



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 40 OF 2022

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF HIGHER EDUCATION AND TRAINING (MOTHEO TVET COLLEGE)** Please amend the following posts: The posts of cleaner and general assistant that were advertised in the Public Service Vacancy Circular 39 dated 14 October 2022 is supposed to be as follows: The centre for cleaner post is Koffiefontein and the reference number is MOT/CL/KOFF/2022 and the general assistant's centre is Plot 32 with a reference number of MOT/GA/PLOT/2022 **DEPARTMENT OF CORRECTIONAL SERVICES:** Kindly note that the following (2) posts were omitted in the Public Service Vacancy Circular 39 dated 14 October 2022, the centres have been amended as follows (1) Deputy Director: Policy Coordination (2 Posts) National Head Office, Pretoria: Office of the CDC Remand Detention (Ref: HO 2022/10/10A) (Re-advertisement) Office of the CDC Community Corrections (Ref: HO 2022/10/10B). (2) Assistant Director: Administrative Secretary; National Head Office, Pretoria: Office of the DC Policy Coordination and Research (Ref: HO 2022/10/24A); Office of the CDC

Community Corrections (Ref: HO 2022/10/24B). and The post of Administration Clerk: National Head Office, Pretoria: Directorate: Policy and Procedure Coordination (Ref: HO 2022/10/62) has been amended as follows: Personal Assistant/Disability Assistant: National Head Office, Pretoria: Directorate: Policy and Procedure Coordination (Ref: HO 2022/10/62) Requirements: Grade 12 or equivalent qualification. Experience working with a person with disability will be an added advantage. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge and understanding of Public Service legislation framework. Job knowledge. Communication and interpersonal relations. Coordination, committed and discipline. Ability to access required information. Flexible, punctual and respect. Self-confidence, trustworthy and self-motivation. Compassionate. Planning and organizing skills. Duties: Provide reasonable accommodation in a form of personal assistive device to the Deputy Director. Support the Deputy Director's independence and effective participation in all areas of his work. Render driver services to the Deputy Director for official purposes. Provide administration support. Ensure effective flow of information and documents within the office. Capture requisitions on Logis system and obtain quotations. The following posts have been withdrawn from the advert: (1) Deputy Director: Wellness Centre Management, National Head Office: Directorate: Employee Wellness (Ref: HO 2022/10/06) and (2) Driver (2 Posts), National Head Office: Office of the National Commissioner (Ref: HO 2022/10/72). The closing date of the advert has been extended to 4 November 2022.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT	A	04 - 11
DEFENCE	B	12 - 19
EMPLOYMENT AND LABOUR	C	20 - 30
FORESTRY FISHERIES AND THE ENVIRONMENT	D	31 - 32
GOVERNMENT PENSIONS ADMINISTRATION AGENCY	E	33 - 53
GOVERNMENT TECHNICAL ADVISORY CENTRE	F	54 - 58
HEALTH	G	59 - 60
HOME AFFAIRS	H	61 - 67
INTERNATIONAL RELATIONS AND COOPERATION	I	68 - 70
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	J	71 - 74
PLANNING, MONITORING AND EVALUATION	K	75 - 77
PUBLIC SERVICE AND ADMINISTRATION	L	78 - 79
PUBLIC WORKS AND INFRASTRUCTURE	M	80 - 87
SCIENCE AND INNOVATION	N	88 - 99
SPORT, ARTS AND CULTURE	O	100 - 101
TRADE INDUSTRY AND COMPETITION	P	102 - 104
TRANSPORT	Q	105 - 106

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	R	107 - 108
GAUTENG	S	109 - 133
KWAZULU NATAL	T	134 - 160
LIMPOPO	U	161 - 182
NORTHERN CAPE	V	183 - 186
WESTERN CAPE	W	187 - 217

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE

: 04 November 2022 at 16:00

NOTE

: The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

MANAGEMENT ECHELON

<u>POST 40/01</u>	:	<u>CHIEF DIRECTOR: RURAL INFRASTRUCTURE DEVELOPMENT REF NO: 3/2/1/2022/612</u> Chief Directorate: Rural Infrastructure Development Region: 1
<u>SALARY</u>	:	R1 269 951 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in the Built Environment Professions (Engineering / Town Planning / Architecture / Quantity Surveying (NQF level 7). Minimum of 5 years' experience at senior managerial level in Built Environment. Job related knowledge: Project management. Budgetary planning. Expenditure reporting. Monitoring and evaluation. Infrastructure planning and implementation. Strategic planning. Human resource planning. Financial management. Job related skills: Planning and organising skills, Team management skills, Interpersonal skills, Budget forecasting skills, Computer literacy. Negotiating skills, Problem solving and decision-making skills and Communication skills (verbal and written). A valid driver's licence.
<u>DUTIES</u>	:	Manage and monitor the implementation of rural development and infrastructure programmes. Manage the implementation of rural development and infrastructure development projects. Manage the implementation measures for risk reduction to ensure project are delivered on time in budget and with quality. Recommend on further catalytic and strategic development of the rural development and infrastructure for the Region. Facilitate the process of packaging identified rural development and infrastructure projects for all identified sites. Monitor rural development and infrastructure interventions per Comprehensive Rural Development Programme (CRDP) site. Conduct site visit to monitor and report on the implementation of rural development and infrastructure development projects. Identify risks and implement measures for risk reduction to ensure projects are delivered on time in budget and with quality. Initiate, manage and monitor project specifications and Construction Industry Development Board (CIDB) aligned bid documents for infrastructure projects. Manage rural development and infrastructure budget allocations. Manage capital and operational budget for the implementation of rural development and infrastructure within the Region over Medium – Term Expenditure Framework (MTEF) in line with Departmental and Branch strategic and operational plans. Ensure compliance with relevant legislation regarding rural development and infrastructure development. Manage budget expenditure according to projections for the Region. Recommend on monthly review report of infrastructure expenditure for the Region. Coordinate, facilitate and mobilise stakeholders for technical support in the identified areas. Facilitate project planning and implementation with public and private sector organizations. Liaise and coordinate with all stakeholders on rural development and infrastructure projects. Ensure the link between the three spheres of government in terms of intergovernmental relations structures on rural development and infrastructure programmes. Manage stakeholder, parliamentary and cabinet responses to Deputy Director General, Director General and Ministerial related matters. Coordinate and report on Sector Department funding contributions for rural development and infrastructure projects. Manage and lead personnel of the Chief Directorate. Perform management of the Chief Directorate. Financial management and reporting of the Chief Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Moyo Tel No: (012) 312 9673 Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

