean audit outcomes and Fulfill all other responsibilities as delegated by legislative prescripts and the Executive Authority. Lead and manage the planning processes, development and implementation of the departments Plans, Programmes and Services: Oversee the development, implementation and monitoring of Strategic, Annual Performance and Operational Plans in line with the department's mandate and Government Priorities. Assess the risks to the department and ensure that the risks are managed and mitigated. Oversee the development, implementation, monitoring and evaluation of legislation administered or initiated by the Minister for the Public Service and Administration in line with the mandate of the Minister, including, but not limited to, service delivery improvement, organisational development, conditions of service, Information, Communication and Technology, Integrity, Ethics, Conduct and Anti-Corruption and Public Administration Transformation and Reforms and Implement appropriate systems, for the effective and efficient delivery of the department's services to its service beneficiaries. Provide leadership for the effective and efficient management and administration of the department: Develop and review the departmental organisational structure, Manage the overall operations and resources of the department, Oversee the monitoring of and reporting on Strategic, Annual Performance and Operational Plans, Oversee the implementation of the Departmental Performance Management and Development System and the maintenance of a harmonious labour relations. Drive the Organisational Development, equity and transformation programmes, Provide technical and administrative support to the Ministry: Provide administration support services to the Ministry, Provide the Minister with sufficient and necessary information to enable him/her to execute his/her responsibilities and to make informed decisions, Serve as the point of interface between the Minister and external stakeholders and partners and between the Executive Authority and the Department. Promote and Coordinate inter and intra-government relations: Participate and represent the department in various for a, Work collaboratively with entities within the Portfolio of the Ministry for Public Service and Administration (MPSA), other organs of state and all stakeholders, Liaise with, participate in, and co-ordinate with, governmental, non-governmental and international institutions, Participate in the Governance and Administration structures and other relevant fora such as the committee for Directors-General (FOSAD) and any other structure as Directed by the Minister and Ensure the domestication of International instruments on Public Administration and other instruments relevant to the mandate and work of the department. Manage the performance of staff reporting directly to the Director- General: Conclude performance agreements with Programme Managers (Branch Heads) and other staff reporting directly to the Director- General, Manage the Personal Development of staff and

ENQUIRIES

assess performance in line with the Performance Management and Development System.
: Ms. Linda Dludla Tel No: (012) 336 1282

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure 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.



- CLOSING DATE** : 22 November 2019 at 16h00
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies (not Older than 3months) of qualifications (Matric and Tertiary Qualifications), an Identification Document and Valid driver's License where required. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.
- ERRATUM:** Kindly note that the post of Assistant Director: Security Services Ref No: 2019/195 Johannesburg Regional Office and Senior Procurement Officer: System Operations – Information and Communications Technology with Ref No: 2019/208 with the closing date 15 November 2019 advertised in Public Service Vacancy Circular 39 dated 01 November 2019 has been withdrawn.

OTHER POSTS

- POST 40/39** : **ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: 2019/222**
Re-Advertisement: Those who applied previously are encouraged to re-apply
- SALARY** : R470 040 per annum
- CENTRE** : Johannesburg Regional Office
- REQUIREMENTS** : A three year tertiary qualification in Security Management or related qualification, Appropriate relevant experience on a supervisory level, NIA/SSA Security Advisory Training, Valid driver's licence, must be prepare to travel, willing to adapt work schedule in accordance with professional requirements, Computer literacy, numeracy, interpersonal and diplomacy skills, Problem solving skills, effective communication, Organisation and planning, Relationship management, Decision making skills, Motivational skills, Negotiation ,Conflict resolution, Solution ,People orientated.
- DUTIES** : Assist in the total security function of the region, Physical Security, Document Security, Personnel Security, Communication and ICT Security, Computer security, Contingency Planning and Security Awareness). Implement the departmental security policy and procedural guidelines in the region. Evaluate and optimize the implementation of appropriate security measures and procedures with the assistance of Head Office. Develop and implement training and awareness programs with the assistance of Head Office. Interact with security-related and relevant authorities. i.e. SSA Agency, South African Police Services, Comsec etc. Assist in managing the capacity of security management with the assistance of the Head Office and SSA Provincial Office. Arrange security committee meetings and report

related security matters. Assist with creating and updating screening database `status with regard to validity and expiry date of security clearances. Inspecting the performance of the security contractor or companies on site/premises. Management. Supervise Admin Officer/s. Manage outsourced security services in accordance with the service level agreements.

ENQUIRIES : Mr M.P Ramaru Tel No: (011) 713 6115
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 40/40 : **INFORMATION SYSTEMS PROCUREMENT OFFICER REF NO: 2019/223**

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

SALARY : R257 508 per annum

CENTRE : Head Office

REQUIREMENTS : A three year tertiary qualification in Public or Business administration with exposure in Information and Communication Technology environment and knowledge of LOGIS system. Appropriate relevant experience in office administration. Strong verbal and written communication skills. Self-driven, independent individual with decision making and problem solving skills. Good knowledge of Microsoft Suite with emphasis on Excel and Ms Word. Willingness to work irregular hours.

DUTIES : Administration of procurement processes. Receive and verify ICT procurement requests. Registration and maintenance of suppliers on ITP System and ensure that relevant departmental Documents are completed. Provide feedback to users and various Regional officials on ICT Procurement requests status of and related enquiries, Check correctness of ITP request, record and forward them to the investigation officer, Refer ITP, requests to supervisor for approval on LOGIS system and follow-up with Provisioning, Perform administrative functions related to receiving and despatching of ICT goods and services. Ensure that all ICT Procurement documents are properly filed, Liaise with various units regarding received and dispatched ICT goods and services. Track the status of ICT Procurement request with various units and suppliers, Receive and process invoices and ensure alignment to orders.

ENQUIRES : Ms. L Skhosana Tel No: (012) 406 1286/1395

APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION : Ms N.P Mudau

POST 40/41 : **ACCOUNTING CLERK REF NO: 2019/224 (X1 POST)**

SALARY : R173 703 per annum

CENTRE : Kimberly Regional Office

REQUIREMENT : Senior Certificate/Grade 12 and relevant working experience in Financial Accounting. Customer service experience will be an advantage. A candidate must have knowledge of ERP systems and/or Government transversal systems, payments and receipts and financial procedures. Trustworthy, honest, planning, organising, written and verbal and good interpersonal skill, computer literacy.

DUTIES : The management and administration of petty cash and cash receipts – custodian of and safeguarding of petty cash float, receive, validate and process petty cash requests, record petty cash voucher with supporting documentation, replenish petty cash, perform daily and monthly reconciliations, effective document control of petty cash claims. Receive and issue money and allocate on ERP system. Prepare and complete daily banking of all cash receipts and allocation on. Make inputs to petty cash

related policies and procedures. Provide petty cash related inputs for financial statements in line with GRAP and respond to audit queries on related petty cash and cash receipts matters.

ENQUIRIES
APPLICATIONS

: Mr Oduetse Motlhabane Tel No: (053) 8385227
: Kimberley Regional: The Regional Manager, Department of Public Works,
Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market
Square, Old Magistrate Building, Kimberley.

FOR ATTENTION

: Ms Daisy Mashapa

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G, the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria.
- CLOSING DATE** : 22 November 2019 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : 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 Z83 form, (unsigned Z83 forms will disqualify an application) which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with certified copies of qualifications (certified in the past 3 months) and ID document. Proof of citizenship if not RSA citizen, indicating three contactable reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are recommended candidates and that their appointment is subject to positive outcomes on these checks, which include security clearance, financial, security vetting, qualification verification and criminal records. 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). It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the rights not to fill or withdraw any advertised post.
ERRATUM: Kindly note that the post of Audit and Risk Committee Members (X2 Posts) with Ref No: DBSD/19/19 advertised in Public Service Vacancy Circular 38 dated 25 October 2019, the closing date has been extended to 15 November 2019. Candidates who previous applied, do not need to re-apply.

MANAGEMENT ECHELON

- POST 40/42** : **CHIEF DIRECTOR: GOVERNANCE & STRATEGIC PLANNING REF NO: ODG/21/19**
- SALARY** : R1 251 183 per annum (All-inclusive package) consisting of a basic salary (70% of the total remuneration package) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF 7) as recognised by SAQA in Economics, Political Science, Public Service Administration, Business Management or Development Studies plus a minimum of 5 years' experience on senior managerial level in Monitoring and Evaluation/Strategic Planning/Reporting. A post graduate qualification as recognised by SAQA in Economics, Political Science, Public Service Administration, Business Management or Development Studies will be considered an added advantage.
- DUTIES** : Provide strategic direction in the development and implementation of policies, procedures, models and systems to enhance the effectiveness of the cluster to ensure DSBD's performance in the cluster, drive the alignment of clusters' programme of action with DSBD programmes, provide strategic

guidance in the development of communication plans, guidelines and templates for DSBD participation in the cluster, provide leadership and guidance on DSBD compliance with legislative and regulatory frameworks, provide guidance in the presentation of DSBD policy positions in the ESEID cluster and inform the identification and formulation of key strategic policies to fulfil the mandate of the Department, including priority programmes. Oversee the development of reporting guidelines for DSBD entities, provide leadership and guidance in the circulation of reviewed reporting guidelines to entities; provide strategic guidance in the development of quarterly assessment tools for reporting; present the consolidated report on quarterly report and recommend approval for Minister's approval; ensure provision of feedback to entities on the outcome of the assessments; preview and consolidate reports on audit outcomes findings, emphasized matters and recommend the Minister to request entities to come up with corrective actions; and provide leadership and guidance in the compilation and the implementation of shareholder compacts and memorandum of agreements between the minister and agencies. Guide the identification, development and maintenance of strategies for DSBD, provide strategic direction on the coordination of strategic plan inputs with relevant units within DSBD for inclusion into the overall DSBD strategic plan, drive the development of the DSBD's 5 year Strategic Plan, guide the formulation of the DSBD Annual Performance Plan (APP), ensure compliance of monitoring tools, policy and frameworks within the department, drive the development of strategies and business plans and guide the development of strategic and business planning guidelines. Ensure coordination of Executive Committee meeting, strategic and management support to the Director-General (DG), coordination and implementation of high-level decisions within DSBD, leadership and guidance in the provision of secretariat support service, leadership and guidance the provision of administrative support and strategically advise the DG on a wide range of subjects. Promote communication with stakeholders, facilitate liaison, consulting and networking between the department and the relevant stakeholders for the development of joint programmes, manage stakeholders and promote interdepartmental relations within government by setting up information sharing for a Manage staff/ personnel, financial resources and assets of the unit and drive the strategic planning of the unit and execution of the operational plan. Ensure formulation and facilitation of DSBD quarterly reports for the implementation of the Medium-Term Strategic Framework (Cluster Outcomes), provide leadership and guidance in the compilation of strategic plan by DSBD entities, oversee the monitoring and evaluation of the achievement of targets as set out in the strategic plan, provide strategic guidance in the monitoring of divisional monthly, quarterly and annual reporting, drive the compilation of DSBD's annual and quarterly reports and ensure monitoring of the implementation of DSBD's strategic plan, APP and Unit Operational Plans.

ENQUIRIES

: the recruitment office Tel No: (012) 394-45286/43097/41440

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of "Top Secret".

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.
- FOR ATTENTION** : Ms Kefilwe Maubane
- CLOSING DATE** : 22 November 2019
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

- POST 40/43** : **ADMINISTRATION OFFICER: CONTRACT MANAGEMENT**
Directorate: Supply Chain Management
(1 year contract)
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus National Diploma in Supply Chain Management or Logistics Management or equivalent qualification on NQF level 6. A minimum of three (3) years' experience in contract management. Core competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Problem solving and analysis. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques.
- DUTIES** : The successful candidate will be responsible for assisting in drafting and negotiating contracts. Liaise with Legal Services for vetting of contracts. Facilitate the process of signing of contracts. Drafting internal memorandums and correspondence letters. Maintain and update the contract management registers. Send expiry notifications of contracts. Update spent of contracts. Maintain and update Lease register. Send contract performance report template to End Users quarterly and ensure compliance by end users. Send close out report to End Users at the end of each contract and ensure compliance by End Users. Safekeeping of Contracts and all records pertaining to the contract Administration process. Develop and maintain a proper filing system physical and electronic. Proper filing of contracts and supporting documents. Upload file on the contract management network drive.
- ENQUIRIES** : Ms S Motaung Tel No: (012) 300 5813

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

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za/> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House. NB: For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall at Thusong Centre next to Home Affairs.
- FOR ATTENTION** : Ms Iris Thanjekwayo Tel No: (011) 240 3085 (Recruitment)
- CLOSING DATE** : 22 November 2019, 12h00. No late applications will be considered.
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any public service department or from website which must be completed in full. Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Only women and people with disabilities will be considered for this post). To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. People with disabilities are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Succeeding the interviews and written exercise, the selection panel will recommend candidates for SMS posts to attend a Generic Managerial Competency Assessment in compliance with the DPSA Directive and authorised Competency Assessment tools.

MANAGEMENT ECHELON

- POST 40/44** : **DIRECTOR: MONITORING, PLANNING AND EVALUATION REF NO: REFS/004739**
Directorate: Monitoring and Evaluation
- SALARY** : R1 057 326 per annum (all-inclusive package which can be structured according to the individual's needs)
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Grade 12 plus a Bachelor's degree (NQF Level 7) in Social Science/Political Science or related field as recognised by SAQA. 5 years' experience at a Middle/Senior Managerial level within the Planning, Monitoring and Evaluation environment. Valid driver's licence. Competencies: Strategic Capability and Leadership skills, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Integrity. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Strong Management skills.
- DUTIES** : Managing policy analysis, research, coordination and benchmarking of departmental policies with National and Provincial Departments. Ensure compliance by various components to all relevant legislative frameworks and policies within the department. Provide effective and efficient performance monitoring and evaluation systems. Provide advice to management of the department on policy matters and other legislations affecting the department on regular basis. Ensure improved service delivery on programmes through project management principles. Evaluate impact of

policies and strategies towards service delivery improvement. Ensure that departmental operational plans are implemented and monitored. Produce monthly, quarterly and annual M & E reports based on agreed indicators. Manage the collection, verification, consolidation and maintenance of information and reports on organizational performance and service delivery. Make recommendations on organisational performance in terms of strategic objectives.

ENQUIRIES : Ms Lungisiwe Dhlamini Tel No: (011) 240 2527

DEPARTMENT OF COMMUNITY SAFETY

Gauteng DCS is an equal opportunity employer and gender sensitive employer and it is its intention to promote representivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. 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 Directives will be taken into consideration (female candidates are encouraged to apply).