OTHER POSTS

<u>POST 40/02</u>	:	<u>CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/2/1/2022/613</u> Directorate: Provincial Operations Support
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Social Science / Development Studies / Public Administration / Public Management. Minimum of 3 years' experience at supervisory level in monitoring, evaluation and research. Job related knowledge: Knowledge of State information Act. Knowledge of monitoring and evaluation system, tools, indicator development, research methodology, legislation and policies administered by the Department. Knowledge and understanding of government wide monitoring and evaluation framework. Knowledge of research methodology. Project and programme management. Government Wild Planning and Reporting Cycle. National Evaluation Policy Framework. Job related skills: Computer literacy, Statistical analysis skills, Data warehouse management skills, Analytical and research skills. Ability to customize and target information to user requirements. A valid driver's license.
<u>DUTIES</u>	:	Conduct monitoring of projects in various Districts in the Province. Monitor performance of land reform and rural development projects. Collect data and compile project database. Produce reports on performance of projects to provide early warning. Compile memorandum for intervention. Coordinate the provincial strategic planning. Coordinate the provincial planning in line with the departmental strategic objectives and facilitate mid-term performance reviews. Facilitate the development of Provincial Integrated Operational Plan. Coordinate the provincial programme performance reports. Produce monthly and quarterly programme performance reports. Conduct data verification on reports submitted by Branches. Analyse the reports to ensure compliance and interpret research statistical data. Consolidate performance reports and present to management. Develop monitoring and evaluation systems, tools and procedures for effective and efficient departmental / organisational performance and project monitoring and evaluation. Provide support to provincial monitoring and evaluation officers and programme managers. Participate and support evaluation of programmes / projects. Prepare presentations, plans reports, updates and progress reports using performance information by Branches. Update statistical information on provincial project database. Monitor and update project database. Produce statistical information on project and programme performances.
<u>ENQUIRIES</u>	:	Mr BB Mathenjwa Tel No: (013) 754 8074
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200
<u>NOTE</u>	:	African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 40/03</u>	:	<u>ASSISTANT DIRECTOR: ASSET AND FACILITIES MANAGEMENT REF NO: 3/2/1/2022/614</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	North West (Mmabatho)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management / Management / Administrative Management / Supply Chain Management / Public Administration / Public Management / Business Management. Minimum of 3 years' experience at supervisory level in the relevant field. Job related knowledge: Knowledge of Public Service Policies and Regulations, Knowledge of Treasury Regulations, Public Finance Management Act. Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Knowledge of Asset Register System (BAUD) or any other asset management system. Knowledge of Standard Chart of Accounts (SCOA). Ability to monitor budget. Ability to liaise at different level of management. Ability to perform supply chain management services. Job related skills: Computer literacy skills,

	Communication skills (verbal and written), Organising skills, Supervisory skills and Liaison skills. A valid driver's licence.
<u>DUTIES</u>	: Provide effective and efficient asset management services. Conduct asset verification and spot checks. Maintain asset register. Manage barcoding and capturing of newly acquired assets. Manage movement of assets. Safeguard assets. Manage asset disposal processes. Initiate appointments of disposal committee. Perform secretariat duties for disposal committee. Record and identify disposal of assets requests upon receipts. Complete and file requests for audit purposes. Identify assets to be disposed. Ensure Information Communication Technology (ICT) assets are evaluated before presented to disposal committee. Ensure that the dispose of assets are removed from the systems. Provide facilities management services. Manage and monitor contracts. Assign offices and parking to new officials. Ensure that there is a cleaning services in place. Ensure that fumigation takes place and conducted. Ensure that there are photocopy machined in place and are functional. Ensure that the meter readings of photocopy machine is submitted to the service provider. Conduct office needs assessments. Provide coordination and management of cell phones services within the Province. Make follow ups with Department of Public Works on reported issues for maintenance. Provide effective and efficient administration. Conduct monthly reconciliation between BAS and LOGIS. Submit monthly operational reports.
<u>ENQUIRIES</u>	: Mr KE Sebitiele Tel No: (018) 388 7115
<u>APPLICATIONS</u>	: Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 40/04</u>	: <u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2022/615</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY</u>	: R321 543 per annum (Level 08)
<u>CENTRE</u>	: North West (Mmabatho)
<u>REQUIREMENTS</u>	: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Logistics Management / Financial Management / Purchasing Management / Public Administration / Management / Public Management/ Business Management / Commerce / Administrative Management. Minimum of 2 years working experience in Supply Chain, Logistics and Transport environment. Job related knowledge: Knowledge of Public Sector procurement processes, Knowledge of Supply Chain Management Policy Framework or guide to accounting officers, Public Finance Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations and other Supply Chain Management prescript, Knowledge of Logistical Information System (LOGIS). Job related skills: Good communication skills (written and verbal), Supervisory skills, Good interpersonal relations skills, Time management skills, Organising and office administration skills, Good data analysis and report interpretation skills. Ability to develop solutions to a variety of problems in line with Supply Chain Management guidelines and departmental policies. Good computer literacy in Microsoft office suit. Ability to work under pressure and deliver to tight deadlines. A valid driver's licence.
<u>DUTIES</u>	: Administer payments on Logistical Information System (LOGIS). Authorise payments on LOGIS. Ensure payments are processed within 30 days. Ensure Item Control Number (ICN) codes are captured correctly. Ensure correct information is captured in the systems such as quantities in the order. Authorise in line with allocated delegations. Refer system related payments queries to the system controller. Administer LOGIS as a system controller. Coordinate fleet services and travel arrangements. Facilitate Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Monitor and issue vehicles. Conduct reconciliation of payments. Verify all transactions captured against the actual payment parcel. Ensure that all processed payment parcels are paid. Attend to any bank rejections. Monitor internal financial control measures. Provide annual financial statements and monthly reporting inputs. Comply with all applicable prescripts. Put internal control measures in place to ensure all invoices are paid on time. Provide effective performance of LOGIS as a system controller. Facilitate registration of new users. Coordinate LOGIS training for

		users. Monitor profiles for LOGIS users. Liaise with National Treasury in terms of LOGIS transactions. Provide effective processing of orders. Process requisitions as and when received. Obtain quotations. Ensure that orders are placed as per the request.
<u>ENQUIRIES</u>	:	Mr KE Sebitiele Tel No: (018) 388 7115
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 40/05</u>	:	<u>PRINCIPAL SECURITY OFFICER REF NO: 3/2/1/2022/610</u> Directorate: Physical Security and Special Events
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. Grade B Private Security Industry Regulatory Authority (PSIRA) Registered. Minimum of 5 years security supervision experience (including experience as a Senior Security Officer). Job related knowledge: Knowledge of departmental disaster management plan. Knowledge of Occupational Health and Safety Act. Knowledge of the control room procedure (closed-circuit television (CCTV) surveillance systems). Knowledge of Criminal Procedure Act. Knowledge of Minimum Information Security Standards (MISS). Knowledge of Minimum Physical Security Standards (MPSS). Knowledge of Safety at Sports and Recreation Events Act. Job related skills: Interpersonal relations skills, Communication skills (verbal and written), Exposure to supervisory skills, Computer literacy and Investigation skills. A valid 08 driver's licence. Willingness to travel, work shifts and irregular hours.
<u>DUTIES</u>	:	Monitoring the implementation of physical security measures and physical security systems. Supervise In-house and private security officials. Ensure implementation of access control procedures by security officials. Protect employees, information and property of the Department. Inspect all security registers, aids and irregularities and make an entry in the occurrence book and report to supervisor. Ensure regular patrols per site are conducted effectively. Escort visitors on the premises where applicable. Monitor the movement of equipment's and assets of the Department. Ensure and coordinate duties rosters are available. Monitor implementation of key control procedures. Coordinate the operationalization of security equipment in the control room (closed-circuit television (CCTV) cameras, public address, fire panel, lift intercom etc.), where applicable in the control room. Monitor working conditions of security equipment's in the control room. Monitor the activation and deactivation of security access cards. Maintain accurate record of data recordings. Record on / off duty shifts and incidents in the occurrence book. Report all defaults on available safety and security systems and equipment. Monitor the issuing of new access cards. Participate in evaluation exercise during emergency situations. Test functionality of all security equipment on regular basis. Keep the exit points clear off any possible blockages. Participate and assist Occupational Health and Safety during emergency situations. Participate on the implementation of Occupational Health and Safety Act. Compile report on evacuation exercises and non-compliant officials. Conduct after hours inspections to all offices and ensuring implementation of service-level agreement (SLA). Monitor performance of guarding services in terms of the SLA. Provide a feedback inspection report to Supervisor. Report identified breach of the agreement to supervisor. Manage and coordinate security incidents / breaches. Ensure that all security incidents and breaches are reported. Complete and update security incidents register. Compile preliminary investigation report. Participate in planning and coordination of special events. Participate in planning for special events. Conduct access control into the plenary and holding rooms. Issue accreditation to stakeholders. Escort very important person's. Ensure security plans for special events.
<u>ENQUIRIES</u>	:	Ms D Swanepoel Tel No: (012) 312 8436
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

<u>NOTE</u>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 40/06</u>	:	<u>SENIOR SECURITY OFFICER REF NO: 3/2/1/2022/609 (X2 POSTS)</u> Directorate: Physical Security and Special Events
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05) Gauteng (Pretoria) Applicants must be in possession of a Grade 12 Certificate. Security Certificate (a minimum of 1 year of study). Grade B Private Security Industry Regulatory Authority (PSIRA) Certificate. Minimum of 3 years security experience. Job related knowledge: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standards (MISS), National Industrial Security Academy (NISA), Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.
<u>DUTIES</u>	:	Supervise the security functions performed by the security officers / service providers, ensuring adherence to departmental security policies. Allocate duties to security officers / service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises. Inspect and report all non functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, security lights and etc). Check incidents / occurrence books / registers. Monitor and provide support in case of emergencies. Administrative and related functions. Determining rosters, shift schedule and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with human resource procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the Department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment / systems. Ensure system are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the Department's assets. Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D Swanepoel Tel No: (012) 312 8436 Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<u>NOTE</u>	:	Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply. Willingness to travel, work shifts and work irregular hours will be essential.
<u>POST 40/07</u>	:	<u>FINANCIAL CLERK (PAYABLES) REF NO: 3/2/1/2022/611</u> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05) Gauteng (Pretoria) Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial manual). Knowledge of basic financial operating systems (Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Job related skills: Planning and organising skills, Computer operating skills, Language skills, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility.

	Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures.
<u>DUTIES</u>	: Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney Cases etc). Send Statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
<u>ENQUIRIES</u>	: Ms SH Sambo Tel No: (012) 319 6780
<u>APPLICATIONS</u>	: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<u>NOTE</u>	: African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.
<u>POST 40/08</u>	: <u>SECURITY OFFICER REF NO: 3/2/1/2022/608</u> Directorate: Physical Security and Special Events
<u>SALARY</u>	: R124 434 per annum (Level 03)
<u>CENTRE</u>	: Gauteng (Pretoria)
<u>REQUIREMENTS</u>	: Applicants must be in possession of a Basic Education and Training (NQF level 3) and Basic Security Officer's course. Job related knowledge: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standard (MISS), National Intelligence and Security Agency (NISA), Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.
<u>DUTIES</u>	: Perform access control which include the following: Determine whether visitors have appointments / or the service that the visitors requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is controlled and issue control documents / cards as required. Escort visitors to the relevant employee / venues where required. Operate X-Ray machine in the performance of access control to detect unauthorized and dangerous equipment (e.g. firearms and knives) where required. Utilize walk-through metal detector for the effectiveness of access control. Ensure that unauthorized persons and dangerous objects do not enter the buildings / premises. Perform proper lockup for all offices and access points. Identify suspicious conduct. Follow up on incidents. Report all the identified security breaches and non-compliance to the Supervisor. Ensure safety in the building and the premises. Undertake building / premises patrol to identify and check that doors are locked and unlocked as required. That water leaks and taps are closed. Fire hazards exposed electrical contracts and other fire hazards emanating from for instance chemicals. Lights, switch on and off as required and suspicious objects and packages are reported. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and Department management. Monitor and respond to alarm system. Ensure that all incidents are recorded in the occurrence book / registers. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Complete or ensure that register to control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores and assets of the Department leave the building / premises unauthorized. Inspect vehicles entering and leaving the premises. Gather information and report on missing or stolen equipment and stores. Handle documents at points of entry according to classification and the prescripts. Operate control room security equipment's. Monitor all movements, events and activities within the Department's premises

using Close Circuit Television (CCTV) equipment's. Ensure that security system is in good working condition. Immediately report all incidents monitored, report to the supervisor. Monitor all access points for effective access control. Report all identified non-compliance to security policy and procedures to improve office security.

ENQUIRIES
APPLICATIONS

- : Ms D Swanepoel Tel No: (012) 312 8436
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

- : Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply. Willingness to travel, work shifts and work irregular hours will be essential.

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 04 November 2022 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally initialed, signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). In terms of circular no 19 of 2022 on practice notes on the Z83 application for employment and other related matters the following must be considered in relation to the completion of the new Z83 form by applicants: Part A all fields must be completed. Part B all fields must be completed in full except when passport number: South African applicants need not provide passport numbers, applicant has responded "no" to the question are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State. If yes, "(provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C all fields must be completed. Part D all fields must be completed. Part E, F and G: noting that there is limited space provided often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Only the shortlisted candidates will be required to bring certified documents (i.e. Educational qualifications, ID Copy and Driver's license etc) and other related documents on or before the day of the interview. Certified documents which should not be older than six months on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their permanent residence permits to their applications. 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) only when shortlisted. All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant 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. If 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. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your

application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement. The Department reserves the right not to make appointment(s) to the advertised post(s)