APPLICATIONS : Applicants must apply online at: www.gautengonline.gov.za

CLOSING DATE : 22 November 2019

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 40/45 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/003898**

Directorate: Office of the Chief Financial Officer

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

SALARY : R1 057 326 per annum (An all-inclusive remuneration package)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus a Bachelor Degree (NQF Level 7) in Financial Management Public Administration/Logistics/Purchasing or equivalent qualification. 6-10 years working experience in supply chain management, which include minimum 5 years in middle management. A valid driver's license. No criminal record or cases pending against you. Knowledge and skills: In-depth knowledge of PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Policy Framework Act, and Supply Chain Management Framework, In-depth Knowledge of code of conduct for Supply Chain Management Practitioners, In-depth Knowledge of Public Service budget

procedures, understand of the Department's strategic objectives, Knowledge of Safety and Security Framework, Knowledge of BAS,SAP and other relevant information management systems and Public Service SCM policies and procedures, Customer relations management, interpersonal relations skills, conflict management, communication, interviewing, negotiation, facilitation, presentation, report writing and computer literacy skills.

DUTIES : Manage the Departmental bidding and adjudication process in line with relevant policies and standard operating procedures. Establish and maintain proper control systems for Departmental assets and mechanisms aimed at eliminating theft losses, wastage and misuse of assets. Manage Service Level Agreements (SLA's) with supplier and service providers (Contract Management). Effective and efficient inventory management. Effective and efficient fleet management. Manage resources (Human, Finance, Equipment and Assets).

ENQUIRIES : Ms Makgopa Evelyn Tel No: (011) 689 3726/3701

DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

CLOSING DATE : 22 November 2019

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 and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment 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. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

POST 40/46 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: REFS/004726**
Directorate: Risk Management

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

CENTRE : Johannesburg

REQUIREMENTS : A three-year National Diploma/B Degree in Risk Management/Public Administration/Public Management/Commerce/Auditing. 3 – 5 years' relevant experience in a Risk Management/Audit environment. Knowledge of government procedures and practices, Risk Management Principles and Practices. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations. Research and facilitation skills, ethics, communication skills (Verbal & Written), Planning and organizing, relationship management skills, analytical and thinking skills, problem-solving skills. Proficient in MS Office packages.

DUTIES : The successful candidate will: Provide strategic direction for the risk management process. Facilitate the development and implementation of a

risk assessment process (identification, analysis and rating of risks) within the Department and link the risk management process with strategic objectives. Provide advice to business on the mitigating plans. Monitor and evaluate risk management processes within the Department report thereon. Facilitate the development and rollout of risk management awareness programmes. Manage fraud investigations in the Department. Develop a departmental business continuity plan. Engage internal and external auditors. Ensure follow-up on audit action plans are done. Compile periodic Risk management reports to Senior Management, the Risk Management Committee and the Audit Committee Manage resources within the Risk Management.

ENQUERIES : Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 40/47 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: REFS/004727**
Directorate: Risk Management

SALARY : R376 596 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A three-year National Diploma/B Degree in Risk Management/Public Administration/Public Management/Commerce/Auditing. 2 – 3 years' relevant experience in a Risk Management/Audit environment. Knowledge of government procedures and practices, Risk Management Principles and Practices. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations. Research and facilitation skills, ethics, communication skills (Verbal & Written), Planning and organizing, relationship management skills, analytical and thinking skills, problem-solving skills. Proficient in MS Office packages.

DUTIES : Provide inputs into the Risk Management Framework. Facilitate the risk assessments for each Business Unit and update the risk register quarterly. Obtain evidence for control assessments and progress on action plans on a monthly basis. Obtain and collate feedback from Senior Managers on updates to the risk registers and progress of action plans. Conduct BIA's and update the BCP. Co-ordinate BCP tests. Facilitate and co-ordinate all training sessions. Follow-up on internal and external audit implementation plans. Gather risk information for reporting to business units and governance structures.

ENQURIES : Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 40/48 : **PRACTITIONER: LABOUR RELATIONS REF NO: REFS/004728**
Directorate: Human Resource Management

SALARY : R257 508 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric certificate plus NQF level 6 qualification in Human Resource Management or related, with 1-2 years' experience in the Labour Relations field. Knowledge in handling disciplinary matters and/ disputes. Computer literacy, Customer Relations Management, ability to report outcomes on queries and Public sector experience is recommended.

DUTIES : The incumbent will be required to provide skilled LR administrative service to Labour Relations business unit. Receive, register and acknowledge incoming correspondence. Co-ordination of schedules and activity reports in relation to Grievance meetings. Attend relevant meetings, take minutes and distribute within two working days. Completion of ad hoc projects within time frames as agreed upon including but not limited to projects. IR spreadsheet and compile the monthly reports. Maintain and submit a register on precautionary suspensions. Maintain and consolidate quarterly reports and evidence portfolios. Register, track and facilitate incoming misconduct cases and disputes. Assist in the logistical arrangement of hearings and standing committee meetings. Assist in preliminary investigations for grievances and misconduct cases. Offer Labour Relations advice to both managers and employees. Secretary in grievance and unit's meetings.

ENQUIRIES : Mr. Themba Psungo, Tel No: (011) 689 6980

DEPARTMENT OF HEALTH

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

ERRATUM: Kindly note that post of Medical Specialist in Radiation Oncology (**For Steve Biko Hospital**) with Ref No: HRM 91/2019 advertised in Public Service Vacancy Circular 38 dated 25 October 2019 with a closing date of 08 November 2019, the correct notch is R1 106 040. We apologise for the inconvenience caused. People whom applied should take note that their application will be considered, the closing date has been extended to 15 November 2019.

OTHER POSTS

- POST 40/49** : **HEAD CLINICAL UNIT GRADE 1 REF NO: SMU/01/2019**
Directorate: Maxillo Facial and Oral Surgery (MFOS)
- SALARY** : R1 728 807 – R1 834 890 per annum (all inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Qualification as a Dental Specialist in Maxillo Facial and Oral Surgery (MDent or equivalent), current registration with HPCSA, a minimum of 3 years' appropriate experience as Dental Specialist in Maxillo Facial and Oral Surgery after registration with the HPCSA. Required to have Computer skills. Proven work experience in teaching and training of undergraduate and postgraduate (MDent, MChD and other Masters students) students. Working experience in curriculum development. Experience in academic, clinical (including theatre), administration and management. Experience in Research including experience & publications. Presentation of Papers /Abstracts at Conferences.
- DUTIES** : Coordination and involvement in undergraduate education. Coordination and involvement in postgraduate education and their research outputs. Departmental managerial and administrative duties as assigned to candidate by the Clinical Head of Department. Other duties that may be allocated by Faculty and the University. Active Research in MFOS (independent research as well as guidance to postgraduate students MDent and others). After-hour calls and duties. Be willing to be delegated to Act as HOD when required.
- ENQUIRIES** : Prof TI Munzhelele (MFOS) Tel No: (012) 521 4859
APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to SMU SOHS Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001. The Institution reserves the right to not to make any appointment. Persons with disabilities are encouraged to apply.
- FOR ATTENTION** : Mrs I Makgatho or Ms Pretty Rangoato
NOTE : Kindly attach certified copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. Note: Additional, the level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.
- CLOSING DATE** : 22 November 2019

POST 40/50 : **HEAD CLINICAL UNIT/ASSOCIATE PROFESSOR/SENIOR LECTURER**
Directorate: Oral Pathology and Oral Biology

SALARY : R1 728 807 – R1 834 890 per annum (All-inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dentist and an appropriate Master's degree. Registration with the HPCSA AS Dentist and proof of current registration. A minimum of three years appropriate experience after obtaining master's degree. Recommendations: A proven experience of supervising MSc student's in Maxillofacial Radiology with experience in co-ordinating undergraduate and postgraduate academic programmes in Maxillofacial Radiology. A proven practical experience and reporting in the full spectrum of Forensic Dentistry is essential. A proven research output in forensic Dentistry and Imaging. A PhD degree or current registration for a PhD degree is a strong recommendation.

DUTIES : Manage the Diagnostic Imaging Section in the School of Dentistry and must be able to take CBCT images and interpret the results and in addition to service rendering pertaining to the discipline of Oral Diagnostic Imaging, be tasked with undergraduate and postgraduate teaching in this field. Will be expected to participate in the full spectrum of Forensic Dentistry service rendering including outside the borders of South Africa. Departmental duties may be assigned to the candidate.

ENQUIRIES : Prof WFP Van Heerden Tel. No: (012) 319 2320
APPLICATIONS : Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705

NOTE : Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. 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 : 22 November 2019

POST 40/51 : **HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/ SENIOR LECTURER**
Directorate: Prosthodontics

SALARY : R1 728 807 – R1 834 890 per annum (All-inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a specialist in Prosthodontics, and proof of current registration. Recommendations: At least three years' of teaching and training in an academic institution at both UG and PG levels, and experience in co-ordinating undergraduate and postgraduate academic programmes in prosthodontics. Must have supervised PG research projects to completion and have a good local and international publication record. Proficiency or a working understanding of Implantology and CAD/CAM technology and use. Should be up to updated on the current philosophies of teaching and learning, and assessment methods. Must have managerial skills, be a team leader and have experience in budgeting, ordering and procurement of stock. Previous success in sourcing external research funding will be an advantage. Possession of a PhD or registration for a PhD is a strong recommendation.

DUTIES : Oversee and co-ordinate the UG fixed and removable prosthodontics course, including liaising with class coordinators in terms of procurement, lecture schedules, clinical sessions and moderation of tests and exams. Be actively involved in own research as well as being a research supervisor. Attend PG seminars and treatment planning sessions and be available as a

	:	consultant for certain PG seminars and clinical session. Fulfil other departmental duties that may be deemed necessary by the HOD and assigned to them.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. L Sykes Tel No: (012) 319 2446/2681
	:	Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: 012 301 5705.
<u>NOTE</u>	:	Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. 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.
<u>CLOSING DATE</u>	:	22 November 2019
<u>POST 40/52</u>	:	<u>HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/ SENIOR LECTURER</u> Directorate: Periodontics and Oral Medicine
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 728 807 – R1 834 890 per annum (All-inclusive package) University of Pretoria Oral Health Centre
	:	Appropriate qualification that allows registration with the HPCSA as a Specialist in Periodontics and Oral Medicine and current proof of registration. A minimum of three years' appropriate experience as a specialist in Periodontics and Oral Medicine after registration with the HPCSA. Recommendations: Proficiency and proven skills in clinical Periodontology, Implant ology and Oral Medicine. Should be up to date on the current philosophies of teaching and learning, assessment methods. Must have managerial experience, be a team leader and have experience in academic and research, budgeting, ordering and procurement of stock. Previous success in sourcing external research funding will be an advantage.
<u>DUTIES</u>	:	Oversee and co-ordinate the Undergraduate and Postgraduate programs, including liaising with class co-ordinators in terms of procurement training material schedules, clinical sessions and moderation of tests and exams. Be actively involved in own research as well as being a research supervisor. Attend Postgraduate seminars and treatment planning sessions and be available as a consultant for Postgraduate seminars and clinical session. Fulfil other departmental duties that may be deemed necessary by the HOD and assigned to them.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. R Khammissa Tel. No: (012) 319 2688
	:	Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.
<u>NOTE</u>	:	Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. 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.
<u>CLOSING DATE</u>	:	22 November 2019

<u>POST 40/53</u>	:	<u>HEAD CLINICAL UNIT/ASSOCIATE PROFESSOR/SENIOR LECTURER</u> Directorate: Maxillo-facial and Oral Surgery
<u>SALARY</u>	:	R1 728 807 – R1 834 890 per annum (All-inclusive package)
<u>CENTRE</u>	:	University of Pretoria Oral Health Centre
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with HPCSA as a dental specialist in a normal speciality or recognized sub-speciality. A minimum of three years after registration with HPCSA as a dental specialist in a normal dental speciality or recognised sub-speciality. Recommendations: Previous experience in clinical teaching at post graduate level. Good interpersonal and communication skills. Exposure to a Maxillofacial and Oral Surgery subspecialty such as Oncology and Craniofacial Surgery will be an added advantage.
<u>DUTIES</u>	:	Co-ordination and active involvement in undergraduate and postgraduate teaching. Conducting research in the department. Co-ordination of postgraduate student's education and their research outputs. Candidate will participate in patient care, monitoring and evaluation of Oral and Maxillofacial services. Candidate will be expected to carry out administrative and managerial duties within the department. Overtime duties are compulsory. Actively involved in all teaching platforms of the department/school of dentistry.
<u>ENQUIRIES</u>	:	Prof M Mabongo Tel No: (012) 319 2678
<u>APPLICATIONS</u>	:	Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.
<u>NOTE</u>	:	Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. 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.
<u>CLOSING DATE</u>	:	22 November 2019
<u>POST 40/54</u>	:	<u>HEAD CLINICAL UNIT (DENTAL) GRADE1 REF NO: SMU/02/2019</u> Directorate: Maxillo Facial and Oral Radiology (MFOR)
<u>SALARY</u>	:	R1 728 807 – R1 834 890 per annum (all-inclusive remuneration).
<u>CENTRE</u>	:	SMU Oral Health Centre
<u>REQUIREMENTS</u>	:	Master's degree in the area of Maxillofacial and Oral Radiology or related discipline. Minimum of 3 years' appropriate experience after registration with the HPCSA as a Stomatologist. Current Registration with HPCSA as a Dentist. A minimum of 3 years appropriate working experience in Maxillofacial and Oral Radiology or related discipline. Understanding of and proven record of teaching and the development in MFOR for Under- and Post-graduate Curricula & Students. Experience in Assessments of Under and Postgraduate students. Proven Administrative and Management skills at Departmental & University level. Excellent interpersonal and communication skills. Experience in Leadership and Governance in Health Settings. Experience and Knowledge of working with the Radiation Board of South Africa. Experience in working with CBCT and other related machines. Experience in Implementation of Radiation Safety Standard. Experience in specific management of a Department with focus on MFOR activities. Research including experience & good proven research track record of publications. Experience in presentation of papers /abstracts at conferences.
<u>DUTIES</u>	:	Provide effective Leadership & Governance in the Department. Provide Management and Administration Oversight of the Department. Supervision and effective utilization of professional and support staff. General Service

rendering to patients in the discipline. Research and research supervision. Education and training of undergraduate and postgraduate students. Assist in the implementation of GDoH policies and programmes in particular MFOR. Participate in DGMH Cluster activities. Provide Management Oversight for the PACS system. Represent the Institution on University Committees.