OTHER POSTS

<u>POST 40/09</u>	:	<u>DEPUTY DIRECTOR OPERATIONAL SUPPORT REF NO: DFSC/54/40/22</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11)
<u>CENTRE</u>	:	DFSC Office, Kasteel Park, Erasmuskloof, Pretoria.
<u>REQUIREMENTS</u>	:	A recognized Bachelor's Degree/ National Diploma. (NQF 6 level). Post-graduate Degree/Diploma, a minimum of three (3) to five (5) years' relevant experience, possession of a Driver's license will be an added advantage. The successful candidate must be willing to travel locally and abroad, as directed by the commission. Special requirements (Skills needed): Understanding of legislative framework applicable to the DFSC. Strong analytical and problem solving skills, good communication, presentation and writing skills. Research and report writing skills, computer skills. Ability to network. Organizational and planning skills. Good interpersonal skills.
<u>DUTIES</u>	:	The successful candidate will be required to perform the following core functions: Facilitate research and the analysis on pay and service benefits for members of the SANDF. Facilitate research and analysis on policies regarding Conditions of Service. Identify and draft relevant measures and standards to ensure the implementation of recommendations regarding policies on conditions of service. Compile compulsory and required DFSC reports. Facilitate strategic alliance and relationships to support the execution of the mandate of the DFSC. Ensure the identification of priority areas in relation to Pay and Service Benefits and Policy Review. Report and update on the recommendations tabled to the MOD&MV. Compile and submit timeously Annual Activity Report and Quarterly Performance against Plan. Facilitate the publication of findings and recommendation in the Government Gazette. Ensure efficient and effective management of resources within the operational support.
<u>ENQUIRIES</u>	:	Mr Z.R. Munyai Tel No: 012 367 9340
<u>APPLICATIONS</u>	:	Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof.
<u>NOTE</u>	:	All the short-listed candidates will undergo a competency test.
<u>POST 40/10</u>	:	<u>ASSISTANT DIRECTOR REF NO: DINSP/45/40/22/01</u> Defence Inspectorate Division (Directorate Regulatory Audit)
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	KZN Regional Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma or equivalent qualification in Auditing (NQF level 5/6). A minimum of six (6) years' experience in auditing and three (3) of those years as Senior Internal Auditor (Level 8). Possession of either one or more professional certificates: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP) and Certification in Control Self-Assessment (CCSA) will be an added advantage. Special requirements (Skills needed): Knowledge of International Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. A candidate must have a valid driver's licence and be able to drive. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.
<u>DUTIES</u>	:	Evaluate the internal control systems, risk management and governance processes of the department. Plan allocated audits; develop audit programme, execute the audits based on audit programme; gather relevant data; document all findings raised and. provide supporting evidence; compile audit reports and discuss it with the clients. Supervise the audit teams throughout the audit

		engagements. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad hoc audits as requested.
<u>ENQUIRIES</u>	:	Lt Col N.J. Kekana Tel No: (012) 649 7383 or WO1 E.E.B. kaptein, Tel No: (012) 649 7384.
<u>APPLICATIONS</u>	:	Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria, 0001 or you may hand deliver to Block D Eco Origins, 349 Which-Hazel Avenue, Eco Park Estate Centurion, 0144.
<u>CLOSING DATE</u>	:	11 November 2022 at 16:00
<u>POST 40/11</u>	:	<u>ASSISTANT DIRECTOR REF NO: DINSP/42/40/22/02</u> Defence Inspectorate Division (Directorate Regulatory Audit)
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Gqeberha Regional Office.
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma or equivalent qualification in Auditing (NQF level 5/6). A minimum of six (6) years' experience in auditing and three (3) of those years as Senior Internal Auditor (Level 8). Possession of either one or more professional certificates: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP) and Certification in Control Self-Assessment (CCSA) will be an added advantage. Special requirements (Skills needed): Knowledge of International Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. A candidate must have a valid driver's licence and be able to drive. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.
<u>DUTIES</u>	:	Evaluate the internal control systems, risk management and governance processes of the department. Plan allocated audits; develop audit programme, execute the audits based on audit programme; gather relevant data; document all findings raised and. provide supporting evidence; compile audit reports and discuss it with the clients. Supervise the audit teams throughout the audit engagements. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad hoc audits as requested.
<u>ENQUIRIES</u>	:	Lt Col N.J. Kekana Tel No: (012) 649 7383 or WO1 E.E.B. kaptein Tel No: (012) 649 7384.
<u>APPLICATIONS</u>	:	Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria, 0001 or you may hand deliver to Block D Eco Origins, 349 Which-Hazel Avenue, Eco Park Estate Centurion, 0144.
<u>CLOSING DATE</u>	:	11 November 2022 at 16:00
<u>POST 40/12</u>	:	<u>ASSISTANT DIRECTOR REF NO: CFO 22/8/1</u> Financial Management Division Chief Directorate: Accounting Directorate: Stores, Services and Related Payments (DSSRP), Regional Accounting Manager
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	KwaZulu-Natal Region (Durban)
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 certificate plus three year B Degree/National Diploma in Finance/Accounting with a minimum of at least three years practical experience at a level of Senior State Accountant or equivalent. Successful completion of the DSSRP Accounting Courses or any accounting courses would serve as a strong recommendation. Understanding/interpretation/application of Financial policies (e.g. Public Finance Management Act, Treasury Regulations, State Tender Board regulations and contracts) and related payment processes (e.g. processing of journals and clearing of suspense accounts). Computer literate in MS Office software packages. Extensive knowledge of Financial Management System and PERSOL /PERSAL or any other financial System will serve as strong recommendation Being in a position of a valid vehicle driver's license. Willingness to travel extensively/regularly. Team-player, receptive to suggestions and focused on zero defect. Well-developed leadership skills. Decisive and persevering in respect of task finalisation.

<u>DUTIES</u>	:	Manage all Finance Accounting Service Centres (FASCs) and Finance Accounting Satellite Offices (FASOs) within his/her area of responsibility, i.e. KWA Zulu Natal Region. Manage of all resources in their area of responsibility inclusive of the Human Resource function. Ensure that systems of control are implemented and maintained regarding all accounting functions performed at FASCs and FASOs within the Region. Perform regular monitoring visits at FASCs and FASOs with the Region. Ensure timely payment of invoices. Ensure that propriety and regularity is adhered to in terms of all payment processed on behalf of the DOD. Management of cash offices and transactions. Management of Face Value Documents. Accounting of Revenue, including Paymaster-General Account deposits. Execute control measures regarding the safekeeping of cash and payment of accounts. Report, investigate and follow-up of all finance-related irregularities. Compile and submit the prescribed management reports, information and statistics. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Evaluate and maintain security measures. Train, guide and develop subordinate personnel. Finalise audit queries timeously.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T.T. Nyuswa Tel No: (012) 392 2890/2892 Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.
<u>NOTE</u>	:	Preference will be given to African Females and People with disability.
<u>POST 40/13</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: CFO 22/8/2</u> Finance Management Division Chief Directorate: Financial Services Directorate: Financial Control Services Sub Directorate: Loss Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08) Pretoria Minimum requirements: Grade 12 certificate plus a three year B Degree/National Diploma in Finance/Accounting/Internal Audit with a minimum of three years relevant experience on a post level 7 or equivalent or Grade 12 Certificate with Finance/Accounting related subjects and a minimum of seven years relevant experience on a post level 7 or equivalent. Knowledge and understanding of the Finance and the Logistic processes as well as the core processes. Financial Management System (FMS) or any other financial system. Sound mathematical and problem solving ability. Thorough, working knowledge of all expenditure control transactions on FMS or any other financial system. Thorough knowledge of computer systems, MS Word, Ms Office and Excel. Ability to interpret and apply policy. Well-developed verbal and written communication skills. Ability to effectively function as part of a team. Receptive to work-related suggestions/ ideas and decisive/ persevering in regard to ask finalization. Must be in possession of valid RSA driver's license or Military drivers licence and willing and able to travel as and when required.
<u>DUTIES</u>	:	Efficient, effective and economical management of loss control processes and systems in order to enable the detection and reporting of all losses of State Funds/Assets within the DOD to the Loss Control Section. Receive all detail of losses from within the DOD. Recording all such losses on the central database. Opening and maintaining of proper registers on all reported losses. Timeous and continuous updating of all active loss control files. Ensuring that all loss control files are correctly referenced in terms of the prescribed file reference numbers and that proper registry procedure are adhered to. Collection and analysis of all info/data on losses and reporting to Assistant Director Loss Control. Evaluation of all info/data received to ensure that it is complete and correct in accordance with prescribed procedure. Regular updating of management info database to ensure that all info contained is current and relevant. Compiling of comprehensive statistics and reports in respect of all losses and reporting same to Assistant Director Loss Control. Timeous evaluation of all losses, which are not reported within the prescribed time limits, so as to determine whether such losses have not prescribed and reporting same to Assistant Director Loss Control. Reporting of all irregularities, e.g. non-reported losses, losses reported through incorrect channels, ect, to Assistant

		Director Loss Control. Assisting the Assistant Director Loss Control with the preparation and submission of the DOD's Annual/Interim Financial Statement input and responses to the Auditor General on an annual basis.
<u>ENQUIRIES</u>	:	Ms M.L. Mabasa Tel No: (012) 355-2672
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
<u>NOTES</u>	:	Preference will be given to African males, African females, Indian males, Coloured males and Persons with Disabilities are encouraged to apply.
<u>POST 40/14</u>	:	<u>INTERNAL AUDITOR REF NO: DINSP/42/40/22/04</u> Defence Inspectorate Division
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	MP Regional Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Diploma NQF level 5/6 or equivalent qualification in Auditing and one (1) year auditing experience as assistant Internal Auditor. Possession of Internal Audit Technician (IAT) will be an added advantage. Special requirements: Knowledge of International Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. A candidate must have a valid driver's licence and be able to drive. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.
<u>DUTIES</u>	:	Evaluate the internal control systems, risk management and governance processes of the department. Gather relevant legislations, acts, policies; develop audit programme, execute the audits based on audit programme; document all findings raised and provide supporting evidence; compiling working paper files and do file referencing. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad hoc audits as requested.
<u>ENQUIRIES</u>	:	Lt Col N.J. Kekana Tel No: (012) 649 7383/WO1 E.E.B. Kaptein Tel No: (012) 649 7384.
<u>APPLICATIONS</u>	:	Defence Inspectorate Division, Private Bag X 671, Pretoria, 0001 or you may hand deliver to Block D Eco Origins, 349 Which-Hazel Avenue, Eco Park Estate Centurion, 0144
<u>CLOSING DATE</u>	:	11 November 2022 at 16:00
<u>POST 40/15</u>	:	<u>INTERNAL AUDITOR REF NO: DINSP/42/40/22/05</u> Defence Inspectorate Division
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Ggeberha Regional Office (PE)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Diploma NQF level 5/6 or equivalent qualification in Auditing and one (1) year auditing experience as assistant Internal Auditor. Possession of Internal Audit Technician (IAT) will be an added advantage. Special requirements: Knowledge of International Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. A candidate must have a valid driver's licence and be able to drive. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.
<u>DUTIES</u>	:	Evaluate the internal control systems, risk management and governance processes of the department. Gather relevant legislations, acts, policies, execute the audits based on audit programme; document all findings raised and provide supporting evidence; compiling working paper files and do file referencing. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad hoc audits as requested.
<u>ENQUIRIES</u>	:	Lt Col N.J. Kekana Tel No: (012) 649 7383/WO1 E.E.B. Kaptein Tel No: (012) 649 7384.

<u>APPLICATIONS</u>	:	Defence Inspectorate Division, Private Bag X 671, Pretoria, 0001 or you may hand deliver to Block D Eco Origins, 349 Which-Hazel Avenue, Eco Park Estate Centurion, 0144
<u>CLOSING DATE</u>	:	11 November 2022 at 16:00
<u>POST 40/16</u>	:	<u>ASSISTANT INTERNAL AUDIT REF NO: DINSP/42/40/22/06</u>
<u>SALARY</u>	:	R211 713 per annum (Level 06)
<u>CENTRE</u>	:	Defence Inspectorate Division Corporate Section Pretoria.
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Diploma or equivalent qualification in Auditing (NQF Level 5/6). Experience of Internship Programme in auditing will be an added advantage. Special requirements: Knowledge of International Standards for the Professional Practice of Internal Auditing, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. A candidate must have a valid driver's licence and be able to drive. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.
<u>DUTIES</u>	:	Coordinate internal audit activities, arrange monthly and quarterly audit meeting and take minutes thereof, evaluate the internal control systems, risk management and governance processes of the department. Execute the audits based on audit programme; gather relevant data; document all findings raised and provide supporting evidence; compile audit working paper files and do file referencing. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad hoc audits as requested.
<u>ENQUIRIES</u>	:	Lt Col N.J. Kekana Tel No: (012) 649 7383/WO1 E.E.B. Kaptein Tel No: (012) 649 7384.
<u>APPLICATIONS</u>	:	Defence Inspectorate Division, Private Bag X 671, Pretoria, 0001 or you may hand deliver to Block D Eco Origins, 349 Which-Hazel Avenue, Eco Park Estate Centurion, 0144.
<u>CLOSING DATE</u>	:	11 November 2022 at 16:00
<u>POST 40/17</u>	:	<u>FINANCE CLERK REF NO: CFO 22/8/3 (X3 POSTS)</u> Finance Management Division Chief Directorate: Accounting Directorate: Personnel Payments (S & T sub-section)
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 Certificate with Finance/Accounting subjects. Sound reasoning, mathematical abilities. Computer literate (MS Office software package). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in terms of task finalization and able to effectively function under pressure. Added advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience in the relevant field. A valid RSA or Military driver's licence. Knowledge of the calculation and processing S&T allowances, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial systems.
<u>DUTIES</u>	:	Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel, S&T and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.
<u>ENQUIRIES</u>	:	Ms T. Tshioma Tel No: (012) 392 2245
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