- ENQUIRIES** : Prof Stephen Hendricks, Dean & CEO Tel No: (012) 521 4801
- APPLICATIONS** : Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag X848, Pretoria, 0001. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply.
- FOR ATTENTION** : Mrs I Makgatho or Ms Pretty Rangoato
- NOTE** : Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities are encouraged to apply. Certification of copies not be more than three months. Failure to submit the requested documents will result in application not being accepted Note: Additional the level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.
- CLOSING DATE** : 22 November 2019
- POST 40/55** : **HEAD CLINICAL UNIT/ ASSOCIATE PROFESSOR/SENIOR LECTURER**
Directorate: Oral Pathology and Oral Biology
- SALARY** : R1 728 807 – R1 834 890 per annum (All-inclusive package)
- CENTRE** : University of Pretoria Oral Health Centre
- REQUIREMENTS** : An appropriate qualification that allows registration with the HPCSA as an Oral Pathologist with current proof of registration. A minimum of three years' appropriate experience as an Oral Pathologist after registration is required. Requirements: A PhD degree or current registration for degree is a strong recommendation. A FC Path (SA) qualification in Oral Pathology is a strong recommendation. A proven experience of coordinating undergraduate and postgraduate academic programmes in Maxillofacial and Oral Pathology and General Pathology is important.
- DUTIES** : Participate in the full spectrum of the diagnostic histopathology service of the Department. Undergraduate and postgraduate teaching/training in the field of Maxillofacial and Oral Pathology as well as General Pathology. Departmental duties may be assigned to the candidate.
- ENQUIRIES** : Prof WFP Van Heerden Tel. No: (012) 319 2320
- APPLICATIONS** : Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.
- NOTE** : Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. 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** : 22 November 2019

POST 40/56 : **MEDICAL OFFICER: OBSTETRICS & GYNAECOLOGY REF NO: FERH/MED/11**
 Directorate: Medical

SALARY : R821 205 - R884 670 per annum (All inclusive package0
CENTRE : Far East Rand Hospital
REQUIREMENTS : Senior certificate (Grade 12/Matric) and MBChB degree or equivalent. Current registration and registration certificate with HPCSA as a medical officer. Must be post community service. Good verbal and written communication skills. Ability to work under pressure in a changing environment. Ability and willingness to work closely with other disciplines.

DUTIES : Provision of 24 hours O&G services. Coordinate, manage clinical care and treatment. Participate in commuted overtime. Be rotated through different areas of the department and can be deployed in any department. Manage and handle all patients depending on the units to which the doctor is allocated. Manage patients in other units the doctor may be allocated on temporary basis at the discretion of the clinical manager. Supervision and training of community service, medical interns and medical students. Participate in conducting of morbidity and mortality meetings (M&M).

ENQUIRIES : Dr P Lobo Tel No: (011) 812 8546
APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Applications must be submitted on Z83 form stating job title and reference number, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Certified copies must not be older than Six (6) months. The copies must be originally certified, no copy of copies will be considered. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed applications will be considered.

CLOSING DATE : 22 November 2019

POST 40/57 : **MEDICAL REGISTRAR REF NO: HRM 93/2019**
 Directorate: Neurology

SALARY : R821 205 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB, FCN part One, ACLS, ATLS, Experience in Neurology strongly recommended.

DUTIES : Patient care: In and Outpatients with neurological disorders, including after hours. Teaching and training: Assisting in teaching and training programs of the department. Research: Conducting research as per department and college requirements.

ENQUIRIES : Prof C.M Schutte Tel No: (012) 354 1082
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, certified copies of ID and certificate of qualifications. 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 : 22 November 2019

POST 40/58 : **CHIEF RADIOGRAPHER REF NO: FERH/RADIO/01**
 Directorate: X-Ray
 Re-Advertisement

SALARY : Grade 1: R466 119 - R517 326 per annum
 Grade 2: R532 959 - R591 510 per annum

CENTRE : Far East Rand Hospital

REQUIREMENTS : Three (3) years degree/diploma in diagnostic radiography (B. Rad/Nat Rad diploma). Proof of registration as independent practitioner and current registration as diagnostic radiographer. A minimum of Three (3) years appropriate experience in diagnostic radiography after registering with HPCSA as independent practitioner. Proof of previous and current work experience (service record) endorsed and stamped by HR. Must have Two (2) managerial experience and public service experience will be an added advantage. Excellent computer skills.

DUTIES : Provide and participate in a 24 hrs. High quality radiographic service and ultra sound services. Supervise subordinates and other support personnel in the department. Compliance with radiation control legislation. Ensure implementation of quality assurance and improvement programs. A working knowledge of departmental equipment and fault reporting. Compliance with national patients' rights charter and professional ethics. Promote Batho Pele in execution of all tasks for effective service delivery. Participate in continuous professional development as required by the HPCSA. Knowledge of public service acts, regulations, policies, requirements and Six Quality Priorities. Sound knowledge of Radiology complex/diverse environment. Good communication skills (verbal & written).

ENQUIRIES : Mr K.L Manqele Tel No: (011) 812 8372

APPLICATIONS : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs or apply online at:www.gautengonline.gov.za

NOTE : Applications must be submitted on Z83 form, CV stating job title and reference number, certified Copies ID and qualifications and service certificates should be attached (For OSD posts). Certified copies must not be older than Six (6) months. The copies must be originally certified, no copy of copies will be considered. Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed applications will be considered. Candidates who previously applied are encouraged to apply again.

CLOSING DATE : 22 November 2019

POST 40/59 : **PNA5 IPC COORDINATOR REF NO: KPTH/IPC/10/19**
 Directorate: Nursing Services: Quality Assurance Unit
 Re-advertisement post applicant that applied previously are encouraged to apply.

SALARY : R444 276 – R500 031 per annum (plus benefits)

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Grade 12 or equivalent NQF level/Basic R425 qualification (i.e. diploma/degree in Nursing or equivalent qualification as a professional nurse. A minimum of 7 years appropriate/recognizable experience in general nursing after registration as a Professional Nurse with SANC. One (1) year

IPC coordination experience in a health environment setting. A qualification in Infection Prevention and control will be a requirement. Recognized diploma certificate in IPC. Knowledge of NCS pertaining to Infection control. Registration with the South African Nursing Council. Current 2019 SANC receipt. Proof of service record certificate. Computer literacy. Knowledge and in-depth understanding of Infection prevention control Policies and Guidelines. Have a systematic approach to improving Health care infection control. A valid driver's license will be added advantage. Skills: Ability to interact with diverse stakeholders. Good communication skills verbal and written. Report writing skills. Co-ordination skills. Problem solving skill and analysing skills.

DUTIES : Responsible for the monitoring and assistance with the implementation of Institutional Infection control Prevention and control plan. Prevent, control and monitor infections in the health care setting environment. Develop and monitor the implementation of continuous infection prevention and control education and training. Implement and maintain effective hospital infection surveillance system in alignment with the infection prevention and control standard operating procedure. Strengthen and maintain internal and external collaboration with relevant stakeholders. Responsible for baseline inspection, audits and surveys maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures to improve quality of service in the Institution. Assist with the implementation of the Hospital quality improvement plan. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Provide relevant health information to health care users in achieving optimal care and rehabilitation of patients.

ENQUIRIES APPLICATIONS : Ms M J Mbiza Tel No: (012) 318 6910
 : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 22 November 2019

POST 40/60 : **PROFESSIONAL NURSE GRADE 1 (SPECIALTY STREAMS) (X2 POSTS)**
 Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R383 226 – R444 276 per annual (plus benefits)
 : Tara the H. Moross Centre, Sandton
 : Grade 12 or equivalent qualification. Diploma/Degree in Nursing in terms of R425, or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in terms of government notice no R212 in the relevant specialty. A minimum of 4 years

- appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. At least 1 year experience in a psychiatric environment.
- DUTIES** : Provision of optimal, holistic specialized nursing care. Participate in training, research, supervision and management of student and junior nurses. Effective utilization of resources. Facilitate the Implementation of the National Core Standards and Batho-Pele Principles. Be in charge of the hospital in the absence of senior managers; maintain own professional growth and ethical standards.
- ENQUIRIES** : Mr. S. Nhleko Tel No: (011) 535 3007/3008
- APPLICATIONS** : must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.
- NOTE** : People with disabilities, Coloreds, Indians and Whites are encouraged to apply.
- CLOSING DATE** : 22 November 2019
- POST 40/61** : **MIDDLE MANAGER: DATA TECHNOLOGIST REF NO: CHBAH 237 (X1 POST)**
Directorate: ICT System and Application
- SALARY** : R376 596 – R443 601 per annum (Level 09) (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 12 or equivalent and National Diploma Information Communication and Technology. A minimum of 5 years' experience in Health Department Information communication and Technology and computer programming. Competencies: Database administration, Systems and Data Analyst experience. Administration skills, computer programming and Active Director Management knowledge. Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure, to take initiative, work independently, work independently and in a team. Knowledge of public service legislation, policies and procedures. Knowledge and experience in Health Information System will an added advantage. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
- DUTIES** : Manage Software applications, hardware systems, information technology platforms, telecommunications systems and ensure effective information security; Manage and ensure that backup/archives are scheduled and kept offsite; Manage server and desktop environment to ensure required capacity and security. Manage applications and system currently in use (Medicom, RX, Down Referrals, Leave Management system etc, Manage own patient load. Attend to enquiries in a professional manner and give guidance and advice. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor. Management of IT call center personnel. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).
- ENQUIRIES** : Mr. EM Mphahlele Tel No: (011) 933 9037
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be

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

- CLOSING DATE** : 22 November 2019
- POST 40/62** : **MIDDLE MANAGER: SUPPLY CHAIN REF NO: CHBAH 238 (X1 POST)**
Directorate: Demand Management
- SALARY** : R376 596 – R443 601 per annum (Level 09) (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : An appropriate bachelor's degree/National Diploma in Supply Chain Management/Logistic/Purchasing Management and Cost and Management Accounting with at least five (5) years relevant experience in Supply Chain Management of which three (3) years must be at a supervisory level. Knowledge of government Supply Chain Management Policies and Procedures. Knowledge of the PFMA and National Treasury Regulations and other SCM prescripts. Knowledge of SRM and SAP system. Knowledge of conducting Market Research and Commodity analysis. Working experience in Public Sector procurement, processes, rules and regulations i.e. PFMA, PPPFA, BBBEE, CIDB, Treasury Regulations. Computer competency in MS Office package (MS Word, Ms Excel and MS PowerPoint). Good Communication Skills. Health (hospital) environment background will be an added advantage. A valid driver's license. The applicant must have a good communication (both verbal and written) skills and strong interpersonal relations. Ability to interact with various stakeholders both internal (end-users) and external stakeholders. Ability to act with tact and discretion. Must have the ability to work under pressure and be a creative thinker.
- DUTIES** : Assist end users with the development of procurement and demand plans. Consolidate and submission of both demand and procurement plan in line with the Strategic and Operational plans of the institution. Facilitate procurement of construction projects as per the demand and procurement plans. Serve as a member of Bid specification committee. Manage the demand process effectively, including but not limited to-needs assessment, categorization of commodities, market assessment and industry analysis, identifying methods of procurement, identifying Preferential Procurement Policy objectives, Specifications/Terms of Reference. Ensure that requirements are linked to the strategic objectives and budget. Serve as the coordinator for BSC and Vetting Committee. The successful candidate will ensure that resources required to fulfil the demand needs identified in the departmental strategic planning as well as business, operational and project plans are delivered at the correct time, price, place, and that the quantity and quality will satisfy those needs. Manage the establishment and maintenance of a supplier database to ensure compliance in implementation

of effective and efficient service delivery. Manage and advise the specification committee to ensure compliance to relevant legislation. Monitor compliance and adherence to policies, procedures and processes pertaining to demand management. Conflict management skills Management of staff including performance Management Development Systems (PMDS).

**ENQUIRIES
APPLICATIONS**

: Ms TTT Ravele Tel No: (011) 933 9748
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

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

CLOSING DATE

: 22 November 2019

POST 40/63

: **ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS REF NO:
ADEHWP-01/TMRH (X1 POST)**
Directorate: Human Resource

**SALARY
CENTRE
REQUIREMENTS**

: R376 596 – R454 920 per annum (All-inclusive package)
: Thelle Mogoerane Regional Hospital
: Bachelor's Degree or Diploma in Social Sciences/Social Work/Psychology. Registered with recognized Professional Council (attach proof). Minimum 3 years supervisory experience as Health and Wellness Coordinator or a Social Worker/Psychologist in the EHWP field. Knowledge of the following: EHWP Legislation, Procedures and Strategic Framework, Implementation of Employee Health and Wellness Programmes which includes HIV and AIDS and TB Management, Knowledge of EAP norms and standards, HR policies and ability to interpret and apply them. Related skills: Computer literacy, Interpersonal and facilitation skills, Counselling, Communication, Problem solving and conflict resolution, Report writing, Project management. A valid driver's license (code 08). Ability to work in a team.

DUTIES

: Implement a professional Employee Assistance Programme and support service. Coordinate and monitor the referral of employees with psycho-social problems to external service providers. Coordinate, implement and market employee health and wellness and HIV and AIDS programme. Coordinate the institutional sports and recreation activities. Facilitate Employee Wellness workshops and trainings. Coordinate Employee Wellness campaigns services and events per quarter. Retirement planning workshop per quarter. Manage the institutional wellness forums i.e. men's forum,

women's forum, peer educators, etc. Assist with the coordination of critical human resource functions i.e. staff satisfaction survey, exit interviews. Assist HR to holistically address and manage absenteeism, incapacity and PILIR cases. Screened/facilitated referrals within the following time frames: Normal cases – within 48 hours of receipt, Crises/trauma/diffusion cases within the 24 hours, feedback report submitted to the referring official within 3 days of receipt. Implement life skills/educational programme which includes: Personal finance, Substance abuse, Stress and change management. Establish committees according EAPA standards and terms of reference. Serve in committees eg. PILIR committee, event committee, Early Retirement Committee (Plenary sessions per need) and provide reports. Analyzed evaluation forms within 5 days after each event. Provide Minutes. Attendance registers. Weekly, Monthly reports (quantitative and qualitative).

**ENQUIRIES
APPLICATIONS**

: Mr. J. Kubheka Tel No: (010) 345 0306
 : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. Thelle Mogoerane Regional 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

: 22 November 2019

POST 40/64

: **RADIOGRAPHER REF NO: FERH/RADIO/02**
 Directorate: X-Ray

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1: R317 976 - R361 872 per annum
 : Far East Rand Hospital
 : Three (3) years degree/diploma in diagnostic radiography (B. Rad/Nat Rad diploma). Proof of registration as independent practitioner and current registration as diagnostic radiographer. A minimum of Three (3) years appropriate experience in diagnostic radiography after registering with HPCSA as independent practitioner must be post community service as required by the professional council and no experience is required. Excellent time management skills, written and verbal communication skills and report writing. Good interpersonal skills. Knowledge of public service legislations, policies and procedures. Knowledge of current DOH guidelines and policies governing the health sector and Radiography profession. Knowledge and relevant experience in radiographic procedures. Quality control and record keeping processes is essential.