<u>NOTE</u>	:	Preference will be given to African males, African females, White males, Indian males, Coloured males and Persons with Disabilities are encouraged to apply.
<u>POST 40/18</u>	:	<u>FINANCE CLERK REF NO: CFO 22/8/4</u> Finance Management Division Chief Directorate: Accounting Directorate: Personnel Payments (Salaries)
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Minimum requirements: Grade 12 Certificate with Finance/ Accounting subjects. Sound reasoning, mathematical abilities. Computer literate (MS Office software package). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in term of task finalization and/or able to effectively function under pressure. Added advantage: Post Matric qualification in Finance field. A minimum of one year relevant experience in the relevant field. Knowledge of the calculation and processing of salaries and allowances, final payments when persons exit their work, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial and salary systems. In the possession of a valid RSA or Military driver's licence.
<u>DUTIES</u>	:	Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel that exit DOD, salaries and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.
<u>ENQUIRIES</u>	:	Ms T.Tshioma Tel No: (012) 392 2245
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
<u>NOTE</u>	:	Preference will be given to African males, African females, White males, Indian males, Coloured males and Persons with Disabilities are encouraged to apply.
<u>POST 40/19</u>	:	<u>SECRETARY REF NO: SADIC/58/40/22 (X7 POSTS)</u> Directorate: Defence Intelligence Division
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	NQF 4 (Grade 12) Secretarial experience will be an advantage. Special requirements (skills needed): Proficient in English (read, write, speak). Knowledge of general office administration and ability to operate an efficient an organised office. Strong interpersonal skills. Computer literacy (Ms Office). Co-ordination and good typing and communication skills, (written and verbal). Must be able to obtain a Secret and Top Secret Security Clearance within a year.
<u>DUTIES</u>	:	The applicant must be able to: Type routine notes, memo's and reports. Detail knowledge of the operation/utilization of specific software packages. Ability to develop new ideas to change existing methods. Ability to handle S&T claims. Ability to handle petty cash payments. The ability to compile agendas and take notes during meetings. Ordering and purchasing of stationery. Organising social and operational functions for the Director. Receiving and dispatching of all files and documents circulated to the Director and keeping a register to control documents flow up to date. Arrange for visitors authorization and parking. Handling of inquiries to satisfy the clients. Projecting a professional image. Making and answering calls.
<u>ENQUIRIES</u>	:	Ms T.C. Nkopane Tel No: (012) 315-0508
<u>APPLICATIONS</u>	:	Department of Defence, Defence Intelligence Division, Private Bag X 367, Pretoria, 0001. 278 Madiba (Old Vermeulen) Street, Liberty Building).
<u>NOTE</u>	:	All applicants will be subjected to a security vetting process prior to employment/enrolment into the DOD & MV. Defence Intelligence Division will

not be held liable for any accommodation or travel arrangement of selected candidates.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE
NOTE

04 November 2022 at 16:00

: Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

POST 40/20

: **DEPUTY DIRECTOR: SOLUTION AND APPLICATION DEVELOPMENT**
REF NO: HR4/22/10/10 HO

SALARY
CENTRE
REQUIREMENTS

: R744 255 per annum, (all inclusive)
: Head Office, Pretoria
: Three (3) year National Diploma (NQF6)/ Undergraduate degree (NQF7) in Information Technology/ Computer Science/ Informatics PLUS MCSD certification. Five (5) years' functional experience at which two (2) years in the middle Management level and three (3) years of functional experience in the ICT Network/ Application complex environment as application developer using ASP.NET/JAVA, JQuery, HTML5, Azure. Statutory Body Requirements. N/A. Knowledge: Software languages and associated development platforms and tools, Multi-tier Software architectures and interfaces, System monitoring i.r.o availability, manageability, reliability and security, Software development

		methodologies, IT service management principles for incident, Change, Problem and Release Management, Technical standards/procedures, Expertise in selected software languages, associated framework and tools, Departmental Procedures and Processes. Skills: Presentation, Problem-solving, Communication, Time-Management, Project-Management, Planning and Organizing, Leadership skills, Negotiation skills, Conflict and Diversity Management.
<u>DUTIES</u>	:	Implement enhancements for software applications. Monitor the maintenance of all customized software applications. Engage with other ICT teams to deliver ICT solutions. Manage and supervise resources within the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Engela Cronje at 083 797 1452
<u>FOR ATTENTION</u>	:	Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
	:	Sub-directorate: Human Resource Operations, Head Office.
<u>POST 40/21</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT (PIM) REF NO: HR4/4/7/100</u> (Re-advertisement, applicants who applied previously are encouraged to re-apply).
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum
	:	Provincial Office Mpumalanga
	:	Three (3) years relevant qualification in Public Administration/Public Management/ Monitoring and Evaluation/ an Advanced Diploma in Monitoring and Evaluation. A valid driver's licence. Four (4) years functional experience in Performance Management/ Statistics Services/ Monitoring and Evaluation of which three years (3) function at the Office/ Senior Officer Level. Knowledge: Public Service Act, Public Service Regulations and relevant prescripts, Labour legislation and relevant policies, Batho Pele principles, Statistics and Database software packages, Functioning of DEL Labour Centres and Business Units, Labour market dynamics. Skills: General management, Project management, Communication, Computer Literacy, Interpersonal relation, Leadership, Data analysis, Analytical, Innovative.
<u>DUTIES</u>	:	Verify and align the National APP to the Provincial APP and Labour Centre work plan in respect of the Department's policy and planning purposes. Verify and develop the Provincial Information reports. Manage the analysis of the provincial performance information to determine the impact on the Labour market. Oversee the management of the provincial resource centre/library. Manage all the resource of the Sub-Unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SF Potgieter Tel No: 013 653 3800
	:	Deputy Director: LMIS: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.
<u>POST 40/22</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE REF NO: HR4/4/10/462</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum
	:	Provincial Office (Western Cape)
	:	Three (3) years relevant tertiary qualification in Human Resource Management/ Human Resource Development/ Training and Development or equivalent in the Field of Human Resource Management/ Development Environment. Two (2) years Supervisory experience. Two (2) years functional experience in Human Resource Development/ Training environment. Drivers Licence. Knowledge: Good Governance, Departmental Procedures, Public Finance Management Act, Skills Development Act, Skills Development Levy Act, Employment Equity Act, Public Service Regulations Skills: Management, Financial Management, Computer Literacy, Innovative, Analytical, Communication, Interpersonal Skills, Time, Stress Management Skills, Team building skills, Diversity management skills, Problem solving, Technical skills (Project Management, Quality Management), Training, mentoring and coaching.
<u>DUTIES</u>	:	Coordinate and monitor the implementation of Human Resource initiatives in the Province. Administer implementation of performance management system. Facilitate implementation of Human Resources Development and Performance Management policies. Monitor the coordination and facilitation of Orientation