- DUTIES** : Provide and participate in a 24 hrs. High quality radiographic service and ultra sound services. Supervise community service workers and participate departmental quality assurance. Participate and facilitate in CPD as required by the HPCSA. Adhere to Batho Pele principles. National core standards, quality assurance and other public service policies and acts. Carry out duties delegated by the departmental management. Must a team player within the department and institution.
- ENQUIRIES** : Mr K.L Manqele Tel No: (011) 812 8372
- APPLICATIONS** : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs or apply online at:www.gautengonline.gov.za
- NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.
- CLOSING DATE** : 22 November 2019
- POST 40/65** : **CLINICAL TECHNOLOGIST (CARDIOLOGY) GRADE 1 REF NO: CHBAH 239 (X1 POST)**
Directorate: Cardiology
- SALARY** : R317 976 per annum (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : An appropriate B Tech degree or National Diploma in Clinical Technology in Cardiology. Registration with the relevant Health Professions Council of South Africa (HPCSA) as a Clinical Technologist and proof of payment for the period 2019/20. Computer literacy (Ms Word, Ms Excel). Good written and communication skills. Ability to work as a member of a multidisciplinary team. Knowledge of and adherence to relevant legislation. Demonstrates effective interpersonal skill, strategic planning organizational skills. Applicant should have an appropriate clinical experience in Cardiology and good understanding of public hospital operational systems. Must be competent in all Cardiology procedures (Invasive and non-invasive) in paediatric and adult cardiology. Applicant should be prepared to undergo Medical Surveillance as an inherent requirement of the job.
- DUTIES** : Provision of clinical services in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology Department (Cardiology) operational activities in the institution. Do on call duty on rotational basis. Supervision and training of Clinical Technologist students in cardiology. Responsible for orientation of new Clinical Technologists in the Cardiology Department. Participation in research activities. Co-ordinate the maintenance and repair of all equipment's in the Cardiology Department. Perform all cardiac invasive and non-invasive procedures as in line with standard set by HPCSA. Participate in provincial Clinical Technology activities. Contribute to the development of the Clinical Technology (Cardiology) department and profession. Perform administrative, operational and clinical duties as delegated. Work as a member of the disciplinary team. Submit monthly reports to the HOD. Attend relevant meetings and training as approved by manager.
- ENQUIRIES** : Mr. MW. Madondo Tel No: (011) 933 9412
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at

NOTE

Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

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

CLOSING DATE

22 November 2019

POST 40/66

PROFESSIONAL NURSE GRADE 2 (GENERAL NURSING): QUALITY COORDINATOR REF NO: PNQC/SRH/172/19
Directorate: Quality Assurance

SALARY CENTRE REQUIREMENTS

R315 963 Per annum (Plus benefits)

South Rand Hospital

Diploma/degree in general nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current Registration with the South African Nursing Council (SANC) as a professional nurse. A minimum of 10 years appropriate experience in nursing after registration as a professional nurse with the South African Nursing Council in General Nursing. At least 3 years of the above period referred to must be experience at a quality assurance level. Have the ability to analyze complex information relating to areas of operation and to transform that into user-friendly report and assessment. Have ability to prioritize issues and other related work matters and to comply with the time frames set. Have ability to work under pressure to meet deadlines. Have excellence interpersonal and communication skills (both verbal and written). An aptitude for statistics and information analysis. High level of accuracy and attention to detail. Have computer skills and the ability to work with MS Word, MS PowerPoint and MS Excel will be advantageous. Ideal Hospital Framework and a valid driver's license will be an added advantage.

DUTIES

Assist with the quality assurance monitoring and evaluation framework. Source and obtain data and information to measure progress and compliance with quality assurance targets, norms required for the development measurable performance indicators related to the quality of care in the institution. Manage patient complaints, Patient Safety Incidents (PSIs), conduct patient redress and external stakeholder management. Assist with the generation of reliable assessments in support of planning and intervention process required for quality assurance in the institution. Assist with the drafting of annual, quarterly and other relevant quality assurance performance reports. Attend external meetings.

ENQUIRIES

Mr S. Lindani Tel No: (011) 681 2086

- APPLICATIONS** : Applicant must quote the relevant reference number and direct the applications to South Rand Hospital, 1 Friars Hill Road, Rosettenville, or posted to Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road.
- NOTE** : Attach Z83, recent updated curriculum vitae with three references, certified copies of all your qualifications and Identity book. Correspondence will be limited to shortlisted candidates only. Successful candidates will undergo a medical screening and will be expected to do verifications which entail reference checks, identity verification, qualifications verification and criminal records ability checks.
- CLOSING DATE** : 22 November 2019
- POST 40/67** : **PRINCIPAL PERSONNEL OFFICER REF NO: TMRH/PPO-01 (X1 POST)**
Directorate: Human Resource
- SALARY** : R257 508 – R303 339 Per annum plus benefits
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Grade 12 with minimum 5 -10 years relevant experience as HR generalist or National Diploma/degree in HR with minimum 3 – 5 years' experience as HR generalist. Extensive knowledge of PERSAL, HR prescripts and knowledge of HR relevant Acts. Computer literacy is essential (MS Office). Knowledge and experience in Persal system. Must be able to plan, organize and coordinate activities of the HR section. Good understanding of PSCBC, resolutions especially the implementation of OSD, leadership skill, planning and organizing skills, problem solving, communication skill, Human and financial management. Ability to work under pressure. Good interpersonal skills. Report writing skills. Proven presentation skills.
- DUTIES** : Manage and render effective human resource unit. Supervise Human Resource practitioners. Provide guidance and support to all staff. Approve, monitor and quality assure all the transactions related to appointments, salary administration, leave, overtime, terminations, transfer, housing allowance and other allowances. Management of PILIR. Management of the PMDS, ORW and declarations, and payroll. Manage and coordinate the implementation of progression for OSD staff and support categories. Advice staff on HR related issues. Develop Standard Operating Procedures in areas of responsibility. Manage human resources personnel records. Coordinate the development of the institutional Human Resources plan in line with the allocated budget. Management and Implementation of HR best practices, control of Recruitment and selection processes, ensuring compliance to appointment measures, Development and Implementation of the control measures with regard to the Termination of Services: Transfers, death, abscondment, retirement and resignations. Leave Management: Sick leave management, manage Temporary and Permanent Incapacity leave. Salary administration, Payroll administration, Injury on duty, be responsible for the compilation of monthly HR Delegation Report, BAS PERSAL reconciliation, manage the implementation of PMDS, contracting and reviews and prepare monthly and quarterly reports to Executive Managers. Ensure proper records management. Supervision, training and development of subordinates and staff on all HR issues. Implement Human Resources policies and strategies and ensure the alignment of the organizational structure to the hospital strategic plan. Maintenance of staff/post establishment on HRM database. Attend to Auditor-General (AG) findings, National Core Standards, HR risk management, and compile action plan and reports.
- ENQUIRIES** : Mr. J. Kubheka Tel No: (010) 345 0306
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on

a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. Thelle Mogoerane Regional 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 22 November 2019
- POST 40/68** : **COMPUTER TECHNOLOGIST/DESKTOP SUPPORT TECHNICIAN REF NO: CHBAH 240 (X2 POSTS)**
Directorate: ICT Support Services
- SALARY** : R257 508 – R303 339 per annum (Level 07) (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 12 plus A+ and N+ or MCSE or CCNA or NQF level 5 and above IT program/s registered with SITA. A minimum of 1-year practical experience, working on desktop support and network support. A valid driver's license will be an added advantage. To work standby: after hours, weekends and public holidays. The prospective appointee should have good troubleshooting skill, good communication, telephone etiquette, good report writing skill. Sound interpersonal relationship, ability to multitask, mentorship, planning, organizing and problem-solving skills. Supervisory, planning, organizing and problem-solving skills. Must be able to manage and lead a team. Ability to multi-task and prioritize. Ability to manage a high value goods, services and equipment budget. Knowledge of the public service legislations, policies and procedures. Experience in a Public-Sector Hospital environment will be an added advantage. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
- DUTIES** : New installation of ICT devices to comply with GPG Standards that includes servers, workstations, laptops, tablets, printers, mobile routers and cell phones. Provide 24-hour desktop and network support. Diagnose and resolve software and hardware incidents including operating systems (Windows) and across a range of software applications. Install and configure local and network printers. Support Medicom System, MS- Office Packages example 365, RX-Solution, DHIS, Email, Internet and general Network problems. Resolve incidents in different transversal applications: (Persal, CITRIX, SRM, BAS, BAUD etc.). Render a first-class level of customer service ensuring that all customers/end-users are treated efficiently and effectively. Attend to all logged calls and close the calls on time. Management of personnel performance and review thereof.
- ENQUIRIES** : Mr. EM Mphahlele Tel No: (011) 933 9037
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at

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

- CLOSING DATE** : 22 November 2019
- POST 40/69** : **FINANCIAL CONTROLLER REF NO: CHBAH 241 (X2 POSTS)**
Directorate: Finance
- SALARY** : R257 508 – R303 339 per annum (Level 07) (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 12 with 3-5 years' experience in Finance. Computer literacy (MS Office). Knowledge and understanding of the relevant Acts Public Finance Management Act (PFMA), Treasury Regulations and Division of Revenue Act (DORA). Knowledge of Transversal systems (BAS and SAP). Must have Good to excellent report writing skills. Ability to communicate well with people at different levels and from different backgrounds. Good analyzing and communication skills. Ability to work under pressure. Ability to work independently and in a team. Good planning and organizing skills. Problem solving and decision- making skills. Degree or National Diploma in Accounting/ Financial Management will be an added advantage. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
- DUTIES** : Ensure the budget and expenditure is aligned in all cost centers. Allocate budget to the cost center in line with the approved budget letter. Capture budget on BAS according to the budget letter. Assist with the allocation of budget and SCOA codes on RLS01. Monthly analysis of expenditure including compilation of IYM reports. Ensure Inter-responsibility clearing accounts and misallocations are cleared weekly. Management and Supervision of personnel performance and reviews (PMDS). Ensure that supplier's reconciliations are done weekly and proper handling of supplier's queries. Ensure Payments on the web-cycle are processed within the prescribed time. Ensure accruals are compiled and sent to head office monthly, perform reconciliation for BAS/SAP, BAS/PERSAL AND BAS/MEDSAS on a monthly and submit to head office for reviews. Assist in management of petty cash. Compliance with the Performance management and Development system contracting, quarterly reviews and final evaluation
- ENQUIRIES** : Ms. M Notsi Tel No: (011) 933 9856
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

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

CLOSING DATE : 22 November 2019

POST 40/70 : **STATISTICIAN/HEALTH INFORMATION OFFICER REF NO: CHBAH 242 (X1 POST)**
Directorate: Health Information Management (HIM)

SALARY : R257 508 – R303 339 per annum (Level 07) (plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Grade 12 with 3-5 years' experience of working in Health Information Unit reporting on public health outcomes using District Health Information Management Systems or any related software. Proficient in the use of computers i.e. MS Office package (Ms Word, Excel and PowerPoint) including Tier net. Sound knowledge of national health programmes strategies, priorities, data elements and indicators. Understanding of the Health Information flow and reporting requirements within the Public health sector. Ability to analyze and communicate quantitative and qualitative data to end users. Ability to convert raw data to useable information to enable relevant stakeholders to make decisions and plan effectively Possess excellent communication skills (both written and verbal). Possess strong project and time management skills to enable the timeous reporting of good quality data for monthly, quarterly, annual and other reports to meet deadlines. Ability to work independently, supervise and train subordinates. Degree/Diploma in Health Sciences/Biostatistics/Information Management and experience in a public health care setting (CHC/Hospital) will be an added advantage. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Shortlisted candidates will be subjected to a competency test.

DUTIES : Ensure that good quality data is collected across the hospital, verified, collated, captured into DHIS, TIER.net and submitted to the next level on time. Provide feedback to the reporting units through presentations and narrative reports. Ensure compliance with district, provincial and national reporting requirements. Ensure that the relevant Health information records are filed properly and readily available. Set up systems to improve the quality of collected data and develop data collection tools to meet internal and external reporting requirements. Provide support and training for staff responsible for data across the hospital. Represent the hospital in the district and provincial health information forums. Work with developmental partners (external and within the hospital). Perform other related duties as assigned

<u>APPLICATIONS</u>	:	and agreed upon. Compliance with the Performance management and Development system Tel No: (011) 933 8742
<u>NOTE</u>	:	should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than three (3) months old). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	22 November 2019
<u>POST 40/71</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: CHBAH 243 (X1 POST)</u> Directorate: Human Resource – Conditions of Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 – R303 339 per annum (Level 07) (plus benefits) Chris Hani Baragwanath Academic Hospital (CHBAH) Grade 12 with 3-5 years' experience in Conditions of Service. Computer literacy (Ms Office). Must have PERSAL certificate, knowledge and experience in Persal Systems. Must be able to plan, organize and coordinate the activities of the section (conditions of service). Knowledge of the Public Service Act, 1994, Basic conditions of service, Public service regulation and Resolution and ability to implement them. Analytical and problem-solving skills, creative and innovative skills, excellent report writing skills, good presentation skills ability to manage project and meet deadlines n Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently and in a team. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles and Knowledge of Labour Relations processes. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Must be conversant with all legislation pertaining to Condition of service e.g. BCEA, PSRA, DPSA directives etc.
<u>DUTIES</u>	:	Reporting to the Assistant Director. Approving and quality assuring all the transactions relating to conditions of service sent to e-Government are captured timeously and correctly. Compiling weekly stats and monthly reports. Train subordinates in relation to conditions of service policies and

procedures. Attend meetings and trainings. Compliance with the Performance management and Development system contracting, quarterly reviews and final evaluation.

**ENQUIRIES
APPLICATIONS**

: Ms N.D Serobatse and Mr. M. Masetlha Tel. No: (011) 933 8736/9044
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

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

CLOSING DATE

: 22 November 2019

POST 40/72

: **MATERIAL RECORDING OFFICER REF NO: CHBAH 244 (X1 POST)**
Directorate: Supply Chain Acquisition

**SALARY
CENTRE
REQUIREMENTS**

: R257 508 per annum (Level 07) (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Standard 10 (Grade 12) certificate. 3 - 5 years' knowledge and experience in Acquisition, Demand, Warehouse management and Contract administration. Computer competency skills (MS Word, MS Excel, MS PowerPoint and Internet). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies, PFMA, PPPFA, BBBEE and Treasury Regulations. Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at difference levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Qualifications in Supply Chain Management will be an added advantage. Comply with the rotation roster. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

: Monitoring and supervision of RFQ team. Create requisition on SRM. Make follow up with Gauteng Department of Health (HPC) with regards to creation of purchase order numbers. Attend to end users' queries. Participate in stock taking. Filing and record keeping of all documents for audit purpose. Be analytic and innovative in executing tasks as allocated. Compile weekly, monthly, and quarterly reports and submit to the Assistant Manager. Ensure

compliance with policies and procedures that regulate and govern Supply Chain Management. Follow up with suppliers on all open purchase orders to ensure timeous delivery of goods and services. Knowledge of expediting, transit in and GRV processes. Provide supervision and sign up performance management and development system to the subordinate's. Sign a performance contract on annual basis. Perform other duties as allocated by the Manager Be willing to undergo continuous training and development programs. Attending meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Conducting performance evaluation of the sub ordinates.

**ENQUIRIES
APPLICATIONS**

: Ms. TTT Ravele Tel No: (011) 933 9748
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

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

CLOSING DATE

: 22 November 2019

POST 40/73

: **CLINICAL ASSOCIATE REF NO: 2019/11/01/01 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R257 508 – R303 339 per annum (Level 07)
: Mamelodi Regional Hospital
: Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

DUTIES

: Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

**ENQUIRIES
APPLICATIONS**

: Dr. Ikombele Tel No: (012) 841 8300
: must be submitted to: Mamelodi Regional Hospital, Human Resource Department, or posted to Private Bag X0032, PO Rethabile 0122.

NOTE : Applications must be submitted on a z83 form, certified copies of ID and Qualifications to be attached. Suitable candidates will be subject to security screening and vetting process. Successful candidates will undergo a medical surveillance.

CLOSING DATE : 29 November 2019

POST 40/74 : **SECRETARY REF NO: HRM 94/2019**
Directorate: General Surgery

SALARY : R173 703 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : The incumbent must have grade 12 and completed courses relevant to secretarial work. A diploma or a degree in secretarial/or administrative work would be an advantage. The incumbent must have experience in working as a secretary or administrator in a clinical academic environment with joint Provincial and University responsibilities. Computer Literacy in Ms Word, Excel, PowerPoint, Ms Outlook. Must be fully bilingual. Must have secretarial experience working for more than 5 years, be able to priorities duties, work independently and willing to work after hours when required.

DUTIES : Manage and organize the functions of the division. This includes telephone calls, patient enquiries, filling and record keeping, visitors correspondence, patient reports, duty rosters. Statistics. Educational duties are liaisons with departments in the faculty of Health Science, obtain literature and do searches at the library, prepare lecture material in a PowerPoint presentation, organize examinations, support the Head of Divisions educational tasks at interuniversity and College of Medicine level.

ENQUIRIES : Prof T Mulaudzi Tel No: (012) 354 2099
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, certified copies of ID and certificate of qualifications. 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 : 22 November 2019

POST 40/75 : **CLEANER REF NO: REFS/004715**
Directorate: Support Services

SALARY : R102 534 - R120 780 per annum
CENTRE : Tara the H Moross Centre, Sandton
REQUIREMENTS : Grade 10-12/ Abet level 4 or equivalent qualification. A minimum of 0-1-year relevant experience. Experience in a hospital setting will be an added advantage. Ability to read and write. Should have good communication skills. Must have the ability to lift cleaning equipment's such as scrubbing machines, vacuums, single disc machines, carpet cleaning machines, and etc. Must have Knowledge of OHS and Quality Assurance. Be prepared to work shifts i.e. weekends and Public Holidays. Must be physically and mentally fit.

DUTIES : Cleaning floors, dusting, washing and polishing of furniture, walls, doors and frames, windows and lockers. Collection of food from Food Services. Removal of waste bags. Cleaning of toilets, bathrooms and sluice rooms. Perform general cleaning and household in the hospital. Ensure a clean and secure environment for patients. Be prepared to rotate within the scope of work. Perform any other lawful delegated duties by supervisor.

ENQUIRIES : Mr. T.L Motaung Tel No: (011) 535 3131
NOTE : The institution is committed to the achievement and maintenance of diversity and equity in employment in respect of race, gender and disability. People from the following racial groups are encouraged to apply i.e. Coloureds, Indians and Whites.

APPLICATIONS : must be submitted to: - Tara the H Moross Centre, P/Bag X7 Randburg 2125 or hand-delivered to: No. 50 Saxon Rd, Hurlingham, 2196 or apply online at:

www.gautengonline.gov.za. Due to technical problems with GPG vacancy website that the institution is consistently facing with, applicants are encouraged to apply using hand delivery or postal address.

CLOSING DATE : 22 November 2019

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.

CLOSING DATE : 22 November 2019

ENQUIRIES : Ms Linda Ninzi Tel No: (011) 227 9000

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV 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 as well as certified copies of all required qualification/s as per the advertisement and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). 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.

OTHER POSTS

POST 40/76 : **ASSISTANT DIRECTOR: COMPUTER AUDIT RE NO: GPT/11/01 (X2 POSTS)**

Directorate: Gauteng Audit Services

SALARY : R470 040 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A three-year tertiary qualification in BSc, National Diploma (Computer Science, IT Auditing, Internal Auditing, etc). A professional qualification (CISA, CISM, CRISA accreditation) would be an added advantage. 3 – 5 years' experience in IT Auditing.

DUTIES : Audit Project Planning. Audit Project Execution. Audit Project Reporting. People and Staff Utilisation.

ENQUIRIES : Ms Linda Ninzi Tel No: (011) 227 9000

POST 40/77 : **EDITOR REF NO: GPT/11/02**
Directorate: Gauteng Audit Services

SALARY : R316 791 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A three-year tertiary qualification as recognised by SAQA, National Diploma or B-Com Degree. 1 – 2 years' experience in Administration/Editor.

DUTIES : To provide editorial, administrative, co-ordination and other specific back office support functions to the Gauteng Audit Services. Editing. Support Staff Co-Ordination. Staff training. Finance.

ENQUIRIES : Ms Linda Ninzi Tel No: (011) 227 9000

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

The Provincial Department of Education s an equal opportunity affirmative action employer

CLOSING DATE : 22 November 2019

NOTE : Applications must be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications and RSA ID document as well as a valid driver's license. Failure to attach the requested documents will result in the application not being considered. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Late, faxed or emailed applications will NOT be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. The filling of the post will be done in terms of the Department's approved Employment Equity Plan. Preference will be given to persons from designated groups including persons with disabilities. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment .Note: Applicants must ensure that they fully complete and sign the Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

MANAGEMENT ECHELON

POST 40/78 : **DIRECTOR: MATHS, SCIENCE & ICT REF NO: DOE/08/2019**

SALARY : R1 057 326.per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of the Public Finance Management Act, Public Service Act and other relevant prescripts and legislations. Good presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid driver's licence.

DUTIES : Manage the development and coordination of MST internal and external intervention programmes in promoting participation and performance. Ensure the provision and maintenance of physical infrastructure and connectivity of ICT's in all institutions. Promote leadership and skills development in MST and ICT at all levels. Ensure the continuous technical support for electronic content resources. Manage MST and ICT projects. Manage the resources of the Directorate.

ENQUIRIES : Mr. M.J. Mazibuko Tel No: (033) 846 5614

APPLICATIONS : For Head Office posts applications should be forwarded to: Deputy Director: HR and Administration, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritzburg Street, Pietermaritzburg, 3201, Office No. 203 A.

FOR ATTENTION : Mr. P.B.V Ngidi

OTHER POSTS

- POST 40/79** : **DEPUTY DIRECTOR: FINANCE**
Re-advertised: interested applicants are encouraged to re-apply.
- SALARY** : R733 257 per annum. (Level 11) (All-inclusive package to be structured in line with rules for MMS).
- CENTRE** : Amajuba District Ref No: DOE/09/2019
Harry Gwala District Ref No: DOE/10/2019
- REQUIREMENTS** : Bachelor's Degree/Diploma in Commerce or equivalent qualification coupled with three (3) years' management experience in finance environment. Extensive experience in Finance and broad financial management knowledge. Valid Driver's License. Computer Literacy. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills – computer (PERSAL, BAS and spreadsheets), Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.
- DUTIES** : Manage accounting control as it relates to revenue control, salary administration, and debtor and creditor administration. Manage suspense accounts relating to salaries. Render financial management support services with regards to the MTEF cycle ie. Budget and expenditure management in terms of the PFMA, Treasury Regulations and Practice notes. Manage the procurement of goods and services. Manage the safekeeping, maintenance and disposal of assets. Manage the resources of the sub-directorate.
- ENQUIRIES** : Mr. R.T.T. Nzama: Tel No: (034) 328 4502 (Amajuba District)
Mrs. S.C. Zakuza-Njakazi Tel No: (039) 797 3703 (Harry Gwala District)
- APPLICATIONS** : Amajuba District Private Bag X6618Newcas2940, Harry Gwala District Private Bag X3560 Kokstad4700
- FOR ATTENTION** : Mr. S.D.P. Nkosi Amajuba District
Mrs. S.C. Zakuza-Njakazi- Harry Gwala District
- NOTE** : Applications may also be hand delivered to the relevant District Office
- POST 40/80** : **DEPUTY DIRECTOR: HUMAN RESOURCE SUPPORT SERVICES**
Re-advertised: interested applicants are encouraged to re-apply.
- SALARY** : R733 257 per annum. (Level 11) (All-inclusive package to be structured in line with rules for MMS).
- CENTRE** : Ilembe District Ref No: DOE/11/2019:
Harry Gwala District Ref No: DOE/12/2019
- REQUIREMENTS** : Degree/ Diploma in the field of Public Administration or equivalent qualification with 3-5 years managerial experience in the human resource management environment. Computer literacy, valid driver's license. A practical extensive experience in PERSAL and establishment control. A Persal certificate will be an advantage. Competencies: Knowledge of Educators Employment Act, Basic Conditions of Employment Act, Administration procedures, Public Service Regulations, Public Service Act, Human Resource matters, Training and Development, Planning and

Organizing skills, Knowledge of Departmental strategic objectives, Management reporting, Relationship Management, Public Finance Management Act (PFMA). Computer skills, Numeracy skills, Decision Making and Problem Solving skills, Team Building, Conflict Resolution, Communication and Interpersonal skills, Financial Management, Project Management, Ability to work independently, Report writing. Honesty, Integrity, Innovative, Leadership, Ability to work under pressure, Tactful and Diplomatic, Committed and Decisive.

DUTIES : Manage the provision of recruitment and selection services. Manage the provision of appointment services. Manage the processing of leave matters, pension matters, housing matters and personnel matters. Manage staff performance in the sub-directorate. Manage the resources of the component. Supervision of staff in the sub-directorate.

ENQUIRIES : Mrs. S.C. Zakuza-Njakazi Tel No: (039) 797 3703 (Harry Gwala District)
Dr. M.M.L.S. Madondo Tel No: (032) 439 6103 (Ilembe District)

APPLICATIONS : Harry Gwala District Private Bag X3560 Kokstad4700 Ilembe District
Private Bag X10612 Stanger 4450

FOR ATTENTION : Mrs. S.C. Zakuza-Njakazi (Harry Gwala District)
Dr. M.M.L.S. Madondo (Ilembe District)

NOTE : Applications may also be hand delivered to the relevant District Office

POST 40/81 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DOE/13/2018**

Re-advertised: interested applicants are encouraged to re-apply.

SALARY : R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

CENTRE : Umzinyathi District

REQUIREMENTS : Degree/Diploma in the field of Public Administration or equivalent qualification with 3-5 years managerial experience in the human resource management environment. Computer literacy, valid driver's license. Practical extensive experience in Employee Relations, Performance Management and HRD. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Training and Development, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial Functions. Analytical thinking, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic planning, Computer utilization, Policy Formulation, Change/Diversity Management, Ensuring performance standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals. Financial and Management Reporting.

DUTIES : Manage the Employee Performance Management System in the District. Manage the provision of Human Resource Planning and Non Educator Human Resource Development Services. Control the activities relating to Educator Human Resource Development. Manage processes relating to Employee Relations Services. Oversee Human Resource Co-ordination Services. Manage Employee Assistance Programme. Supervision of staff in the sub-directorate. Manage the resources of the component. Manage staff performance in the sub-directorate.

ENQUIRIES : Mr. S.W. Keswa Tel No: (034) 219 2703 (Umzinyathi District)

APPLICATIONS : UMzinyathi District Private Bag X2001 Dundee 3000

FOR ATTENTION : Ms. S.P. Mkhize: (Umzinyathi District)

NOTE : Applications may also be hand delivered to the relevant District Office

POST 40/82 : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY – ADMIN SERVICES REF NO: DOE/14/2019**

SALARY : R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

CENTRE : Head Office (Pietermaritzburg)

<u>REQUIREMENTS</u>	:	Diploma/Degree in Information Technology/Bachelor of Science/Computer Science/Information Systems/IT Security/Business Informatics or any other relevant qualification(s). A minimum 3-5 years IT experience with experience in Database Design, Project Management, and Programming. 3-5 years managerial experience in IT environment. Drivers Licence. Competencies: Knowledge of the Treasury Regulations, Public Finance Management Act. Knowledge of ECT act, Knowledge of SITA Act, Basic understanding of COBIT, MIOS, MISS, ISO17799. Knowledge of the GITA framework, project management methodologies Information Security Regulation of Interception of Communications and Provision of Communication-related Information Act (Information Act).knowledge of database architecture and design, Employment of Educators Act, Public Schools Act. Project management skills, Good inter-personal relations. Problem solving, Risk management skills, Change management skills. Presentation skills. Self- disciplined and able to work under pressure. Ability to interpret written requirements and technical specification documents. Ability to code software according to published standards and design guidelines. Ability to work well within a team. Understanding of the schooling system in line with the Public Schools Act shall serve as additional advantage.
<u>DUTIES</u>	:	Advise management on Information Technology matters .Supervise Information Technology related projects. Attend to complex data communication problems. Develop and implement IT security and IT operational risk in the Department. Ensure that security monitoring process, as well as processes which deal with security branches, Incidents and non-compliance to policy and standards are implemented. Ensure that the Department's security risk assessment is updated and maintained on an ongoing basis. Develop annual budget, control of expenditure and implementation of control procedures. Manage and Service level Agreements and Business processes with SITA. Render technical advice to Management Advisory Services Officers in respect of computer/labour saving facilities. Conduct research in order to proposed improvement of existing and or new technology to management. Co-ordinate the implementation of documents Management systems. Monitor the Information technology help desk and website. Manage performance of subordinates. Manage IT Network Operations & Infrastructure services, manage IT Procurement and Support.
<u>ENQUIRIES</u>	:	Mr. S. Halimana Tel No: (033) 846 5102
<u>APPLICATIONS</u>	:	For Head Office posts applications should be forwarded to: Deputy Director: HR and Administration, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritzburg Street, Pietermaritzburg, 3201, Office No. 203 A.
<u>FOR ATTENTION</u>	:	Mr. P.B.V Ngidi
<u>POST 40/83</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY –ADMIN SERVICES REF NO: DOE/15/2019</u>
<u>SALARY</u>	:	R376 596.per annum
<u>CENTRE</u>	:	Head Office (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	Diploma/Degree in Information Technology/IT Security/Networking or any other relevant IT qualification(s). A minimum of 3-5 years IT Technical Environment, experience in network cabling, switching and routing configuration, networking troubleshooting. Drivers licence. Competencies: Knowledge of the Treasury Regulations and Public Finance Management Act. Knowledge of ECT Act, Knowledge of SITA Act, Basic understanding of COBIT, MIOS, MISS, ISO17799, Knowledge of the GITA framework, Knowledge of project management methodologies Knowledge of Information Security, Regulation of Interception of Communications and Provision of Communication-related information Act Knowledge of database architecture and design, Employment of Educators Act, Public Schools Plan, design, implement and oversee the management of computer networks, troubleshooting skills. Technical documentation skills, change management,

presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Ability to interpret written requirements and technical specification documents.

DUTIES : Develop and implement plan computer network. Implement IT Network Operations & Infrastructure. Oversee the implementation of IT Network and Security related projects. Manage ICT Network. Oversee the implementation of IT Business continuity & IT Security services across all networks of the Department. Ensure implementation of IT Governance policies and other legislative prescripts. Render advisory services on IT disciplines and procurement. Conduct research in order to propose new solutions and also improve existing government networks. Manage and monitor performance of subordinates.

ENQUIRIES : Mr. S. Halimana Tel No: (033) 846 5102
APPLICATIONS : For Head Office posts applications should be forwarded to: Deputy Director: HR and Administration, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritzburg Street, Pietermaritzburg, 3201, Office No. 203 A.

FOR ATTENTION : Mr. P.B.V Ngidi

DEPARTMENT OF HEALTH

OTHER POSTS

POST 40/84 : **MEDICAL SPECIALIST GRADE 1/2/3 REF NO: HRM 57/2019 (X2 POSTS)**
Directorate: Dept. of Internal Medicine

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum. (All inclusive package)
Grade 2: R1 264 623 – R1 342 230 per annum. (All inclusive package)
Grade 3: R1 467 651 – R1 834 890 per annum. (All inclusive package)

CENTRE : King Edward VIII Hospital (KEH)
REQUIREMENTS : MBCHB degree or equivalent qualification Plus registration certificate with the HPCSA as an Independent Medical Practitioner Plus current registration with the HPCSA (2019/2020). **Grade 1:** None to less than 5 years actual experience as a Specialist after registration with the HPCSA **Grade 2:** 5 years to less than 10 years actual experience as a Specialist after registration with the HPCSA. **Grade 3:** 10 years or more experience as a Specialist after registration with HPCSA Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Sound management of General Internal Medicine, Excellent decision making, problem solving, leadership and mentorship skills, Sound medical ethics, Good communication skills and computer literacy, Orientation towards service delivery, Ability to develop and maintain quality improvement programs and policy documents, Participation in clinical audits, peer review meeting and mortality and morbidity meetings, Leadership in the departmental academic program, Ability to work as part of a multidisciplinary team.

DUTIES : The incumbent will report to the Head of Department of General Medicine and will be responsible to fulfill the following requirements according to the policies of the Department i.e. Service, Teaching, Administration and Research, To efficiently execute duties which support the aims and objectives of the Department of Medicine in providing specialist care for in patients in the Department of Medicine, To supervise the training of registrars, interns, medical officers and undergraduate medical students in Internal Medicine, To participate in and contribute to the research and outreach activities of Department of Medicine, To service Hemodialysis and PD Unit at St Aidens Hospital, To supervise Acute Medical Unit at King Edward VIII Hospital, To conduct ward rounds at King Dinuzulu Hospital, To present at Monday morning meetings at IALCH division of Medicine.

ENQUIRIES : Dr. S. Ramji Tel No: (031) 360 2854

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).
- CLOSING DATE** : 22 November 2019
- POST 40/85** : **MEDICAL OFFICER GR1, 2 OR 3 FORENSIC PATHOLOGY SERVICE**
REF NO: ILE 02/2019 (X1 POST)
Component: Kwadukuza Forensic Pathology Services
- SALARY** : Grade1: R821 205 per annum (all-inclusive package Plus fixed commuted overtime)
Grade 2: R938 964 per annum (all-inclusive package plus commuted overtime)
Grade 3: R1 089 693 per annum (all-inclusive package plus fixed overtime.)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : **Grade1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, a tertiary qualification (MBCHB) or equivalent. Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Valid driver's license **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professions Council of South Africa. Five (5) year post registration experience as a Medical Practitioner. Valid driver's license. **Grade 3:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus tertiary qualification (MBCHB or equivalent), a valid registration with the Health Professions Council of South Africa. Ten (10) year post registration experience as a Medical Practitioner. Valid driver's license. Potential to develop a working knowledge and ability to perform medico-legal post mortem examinations and crime scene visits. Ability to work in multi-disciplinary team setting. Excellent communication skills and decision making qualities. Knowledge of the processes involved in death notification. Resilience and ability to make positive contribution in a busy department Report writing.
- DUTIES** : Performing medico legal autopsies. Maintain satisfactory clinical, professional and ethical standards related to Forensic Pathology Services. Generating of a comprehensive medico legal report based on autopsy findings. Completion of death notification forms (DHA-163) cremation certificate, RAF claims, Insurance etc. Attending crime scenes Guidance to Mortuary staff regarding autopsy technique and evidence collection. Attend

**ENQUIRIES
APPLICATIONS**

**FOR ATTENTION
NOTE**

to administrative matters as required. Maintain and continuously improve professional and ethical standards. Court attendance when required. Assist other districts with autopsy services when necessary.

Mr CK Mdletshe (Forensic Pathology Manager) Tel No: (032) 4373500
Please Forward Applications To: The Acting District Director, ILembe Health District Office, Private Bag x10620, KwaDukuza 4450

Human Resource Section

Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE02/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE

22 November 2019

POST 40/86

OPERATIONAL MANAGER PRIMARY HEALTH CARE STREAM REF NO: UMG01/28/19 (X1 POST)

SALARY

R562 800 – R633 432 per annum Plus 8% Rural allowance Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE
REQUIREMENTS**

Umgungundlovu District Office: Component: Nxamalala Clinic
Diploma/Degree in General Nursing and Midwifery plus one year diploma in PHC Current Registration with SANC as general Nurse and Primary Health Care Nurse A minimum of 9 years recognizable nursing experience after registration as professional nurse with SANC in General Nursing of which 5 Years must be recognizable experience after obtaining one year post basic qualification in primary Health Care. Computer literacy with a proficiency in MS Office Software applications Code 8 Drivers licence Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies required: - Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills, Team building and supervisory skills.

DUTIES

Assist in planning, organising and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including. Monitor Provision of quality comprehensive service delivery at emergency unit. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction.

Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation of PHC Re-Engineering. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure compliant management is functional in the Clinic. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

**ENQUIRIES
APPLICATIONS**

: Mrs Na Mbana Tel No: (033) 395 4340
 : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street).

**FOR ATTENTION
NOTE**

: Human Resource Department
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Note: Preference will be given to African Males.

CLOSING DATE

: 22 November 2019

POST 40/87

: **OPERATIONAL MANAGER NURSING- PHC REF NO: MBO 08/2019 (X1 POST)**
 Re-Advertised (Those who had previously applied are also encouraged to apply)

**SALARY
CENTRE
REQUIREMENTS**

: R562 800 – R633 432 per annum
 : Samungu Clinic
 : Senior certificate (Grade 12), Degree/Diploma in General Nursing and Midwifery. One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Current registration with SANC. A minimum of 9 (nine) years recognizable experience in nursing after registration with SANC in General Nurse with SANC in General Nursing and Midwifery of which five (5) years must be recognizable experience after obtaining one (1) year post basic qualification in Primary Health Care. Certificate of service stamped and signed by the Human Resource Department must be attached. A valid driver's licence Proof of current and previous experience written by the Supervisor: Knowledge, Skills, Training and Competencies required: Knowledge and insight into nursing process and procedures. Knowledge of nursing statutes and other relevant Public Services Act/ legislations. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and

implement Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and ability to communicate constructively. Disaster management skills. Team building and supervisory skills.

DUTIES

: Provide quality management and professional leadership ensuring that the clinic is organized and covered with Professional staff. To provide quality patient care. Provide effective supervision in the implementation of nursing standard, policies, SOPs and procedures. Manage utilization of resources including human material and financial to enhance service delivery. Exercise control of discipline, grievance and any other labour related issues of laid down procedures. Maintain client satisfaction through monitoring and setting of service delivery. Exercise control of discipline, grievance and any other labour related issues of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitoring National Core Standards, Ideal Clinic. Implement EPMDS. Advocate for patients in facilitating proper treatment care and adherence to patient rights charter and Batho Pele principles. Ensure to keep accurate records. Compile unit statistics monthly. Attend OSS. Work as a part of multidisciplinary team to ensure good nursing care. Provide direct and indirect supervision of all staff within the clinic and give guidance. Demonstrate an understanding of Human Resource and Financial Management policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Monitor implementation and performance of indicators on daily, weekly and monthly basis, provide feedback to management. Analyse data and draw up quality improvement plan and implementation plans. Exercise control of discipline and any other labour related issues in terms of laid down procedures. Ensure complaint management is functional in the clinic. Ensure functionality of the clinic committee programme so that the community involvement and participation is achieved. Conduct clinic open days. Monitor and evaluate HR performance through EPMDS for all relevant staff. Implement 90 90 90 project. Monitor implementation of youth friendly services.

ENQUIRIES

: Mrs WN Magagula Tel No: (035) 4766242 ext. 204

APPLICATIONS

: All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital.

FOR ATTENTION

: Human Resource Practices

NOTE

: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE

: 22 November 2019

POST 40/88 : **CLINICAL NURSE PRACTITIONER (OLVIERSHOEK CLINIC) REF NO: EMS/17/2019**
Re-Advertise (Those who apply before may re-apply)

SALARY : R383 226 per annum. Other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.

CENTRE : Emmaus Hospital

REQUIREMENTS : Grade 12/Standard 10. Basic R425 Qualification (i.e. Degree/Diploma) in General Nursing and Midwifery. Registration certificate with the South African Nursing Council (SANC) as a Professional Nurse in General Nursing and Midwifery. Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and Care (PHC) with a duration of at least ONE (1) Year in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current registration certificate with the SANC as a General Nurse and Primary Health Care. SANC Receipt (2019). Knowledge & Skills: Relevant legal framework such as Nursing Acts, Mental Acts, OH&S Acts, Batho Pele and Patients' Rights Charter, Labour Relation Act, Grievance procedure etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Demonstrate understanding of legislation, related legal and ethical nursing practice with a PHC environment. Work as a part of a multi-disciplinary team to achieve vision of the facility. Report writing and time management. Ability to provide mentoring and coaching to her/his supervisees. Good communication and interpersonal skills. Ability to work under pressure. Knowledge of National Core Standard, six key priorities and seven domains. NIMART training will be an advantage.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within the workplace. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Ensure Batho Pele principles are implemented. Responsible for screening, diagnosis and management of patient at PHC level. Actively participate in Outreach Campaigns. Implement infection prevent and control policies and guidelines. Ensure efficient and economical utilization of all resources. To promote youth friendly services. Effective data management. Ensuring 90/90/90 strategy is implemented. Attend stakeholders Meeting including OSS.

ENQUIRES APPLICATIONS : Ms D.Z. Hlongwane Tel No: (036) 488 1570 (ext 8312)
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

FOR ATTENTION NOTE : Human Resource Manager
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver's license (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.

CLOSING DATE : 22 November 2019 at 16:00

<u>POST 40/89</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY AND NEONATAL GR 1 OR 2 REF NO: OTHO CHC 17/2019 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum (OSD) Grade 2: R471 333 per annum (OSD) Other Benefits: 13th Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Othobothini CHC (Jozini) Senior Certificate/STD 10/Grade12. Basic R425 qualification (diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. Proof of current registration with SANC (2019). Knowledge of Public Service Act, regulations and policies. Knowledge of nursing care processes, and procedures, nursing statutes and other relevant legal frameworks. Demonstrate an in depth understanding of Nursing Legislation and related legal and ethical practices. Good communication (verbal and written), leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Planning and organising skills. Team building and diversity management skills. Empathy. Counselling skills. Willingness to work shifts, night duty, week- ends and Public holidays and extended hours where need arises. Proof of current and previous experience endorsed and stamped by HR (Certificate of Service) 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. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining a 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science are accredited with SANC.
<u>DUTIES</u>	:	Perform specialised clinical nursing practice in accordance with the scope of practice and nursing standards .Implement advanced knowledge and skills in managing high risk patients in the Maternity and MCWH units. Participate in the implementation of service delivery policies and procedures in relation to health programmes to ensure that they conform to the District Health Services delivery strategies .Improve perinatal mortality and morbidity through implementation of priority programmes, participating in quality improvement programmes. Support and facilitate the implementation of strategies that reduce morbidity and mortality, and strengthen implementation MCWH Programme as per national and provincial guidelines. Diagnose and manage obstetric emergencies and work with the Medical team to manage these emergencies e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods, manage them or refer them according to policies and protocols. Participate in the development of mission and vision and objectives for obstetric unit, including the development, implementation and review of obstetric procedures and protocols. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work as part of the multi- disciplinary team to ensure quality healthcare for clients visiting the facility. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles and Patients' Rights Charter. Create and maintain complete and accurate patient records and registers and actively participate in institutional quality improvement initiatives e.g. NCS, ICRM, PEC etc. Provide adequate health education, awareness and be involved in campaigns. Utilise and manage cost effectively all resources allocated to the unit for optimum service delivery. Advocate for the Nursing Profession by promoting professionalism and nursing ethics within and without the institution. Collect, analyse and

interpret data for use to improve quality service delivery. Maintain clinical and professional growth by attending trainings and workshops so that scientific principles of nursing are implemented; assisting with training, mentoring and coaching staff to impart skills and knowledge for improved quality of care.

**ENQUIRIES
APPLICATIONS**

: Ms N.I. Mthethwa Tel No: (083) 2043264
: Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

NOTE

: Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za. No faxed or e-mailed applications will be accepted. Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. The Employment Equity Target for this post is African Male.

CLOSING DATE

: 22 November 2019

POST 40/90

: **CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE STREAM
REF NO: UMG01/27/19 (X1 POST)**

SALARY

: Grade 1: R383 226 - R444 276 per annum Plus 8% rural allowance
Grade 2: R471 333 – R579 696 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE
REQUIREMENTS**

: Umgunzundlovu Health District: Component: Ndaleni Clinic
: **Grade 1:** grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse **Grade 2:** Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies required: - Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills, Team building and supervisory skills.

DUTIES

: Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level

of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at Primary Health Care facilities. The incumbent will be expected to work overtime and extended hours.

**ENQUIRIES
APPLICATIONS**

: Mrs Na Mbanja Tel No: (033) 395 4330
 : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street).

**FOR ATTENTION
NOTE**

: Human Resource Practices
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect. Note: Preference will be given to African Males

CLOSING DATE

: 22 November 2019

POST 40/91

: **PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: GJC 07/2019 (X1 POST)**

SALARY

: R383 226 per annum. Other Benefits: 13th cheque, Rural allowance 12% of annual salary, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: GJ Crookes Hospital – Umzinto Clinic
 : Grade 12 (senior certificate). Current SANC receipt (2019). Diploma/Degree in General nursing and midwifery plus 1 year post basic qualification in Advanced Midwifery. Current registration with SANC as a General Nurse and Advanced Midwife. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery. Knowledge: Knowledge of Nursing Care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, Occupational Health and safety Act, Batho Pele Principles, Patients' Rights Charter, Labour Relations Act. Leadership, organizational skills, decision making skills and problem solving skills. Good communication and interpersonal skills. Basic computer skills.

DUTIES

: Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multi- disciplinary team to ensure good nursing care at primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and

expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy. Develop mission and vision and objectives for obstetric unit. Develop, implement and review obstetric policies and procedures. Facilitate facility perinatal Mortality review or meetings. Know South African Nursing Council rules and regulations pertaining to obstetrics.

ENQUIRIES

: Dr. B Shange Tel No: (039) 978 7001

APPLICATIONS

: should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180.

**FOR ATTENTION
NOTE**

: Mr. JL Majola

: Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.

CLOSING DATE

: 22 November 2019 at 16h00

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

- APPLICATIONS** : Sekhukhune District, Mopani District, Vhembe District and Waterberg District must be directed to the following addresses:
Head Office-Polokwane: The Department of Public Works, Roads & Infrastructure, Private Bag X 9490, Polokwane, 0700 or hand deliver at Works Tower Building, 43 Church Street, Polokwane.
Capricorn District: Private Bag X9378, Polokwane, 0700 or hand deliver at 15 Landros Mare Street, Polokwane next to Correctional Services.
Sekhukhune District: Private Bag X02, Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A next to Traffic Department.
Mopani District: Private Bag X9576, Giyani, 0826 or hand deliver at former Parliamentary Buildings next to LIMDEV offices.
Vhembe District: Private Bag X2248, Sibasa, 0790 or hand deliver at Cnr. Traffic and SAPS Street (Opposite Raluswielo School).
Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver to Cnr. Thabo Mbeki & Elias Motsoaledi Street. Enquiries: Ralushayi Shoni at Tel No: (015) 284 7407 and Annette Lundie at Tel No: (015) 284 7234. NB: Applications directed to wrong/incorrect stations will not be considered.
- CLOSING DATE** : 22 November 2019 at 16:00
- NOTE** : The Provincial Department of Public Works, Roads and Infrastructure invites applications for Student and Graduate Internship opportunities that currently exist in our offices throughout the province. Unemployed South African youth (Graduates and students requiring practical experience to achieve their qualifications), who have never participated in any Public Service Internship programme in any government department are invited to apply. Successful Interns will be appointed for a period of 24 months (Graduate Intern) and 18 – 24 months (Student Interns) depending on the qualification requirement, commencing 01 April 2020 – 30 march 2022. Interns will receive a monthly stipend as determined by the Department of Public Service and Administration. All applications must be submitted on a Z83 form, obtainable from any Public Service Department, stating the field to which the Intern is applying. The application form must be accompanied by a recently updated Curriculum Vitae together with certified copies of qualifications from SAQA accredited institutions, certified ID copy including Grade 12 certificate. Student interns are required to attach a letter of not more than six (6) months from the training Institution supporting their need for practical experience. Persons in possession of foreign qualifications should attach the SAQA evaluation report. Faxed and emailed applications will not be considered. Shortlisted candidates will be subjected to a Security Clearance process. Correspondence will be limited to shortlisted candidates only. Should you not hear from us by 28 February 2020, please consider your application unsuccessful. Internship applications for Head Office-Polokwane, Capricorn District.

GRADUATE INTERNSHIP PROGRAMME 2020/2021

OTHER POSTS

- POST 40/92** : **GRADUATE INTERNSHIP PROGRAMME 2020/2021: CONSTRUCTION MANAGEMENT (X5 POSTS)**
- STIPEND** : R6083.66 per month
- CENTRE** : Head Office – Polokwane
- REQUIREMENTS** : Study Field: N Dip/Degree in Civil/Electrical/Mechanical Engineering/QS/Construction Studies/Architecture.
- ENQUIRIES** : Ralushayi Shoni at Tel No: (015) 284 7407 and Annette Lundie at Tel No: (015) 284 7234.

POST 40/93 : **GRADUATE INTERNSHIP PROGRAMME 2020/2021: PLANNING AND DESIGN (X5 POSTS)**

STIPEND : R6083.66 per month
CENTRE : Head Office – Polokwane
REQUIREMENTS : study Field: ND/Degree in – Civil/Electrical/Mechanical Engineering/Property Valuation/QS/Architecture.
ENQUIRIES : Ralushayi Shoni at Tel No: (015) 284 7407 and Annette Lundie at Tel No: (015) 284 7234.

POST 40/94 : **GRADUATE INTERNSHIP PROGRAMME 2020/2021: INSPECTORATE (X10 POSTS)**

STIPEND : R6083.66 per month
CENTRE : Capricorn District (X2 Posts)
Sekhukhune District (X2 Posts)
Mopani District (X2 Posts)
Vhembe District (X2 Posts)
Waterberg District (X2 Posts)
REQUIREMENTS : Study Field: Mopani (N.D Building Studies), Capricorn (N.D Electrical, Mechanical Engineering), (Waterberg) N.D Electrical Engineering, Sekhukhune (N.D Electrical, Mechanical Engineering) Vhembe (N.D Electrical, Mechanical Engineering).
ENQUIRIES : Capricorn District: Mr. Netshia S.L at Tel No: (015) 287 5613
Sekhukhune District Ms. Makalela R.C or Ms Madiba R.S at Tel No: (015) 632 8300
Mopani District: Mr Makondo G.R at Tel No: (015) 811 4000 or (015) 632 8300
Vhembe District: Mr. Mavhungu F or Ms. Muthevhuli E at Tel No: (015) 963 3790
Waterberg District: Ms. Modiba M.C at Tel No: (014) 718 3040

POST 40/95 : **GRADUATE INTERNSHIP PROGRAMME 2020/2021: BUILDING MAINTENANCE (X11 POSTS)**

STIPEND : R6083.66 per month
CENTRE : Head Office – Polokwane (X1 Post)
Capricorn District (X2 Posts)
Sekhukhune (X2 Posts)
Mopani District (X2 Posts)
Vhembe District (X2 Posts)
Waterberg District (X2 Posts)
REQUIREMENTS : Study Field: Head Office – Polokwane (N.D/Degree in Civil and Electrical Engineering), Mopani (Trade certificate in Electrical), Capricorn (Trade certificate in Electrical), Waterberg (Trade certificate in Electrical), Sekhukhune (Trade certificate in Electrical) Vhembe (Trade certificate in Carpentry).
ENQUIRIES : Head Office: Ralushayi Shoni at Tel No: (015) 284 7407 and Annette Lundie at Tel No: (015) 284 7234
Capricorn District: Mr. Netshia S.L at Tel No: (015) 287 5613
Sekhukhune District: Ms. Makalela R.C or Ms Madiba R.S at Tel No: (015) 632 8300
Mopani District: Mr Makondo G.R at Tel No: (015) 811 4000 or (015) 632 8300
Vhembe District: Mr. Mavhungu F or Ms. Muthevhuli E at Tel No: (015) 963 3790
Waterberg District: Ms. Modiba M.C at Tel No: (014) 718 3040

POST 40/96 : **GRADUATE INTERNSHIP PROGRAMME 2020/2021: PROPERTIES AND FACILITIES (X7 POSTS)**

STIPEND : R6083.66 per month

<u>CENTRE</u>	:	Head Office – Polokwane (X2 Posts) Capricorn District (X1 Post) Sekhukhune (X1 Post) Mopani District (X1 Post) Vhembe District (X1 Post) Waterberg District (X1 Post)
<u>REQUIREMENTS</u>	:	Study Field: N Dip/Degree – Real Estate Property Development & Management, LLB.
<u>ENQUIRIES</u>	:	Head Office: Ralushayi Shoni at Tel No: (015) 284 7407 and Annette Lundie at Tel No: (015) 284 7234 Capricorn District: Mr. Netshia S.L at Tel No: (015) 287 5613 Sekhukhune District: Ms. Makalela R.C or Ms Madiba R.S at Tel No: (015) 632 8300 Mopani District: Mr Makondo G.R at Tel No: (015) 811 4000 or 015 632 8300 Vhembe District: Mr. Mavhungu F or Ms. Muthevuli E at Tel No: (015) 963 3790 Waterberg District: Ms. Modiba M.C at Tel No: (014) 718 3040
<u>POST 40/97</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME 2019/2020: RISK MANAGEMENT (X1 POST)</u>
<u>STIPEND</u>	:	R6083.66 per month
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	Study Field: ND/Degree- Accounting/Auditing/Financial Man/Auditing
<u>ENQUIRIES</u>	:	Ralushayi Shoni at Tel No: (015) 284 7407 and Annette Lundie at Tel No: (015) 284 7234.
<u>POST 40/98</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME 2020/2021: HUMAN RESOURCES (X1 POST)</u>
<u>STIPEND</u>	:	R6083.66 per month
<u>CENTRE</u>	:	Capricorn District
<u>REQUIREMENTS</u>	:	Study Field: Human Resource Management.
<u>ENQUIRIES</u>	:	Capricorn District: Mr. Netshia S.L at Tel No: (015) 287 5613
<u>POST 40/99</u>	:	<u>STUDENT INTERNSHIP PROGRAMME 2020/2021: CONSTRUCTION MANAGEMENT (X2 POSTS)</u>
<u>STIPEND</u>	:	R5066.33 per month
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	Study Field: P1&P2 in Electrical/Mechanical Engineering.
<u>ENQUIRIES</u>	:	Ralushayi Shoni at Tel No: (015) 284 7407 and Annette Lundie at Tel No: (015) 284 7234.
<u>POST 40/100</u>	:	<u>STUDENT INTERNSHIP PROGRAMME 2020/2021: INSPECTORATE (X10 POSTS)</u>
<u>STIPEND</u>	:	R5066.33 per month
<u>CENTRE</u>	:	Capricorn District (X2 Posts) Sekhukhune District (X2 Posts) Mopani District (X2 Posts) Vhembe District (X2 Posts) Waterberg District (X2 Posts)
<u>REQUIREMENTS</u>	:	Mopani (N6/P1&p2 Civil and Electrical Engineering) Capricorn (P1&p2 in Civil Engineering), Waterberg (N6/P1&P2 Civil Engineering and Building Studies), Sekhukhune (N6/P1&p2 Civil and Electrical Engineering) Vhembe (N6/P1&p2 in Civil Engineering/Electrical Engineering).
<u>ENQUIRIES</u>	:	Capricorn District: Mr. Netshia S.L at Tel No: (015) 287 5613 Sekhukhune District: Ms. Makalela R.C or Ms Madiba R.S at Tel No: (015) 632 8300 Mopani District: Mr Makondo G.R at Tel No: (015) 811 4000 or 015 632 8300

Vhembe District: Mr Mavhungu F or Ms. Muthevhuli E at Tel No: (015) 963 3790

Waterberg District: Ms. Modiba M.C at Tel No: (014) 718 3040

POST 40/101 : **STUDENT INTERNSHIP PROGRAMME 2020/2021: BUILDING MAINTENANCE (X14 POSTS)**

STIPEND CENTRE : R5066.33 per month
: Head Office – Polokwane (X2 Posts)
: Capricorn District (X2 Posts)
: Sekhukhune (X2 Posts)
: Mopani District (X3 Posts)
: Vhembe District (X3 Posts)
: Waterberg District (X2 Posts)

REQUIREMENTS : Study Field: Head Office – Polokwane (N6/P1&p2 in Civil/Electrical Mechanical Engineering), Mopani (N6/P1&p2 in Civil/Electrical/Mechanical Engineering) Capricorn (N6 in Civil Engineering), Waterberg (P1&P2 in Electrical/Civil Engineering and Building Science), Sekhukhune (P1&P2 in Electrical/Civil Engineering and Building Science) Vhembe (N6/P1&p2 in Civil/ Electrical/Mechanical Engineering).

ENQUIRIES : Head Office: Ralushayi Shoni at Tel No: (015) 284 7407 and Annette Lundie at Tel No: (015) 284 7234
: Capricorn District: Mr. Netshia S.L at Tel No: (015) 287 5613
: Sekhukhune District: Ms. Makalela R.C or Ms Madiba R.S at Tel No: (015) 632 8300
: Mopani District: Mr Makondo G.R at Tel No: (015) 811 4000 or (015) 632 8300
: Vhembe District: Mr. Mavhungu F or Ms. Muthevhuli E at Tel No: (015) 963 3790
: Waterberg District: Ms. Modiba M.C at Tel No: (014) 718 3040

POST 40/102 : **STUDENT INTERNSHIP PROGRAMME 2020/2021: ROADS INFRASTRUCTURE (X12 POSTS)**

STIPEND CENTRE : R5066.33 per month
: Head Office – Polokwane (X2 Posts)
: Capricorn District (X2 Posts)
: Sekhukhune (X2 Posts)
: Mopani District (X2 Posts)
: Vhembe District (X2 Posts)
: Waterberg District (X2 Posts)

REQUIREMENTS : Study Field: Head Office – Polokwane (N6/P1&p2 in Civil Engineering), Mopani (P1&p2 Civil Engineering) Capricorn (P1&p2 in Civil Engineering), Waterberg (P1&P2 Civil/Mechanical Engineering), Sekhukhune (N6 Civil/Mechanical Engineering) Vhembe (N6/P1&p2 in Civil Engineering).

ENQUIRIES : Head Office: Ralushayi Shoni at Tel No: (015) 284 7407 and Annette Lundie at Tel No: (015) 284 7234
: Capricorn District: Mr. Netshia S.L at Tel No: (015) 287 5613
: Sekhukhune District: Ms. Makalela R.C or Ms Madiba R.S at Tel No: (015) 632 8300
: Mopani District: Mr Makondo G.R at Tel No: (015) 811 4000 or 015 632 8300
: Vhembe District: Mr. Mavhungu F or Ms. Muthevhuli E at Tel No: (015) 963 3790
: Waterberg District: Ms. Modiba M.C at Tel No: (014) 718 3040

POST 40/103 : **STUDENT INTERNSHIP PROGRAMME 2020/2021: HUMAN RESOURCES (X2 POSTS)**

STIPEND CENTRE : R5066.33 per month
: Vhembe (X1 Post)
: Mopani (X1 Post)

REQUIREMENTS : Study Field: Human Resource Management

ENQUIRIES

: Mopani District: Mr Makondo G.R at Tel No: (015) 811 4000 or 015 632 8300
Vhembe District: Mr. Mavhungu F or Ms. Muthevhuli E at Tel No: (015) 963
3790

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

APPLICATIONS : Applications, quoting the relevant reference number, must be forwarded as follows: The Directorate: Structured Agricultural Training and Empowerment:
Potchefstroom Agricultural College: The District Director, Dr Kenneth Kaunda District Services, Private Bag X804, Potchefstroom 2520, for attention of Ms C Hilderbrand.
The Directorate - Dr Ruth Segomotsi Mompoti District Services: The District Director, Dr Ruth Segomotsi Mompoti District Services, P.O.Box 112, Vryburg, 8600, for attention of Ms T Menong
The Directorate - Ngaka Modiri Molema District Services: The District Director, Ngaka Modiri Molema District Services, Private Bag X 106, Mmabatho, 2735, for attention of Mr EK Senna
The Directorate - Bojanala District Services: The District Director, Bojanala District Services, P.O.Box X 82070, Rustenburg, 3000, for attention of Ms I Maponyane
All other posts for Mahikeng - Head Office, The Director Human Resource Management, Department of Rural, Environment and Agricultural Development, Directorate: Human Resource Management, Private Bag X2039, Mmabatho 2735, for the attention Ms P Mokohe or delivered at the Agri Centre Building, corner Dr James Moroka and Stadium Roads, Mmabatho.

CLOSING DATE : 22 November 2019

NOTE : This Departmental is an Equal Opportunity, Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

OTHER POSTS

POST 40/104 : **SCIENTIFIC MANAGER GRADE A REF NO: NWDARD 03/10/2019**

SALARY CENTRE REQUIREMENTS : R898 569 per annum (All inclusive package) (OSD)
 : Dr. Ruth Segomotsi Mompoti District
 : Grade 12 plus a three year recognized MSC degree or relevant scientific qualification. 6 – 7 years post qualification natural science experience of which three years must at a managerial level. Compulsory registration with SACNASP as a natural scientist. Strategic capability and leadership. Decision making and team leadership. Communication and networking skills. People management, problem solving and analysis skills. Knowledge of scientific methodologies and models. Computer aided scientific applications. Technical report writing, data analysis. Policy development and analysis. Scientific presentations. Research and development and mentoring.

DUTIES : Ensure the development and implantation of policies, Systems and procedures. Provide strategic leadership and direction. Lead, coordinate and develop scientific models and regulatory frame works. Research development. Financial management. People management. Governance.

ENQUIRIES : Ms. T. Molema Tel No: (053) 928 – 0625

POST 40/105 : **CHIEF STATE VETERINARIAN REF NO: NWDARD 01/10/2019 (X4 POSTS)**

SALARY CENTRE : R733 257 per annum (Level 11) (All-inclusive package)
 : Mafikeng
 : Ratlou

		Lekwa-Teemane Ventersdorp State Veterinary Offices
<u>REQUIREMENTS</u>	:	An appropriate BVMCH or BVSC and registration with the South African Veterinary Council. Understanding of the application of the Animal Diseases Act (Act 35 of 1984). 6 -7 year's relevant experience of which three years must be at a managerial level. An understanding of the Meat Safety Act (Act 40 of 2000). A good understanding of the Import and Export facilitation protocols. Understanding of the Animal Disease Eradication Schemes of South Africa (TB and CA Schemes). A good knowledge and understanding of the Departmental Flagship Projects and action support needed thereof. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	The purpose of the State Veterinarian is to provide risk assessment of potential hazardous situations in area that involve Animal Health. The incumbent will therefore be responsible for: Managing and Coordinating the Brucellosis Scheme in the State Veterinary area. Assessing the prevalence of TB in the area and instituting the necessary control measures. Participating in the Departmental Primary Animal Health Care (PAHC) project through providing necessary secondary intervention function. Conducting risk assessment on all commodities that are destined for export. Ensure compliance of all imported commodities arriving in the State Veterinary area. Inspecting and registering all facilities that intend to export commodities out of South Africa. Preparing the State Veterinary office operational budget requirements and inputs into the Regional MTEF budgets. Preparing the work statistics and data management. Participating in the compilation of personnel work plans and evaluation of personnel performance in a State Veterinary office (PMDS). Reporting to line function manager.
<u>ENQUIRIES</u>	:	Dr. L.S. Madyibi Tel No: (018) 389 - 5102/5057
<u>POST 40/106</u>	:	<u>DEPUTY DIRECTOR: SECURITY SERVICES REF NO: NWDARD 02/10/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (All inclusive package) Mafikeng
<u>DUTIES</u>	:	The successful candidate must be in possession of a three (3) year NQF level 6 qualifications, preferably a relevant Bachelor's Degree; from a registered and recognized Higher Education Institution in Security Management or Policing as well as the following: SSA Top Secret Security Clearance Vetting. National Intelligence Security Managers Course; Security Officers Grade A Registration with PSIRA; Firearm competency; Firearm licence; Minimum of five (5) years' experience in safety and security or equivalent at middle management level within the public sector; Proven experience in contract management and investigations; Minimum Code B unendorsed Drivers licence; Computer Literacy Certificate and ability to make use of MS Office computer software packages effectively.
<u>DUTIES</u>	:	Provide safety and security frameworks, protocols and policy. Manage the coordination of physical security in the Department. Oversee and manage the development of policies; guidelines; norms and standards of vetting and investigations for security clearance levels. Ensure that special investigations on security breaches and security risk assessments are conducted. Manage the implementation of Minimum Information Security Standards (MISS) and records management within the Department. Oversee the monitoring and evaluation of security contracts and Service Level Agreements.
<u>ENQUIRIES</u>	:	Ms. K.O. Bodigelo-Nyezi Tel No: (018) 389 – 5532
<u>POST 40/107</u>	:	<u>DEPUTY DIRECTOR: HR PLANNING AND PERSAL CONTROL REF NO: NWDARD 04/10/2019</u>
<u>SALARY CENTRE</u>	:	R733 257 per annum (Level11) (All inclusive package) Mafikeng

REQUIREMENTS

: A Bachelor's degree/National Diploma in Human Resource Management or equivalent qualification. A minimum of 3-5 years relevant practical experience in Organizational Development and Job Evaluation of which 3 years must be at an Assistant Director level. Knowledge of public Service Regulations and Public Service Prescripts. Knowledge of Organizational Development models. Insight into Human Resource Plan development, monitoring and assessment. Insight into human resource best practices. Ability to work under pressure. Good communication skills (verbal & writing). Good interpersonal, report writing, presentation and facilitation skills. Computer literacy skill (MS Word, Excel, and Persal system).Valid driver's license.

DUTIES

: Manage and coordinate the development/ review of HR Plan. Monitor implementation of HR Plan and ensure reporting on the Plan. Report on Human Resource Management matters, e.g. Assessment of HR Component. Manage the development of the Organizational Structure. Diagnose, design and implement appropriate organizational development interventions. Market and sensitize the Department on Organizational Development processes. Manage the development/review of Job Descriptions for posts on the approved structure and Job Evaluation processes. Management, maintenance and monitoring the departmental HR delegations. Ensure that delegation registers are regularly reviewed, updated and validated. Manage the departmental Human Resource Information Systems. Provision advisory support services to management and staff. Manage key performance areas of subordinates.

ENQUIRIES

: Ms Y Modubu Tel No: (018) 389 - 5638

**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.

MANAGEMENT ECHELON

POST 40/108 : **DIRECTOR: FINANCE**

SALARY : R1 057 326 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF Level 7) in a Financial related field as recognised by SAQA with 5 years' experience at a middle/senior managerial level. Experience: Appropriate experience and advanced proficiency in Financial and Management Accounting. Proven experience in financial management at management level within a large organisation. Competencies (knowledge/skills): Knowledge of best practices in procurement in a health environment. Adaptive leadership capabilities.

DUTIES : Pro-active management and maintenance of the expenditure and revenue budgets of the hospital. Implementation and support in respect of the cost centres' financial management and accounting. Ensuring timely and accurate financial and management information required for strategic decision-making. Understanding and implementation of financial best practices. Ensuring effective and efficient financial control measures and internal control systems. Internal controls to ensure compliance with standing financial regulations and instructions. Manage the information management function at Tygerberg Hospital. Responsibility for the implementation of relevant policies. Ensuring an integrated financial management budgeting and procurement system. Effective management of the Supply Chain Management process as well as Asset Management. Effective People Management.

ENQUIRIES : Dr D S Erasmus Tel No: (021) 938-4136
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. The Western Cape Department of Health has embarked on a transformation journey, guided by its Healthcare 2030 vision and in line with the WHO framework for integrated people-centred health care systems. The transformation strategy comprises of three interlinked components, namely Service Transformation, Good Governance and Leadership and Organisational Culture Strategy. This can result in the current job functions being amended to meet the future service requirements and focus.

CLOSING DATE : 22 November 2019

OTHER POSTS

POST 40/109 : **MEDICAL SPECIALIST GRADE 1 TO 3 (UROLOGY)**

SALARY : Grade 1: R1 106 040 per annum
 Grade 2: R1 264 623 per annum
 Grade 3: R1 467 651 per annum
 (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Urology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Urology. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Urology. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Grade 3: A minimum of 10 years' appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Competencies (knowledge/skills): Strong moral and ethical record in urological surgery practice and have experience in under- and post-graduate teaching and Urology. Ability to deal with issues of diversity, transformation and equity. Experience in Adult and Paediatric Urology, renal transplantation, laparoscopic surgery, trauma endourological and oncological surgery.
<u>DUTIES</u>	:	Manage specialist urological patients within the Division of Urology and at related hospitals to Groote Schuur. Supervision and performance of major Urology surgery, Laparoscopic surgery, trauma endourological and oncological surgery. Oversee day surgery, surgical clinics and surgical emergencies. Organise and contribute to the surgical skills training courses and conduct research. Contribute to the administration and management of the department. Human Resource, Financial and information management.
<u>ENQUIRIES</u>	:	Prof J Lazarus Tel No: (021) 406-6529/6105
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment."
<u>CLOSING DATE</u>	:	22 November 2019
<u>POST 40/110</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS</u>
<u>SALARY</u>	:	R733 257 per annum
<u>CENTRE</u>	:	Directorate: Labour Relations (Head Office, Cape Town)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate Degree/Diploma in Public Management, Labour Relations or Human Resource Management. Experience: Minimum of 5 year' experience in a collective bargaining environment. Inherent requirements: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In depth knowledge of Labour Relations with specific reference to Collective Bargaining. Knowledge of Dispute Resolution Legislation. Managerial and Leadership Skills. Verbal and written communication skills in at least two official languages of the Western Cape. Computer Literacy in MS Word, Excel and Outlook.
<u>DUTIES</u>	:	Represent the Department at Provincial and National Collective Bargaining Forums. Manage and coordinate Employer functions originating from the Public Health and Social Development. Sectoral Bargaining Council (PHSDSBC) and Provincial Chambers. Evaluate the timeous review of policies and monitor the implementation of concluded collective agreements. Develop and coordinate the implementation of strike contingency plans. Monitor the effective functioning of the provincial chamber of the PHSDSBC and Institutional Consultative. Forums and recommend interventions where necessary. Provide capacity development in labour relations. Provide a high level advisory service to support the strategic objectives if the department. Manage and supervise staff.
<u>ENQUIRIES</u>	:	Mr RJ Roman Tel No: (021) 483-5089
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 November 2019

POST 40/111 : **HEALTH DATA SCIENTIST**
Directorate: Information Management

SALARY : R470 040 per annum
CENTRE : Based at Norton Rose House, 8 Riebeeck Street, Cape Town
REQUIREMENTS : Minimum educational qualification: Undergraduate or Postgraduate Degree: Majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics, Demography, Biostatistics, Epidemiology. Experience: A minimum of four years appropriate experience in the following: Handling and manipulating large datasets using enterprise database technologies. Building SQL-based ETL processes. Advanced SQL programming. Building web-based reports, preferably using enterprise reporting tools. Team-based software development and management approaches. Data analysis based on large datasets. Inherent requirement: Valid Code (B/EB) driver's licence. Experience with health data would be advantageous. Competencies (knowledge/skills): Ability to design databases and build new ETL processes. Ability to code proficiently in one computer or statistical environment with an aptitude to learn others as needed. Ability to work independently, and produce professional outputs. Analytic skills to conceptualise and execute data extraction and analysis tasks. Ability to conceptualise, design and implement efficient data-driven reports. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Good interpersonal and project management skills.

DUTIES : Assist with the development and maintenance of data take-on processes and curation of routine health data. Data Analysis & developing web-based reports. Process and deliver against data requests of varying complexity. Supervise junior data staff as required. Administratively support the functioning of the Centre.

ENQUIRIES : Prof A Boule, Tel. No: (021) 483-9973 or per email Andrew.Boule@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 November 2019

POST 40/112 : **FACILITY MANAGER**
Chief Directorate: Metro Health Services

SALARY : R470 040 per annum
CENTRE : Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands)

REQUIREMENTS : Minimum educational qualification: Four year Honours Degree/NQF level 8 or equivalent in a health related field. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Appropriate management experience. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Strong leadership skills used to bring about positive cultural change and a highly productive and engaged workforce. Problem-solving, decision-making, negotiation and conflict-resolution skills. Competency in Public Sector People Management, Financial Management and Supply Chain Management. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) with the appropriate computer literacy skills. Computer literacy (Microsoft Office Package). Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Comprehensive Strategic and Operational Leadership and Management of Orthotic and Prosthetic services (including Orthopaedic footwear) for WCDOH (excluding Eden/Karoo). Comprehensive Clinical Governance of O and P services, including the development and implementation of clinical

protocols, NCS and OHS Act compliance, QA and QI. Comprehensive People Management and Development of all staff in the component, Financial-, Estate- and Asset Management of the Orthotic and Prosthetic service, within allocated resources and according to prescripts, in collaboration with the DD Finance of WCRC. Liaison with internal (DOH) stakeholders (Metro East, West and Rural) to improve continuity of care. Liaison with external stakeholders (Tshwane University of Technology and other Western Cape Higher Education Institutions) in respect of training, research and innovation in the field. Analysis and interpretation of data. Operational and general management of the Orthotic and Prosthetic Centre and ensuring service delivery mechanisms, in line with relevant key Policy Frameworks.

ENQUIRIES : Mr J Vaughan Tel No: (021) 370-2313
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 November 2019

POST 40/113 : **PORTER**
 Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Basic numeracy & literacy skills. Experience: Appropriate experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, weekends and on public holidays. Ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Must be of sober habits. Willingness to work in a team. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.

DUTIES : Accompany walking patients and safely transport sitting non- walking patients on wheelchair/bed trolley to and from different departments/wards. Render assistance to nursing/medical staff with the transfer of patients to beds/wheelchairs and vice versa. Check and report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Report any defects of trolleys or wheelchairs to supervisor. Respond to requests from wards and departments. Ensure a safe and hygienic work environment as well as collecting and cleaning of equipment.

ENQUIRIES : Ms F Hardnick Tel No: (021) 402-6623
APPLICATION : The Chief Executive Officer: New Somerset Hospital, Private Bag, Green Point 8005.

FOR ATTENTION : Mr Z Sonkwala
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 November 2019