		and Induction programmes in the Province, Monitor and evaluate the impact of trainings implemented in the Province. Manage all resources of the Subunit.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: 021 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 40/23</u>	:	<u>ASSISTANT DIRECTOR COID STATUTORY SERVICES REF NO: HR HR 4/1/1/141</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Provincial Office: East London
<u>REQUIREMENTS</u>	:	BPROC/ LLB. Admission as an Attorney or Advocate. A valid driving licence. Two (2) year functional experience in compliance or legal services environment. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate Governance, Skills Development Act, Public service Regulations, SDLA. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	Appear in court for enforcement of COIDA and OHS. Manage the implementation of the COIDA and OHS enforcement processes. Manage the advocacy strategy for COIDA and OHS in IES. Manage and facilitate the implementation of capacity development programme for inspectors in the Province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.
<u>ENQUIRIES</u>	:	Ms P Mbongwana Tel No: (043) 701 3256
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9005, East London, 5200 or hand deliver at No.3 Hill Street, East London.
<u>FOR ATTENTION</u>	:	Human Resources Operations, Provincial Office East London
<u>POST 40/24</u>	:	<u>SENIOR ACCOUNTS RECEIVABLE OFFICER REF NO: HE4/4/10/463</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Provincial Office (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Accounting/ Finance. Two (2) years functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contribution Act (UICA), Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Communication, Listening, Computer literacy, Time management, Analytical, Numeracy, Interpersonal.
<u>DUTIES</u>	:	Provide accounts receivable and revenue collection notice, Render debt recovery service in the Province, Maintain the Overpayments Debtors Records, Supervise resources (Human, Finance, Equipment/ Assets) in the section.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel No: 021 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street Cape Town
<u>POST 40/25</u>	:	<u>SENIOR PRACTITIONER: ASSESSMENT SERVICES REF NO: HR4/4/09/13</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Provincial Office: but stationed at Sebokeng Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Public Administration/ Public Management or Public Sector Management or Administration. Two (2) years functional experience. Knowledge: Public Financial Management Act (PFMA)) Unemployment Insurance Act (UIA) Unemployment Insurance Contributions Act (UICA). Treasury Regulations, Operations system, Batho Pele Principals.
<u>DUTIES</u>	:	Verify claims on Operation System Authorize payments to qualifying UI beneficiaries. Verify the adjudicate claims. Supervise resources (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	:	Mr PP Godongwana Tel No: (011) 853 0303
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 de Korte Street, Braamfontein.

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, Provincial Office: Gauteng
<u>POST 40/26</u>	:	<u>SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HE4/4/10/464</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Provincial Office (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Two (2) years functional experience in Auditing and/ Financial Management. Valid drivers licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, OHS Act and Regulations, COIDA, Unemployment Insurance Act, Basic Conditions of Employment Act, Skill Development Levy Act, Labour Relations Act, Unemployment Contributions Act, Skills Development Act, Employment Equity Act, Public Financial Management Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Communication (Written and Verbal), Innovative, Analytical, Research, Project Management.
<u>DUTIES</u>	:	Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters, Coordinate the process that monitor and evaluate impact of UIA and COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resources within the Unit.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel No: 021 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town
<u>POST 40/27</u>	:	<u>TEAM LEADER REF NO: HR4/4/10/465</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Labour Centre: Cape Town (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/ Labour Law/ LLB/ BCOM Law. Two (2) years functional experience in Inspection & Enforcement Services, A valid drivers licence. Knowledge: Departmental policies and procedures, Employment Service Act, Labour Relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation Skills, Planning and organising, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Conduct Advocacy Campaigns on all Labour legislation regularly, Manage the finalisation of files of cases received and investigations conducted by the inspectors. Contribute at a management level of planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Manage the reference of non-complying employers for prosecution, Responsible for staff managing resources of the Unit.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: 021 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape

<u>POST 40/28</u>	:	<u>INSPECTOR REF NO: HR4/4/10/466</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Labour Centre: Cape Town (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Labour Relations/ Labour Law/ LLB/ BCOM Law. Two (2) years functional experience in Inspection & Enforcement Services, A valid drivers licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation Skills, Planning and organising, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, BCEA; LRA; EEA; UIA; COIDA; OHS and UCA, Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness, Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report, Contribute at a higher level of planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: 021 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 40/29</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OFFICE SERVICES REF NO: HR4/4/5/88</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification in Business/ Public management/ Administration/ Management. Two (1) years relevant experience in the Administration Services, A Valid Drivers Licence. Knowledge: Departmental policies and procedures, Basic Conditions of Employment Act, Public service regulations (basic knowledge), Client orientation Strategy (Batho Pele Principles), Minimum Information Security Standards, Archives Records, National Archives and record Services, Safety and Security, Accommodation Procedures, Damage and Loss Control. Skills: Computer literacy, Verbal and writing communication, Decision-Making, Conflict management, Listening, Interpersonal, Presentation, Problem solving.
<u>DUTIES</u>	:	Monitor accommodation and maintenance operations for the Province. Render Administration functions on security services, render effective registry services to the Province. Monitor and ensure that all ITC equipment's are operational, Supervise all resources of within the section.
<u>ENQUIRIES</u>	:	Mr M Mwelase Tel No: (031) 366 2316
<u>APPLICATIONS</u>	:	Deputy Director: Provision Operations: PO Box 940, DURBAN, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 40/30</u>	:	<u>SENIOR PRACTITIONER: ACQUISITION MANAGEMENT REF NO: HR 4/4/3/1/SPAM/UIF (X2 POSTS)</u> Re-Advertisement
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF 6)/ in Purchasing Management/ Facility Management/ Logistics Management/ Management. Two (2) years functional experience in Acquisition Management environment. Knowledge:

		Public Finance Management Act (PFMA), Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Basic Condition of Employment (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Electronic Operation System, Public Service Regulations (PSR), Public Service Act (PSA), National Treasury Regulations Supply Chain Management Systems and Processes, Bid Procedures Broad Based, Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA), Skills: Problem Solving, Presentation, Planning and Organizing, Communications, Computer Literacy, Report Writing, Financial Management, Analysis, Time management, Numeracy.
<u>DUTIES</u>	:	Render administration of contracts for the UIF. Provide technical support on bidding process. Provide monthly reporting on awarded contracts and tenders. Render secretarial functions to the Bid Adjudication Committee, Supervise resources (Human, Financial, Equipment) in the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms WE Kruger Tel No: (012) 337 1876
	:	Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
<u>FOR ATTENTION</u>	:	Sub- directorate: Human Resources Management, UIF
<u>POST 40/31</u>	:	<u>SENIOR STATE ACCOUNTANT: SARS AND SUNDRY REF NO: HR 4/4/3/1/SSASARSS/UIF</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Unemployment Insurance Fund: Pretoria
	:	Three years tertiary qualification (NQF 6) in Financial Management / Financial Accounting / Cost and Management Accounting / Auditing / Accounting / Finance / Financial Management Accounting. Two (2) years' functional experience in Debtors Management environment. Knowledge: Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Financial Management, Conflict Management, Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, General Recognized Accounting Practices (GRAP), General Accepted Accounting Principles (GAAP), Labour Relations Act (LRA), Skills: Accounting, Communication (verbal and written), Computer literacy, Time Management, Interpersonal, Report writing, Planning and Organizing, Analytical Skills.
<u>DUTIES</u>	:	Verify the effective maintenance of SARS & Sundry debtor's records. Verify follow ups of outstanding sundry payments, Review monthly reconciliation of SARS and Sundry accounts against the sub module, Supervise resources (Human, Financial, Equipment / Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Walton Tel No: (012) 337 1631
	:	Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
<u>FOR ATTENTION</u>	:	Sub- directorate: Human Resources Management, UIF
<u>POST 40/32</u>	:	<u>SENIOR ADMIN OFFICER REF NO: HR 4/4/1/152</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Provincial Office East London
	:	Three (3) years relevant tertiary qualification in Business/ Public Management/ Administration/ Management. One (1) year functional experience in the Administration Services. Valid Driver's license. Knowledge: Relevant Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Minimum Information Security Standard, Archives Records, National Archives and Record Service, Safety and Security, Accommodation, Damage and Loss Control. Skills: Verbal and written communication, Supervisory, Interpersonal relations, Decision-making, Problem solving, Presentation, Conflict management, Computer Literacy.
<u>DUTIES</u>	:	Monitor accommodation and maintenance operations for the Province (Daily). Render administration functions on security services (Daily). Render effective registry services to the Province (Daily). Monitor and ensure that all ITC equipments are operational (Daily). Supervise all resources of within the section (Weekly).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Mshumpela Tel No: (043) 701 3029
	:	Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.

<u>POST 40/33</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: HR4/4/5/41</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Provincial Office, KZN
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Public Administration/Public Management. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Batho Pele Principles, Employment Services, Assessment, Siyaya System, Skills Development Act, Public Service Regulations, Public Service Act. Skills: Communication, Computer Literacy, Training, Interpersonal, Presentation, Basic Condition of Employment.
<u>DUTIES</u>	:	Provide functional training to Processing Officers, Client Service Officers and Supervisors. Provide support services to the Labour Centres. Maintain close working relationship with all relevant stakeholders.
<u>ENQUIRIES</u>	:	Mrs NTG Khomo Tel No: (031) 366 2331
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KZN
<u>POST 40/34</u>	:	<u>PROVISIONING ADMINISTRATION OFFICER REF NO: HR4/4/10/3467</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification in Supply Chain Management/ Finance/ Public/ Business Management. One (1) functional experience and EB drivers licence. Knowledge: Public Financial Management Act, Treasury Regulations, SCM Policy, Asset Management Policy, SDLA, OHS Act and Regulations, COIDA, UIA, UI Contribution Act, Skill Development Act, Batho Pele Principles. Skills: Supervision, Negotiation, Client Orientation and customer, Facilitation, Computer Literacy, Communication, Analytical.
<u>DUTIES</u>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with the SCM Policies and Treasury Regulations. Provide goods and services in line with relevant prescripts of the Province. Provide inventory management and support to ensure effectiveness and efficient in the Province, Manage all resources of the Directorate (Daily).
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: 021 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 40/35</u>	:	<u>FACTORY INSTRUCTOR: TEXTILE REF NO: HR4/22/09/04</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Supported Employment Enterprise, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Occupational Certificate: Sewing Machine Operator (NQF Level 04) / N6 Clothing Production (NQF Level 06), Two (2) years functional experience in textile environment, Supervisory experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environment and Quality systems. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical assessment, Teamwork, Counselling.
<u>DUTIES</u>	:	Implement product manufacturing process and operations within the factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational health and Safety in the factory. Manage Human Resources in the factory.
<u>ENQUIRIES</u>	:	Ms N Mtebeni Tel No: 033 386 2211
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 40/36</u>	:	<u>FACTORY INSTRUCTOR: WOOD REF NO: HR4/22/09/03</u>
<u>SALARY</u>	:	R261 372 per annum

<u>CENTRE REQUIREMENTS</u>	:	Supported Employment Enterprise, Pietermaritzburg
	:	Occupational Certificate: Carpenter / or Furniture (NQF Level 04), Two (2) years functional experience in wood environment, Supervisory experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environment and Quality systems. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical assessment, Teamwork, Counselling.
<u>DUTIES</u>	:	Implement product manufacturing process and operations within the factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational health and Safety in the factory. Manage Human Resources in the factory.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Mtebeni Tel No: 033 386 2211
	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 40/37</u>	:	<u>UI CLAIMS OFFICER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R211 713 per annum
	:	Provincial Office: Western Cape Ref No: HR4/4/10/468 (X1 post)
	:	Labour Centre: Cape Town Ref No: HR4/4/10/469 (X1 post)
<u>REQUIREMENTS</u>	:	A Grade 12/ Senior Certificate with 0-6 Months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contribution Act, Public Service Regulations, Public Service Act, Batho Pele Principles, Departmental Policies and procedures, Customer care. Skills: Communication Verbal and written, listening, Customer Relations, Computer literacy, Decision making.
<u>DUTIES</u>	:	Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Q Bowman Tel No: 021 441 8120
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 40/38</u>	:	<u>CLAIMS PROCESSOR (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R211 713 per annum
	:	Labour Centre: George (Western Cape) Ref No: HR4/4/10/470 (X1 Post)
	:	Labour Centre: Cape Town (Western Cape) Ref No: HR4/4/10/471 (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 certificate. Three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM will be added advantage. Zero (0) experience. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and Business processes, Relevant Fund policies, procedure and processes, Human Anatomy/ Biology, Medical terminology, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Required IT Knowledge, IT Operating Systems, Risk Awareness, Technical knowledge, COIDA Act, Regulations and Policies, DPSA guidelines on COID, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone Skills.
<u>DUTIES</u>	:	Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.
<u>ENQUIRIES</u>	:	Mr. Q Bowman at 082 901 3232

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 40/39</u>	:	<u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR4/4/7/102</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 713 per annum Emalahleni Labour Centre Grade 12/Senior Certificate. No experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry Within the Registration services. Render Employment Services to all the clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act(COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms GK Malatsi Tel No: 013 653 3800 Deputy Director Labour Centre Operations: Private Bag x7293 Emalahleni 1035, or hand deliver at 38 Mandela Avenue or Corner Escombe & Mandela Avenue Emalahleni.
<u>POST 40/40</u>	:	<u>CLAIMS PROCESSOR: COID SERVICES REF NO: HR4/4/7/103</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 713 per annum Emalahleni Labour Centre Three (3) Year qualification in degree/diploma in Public Management /Administration/Social science/OHS/Finance/HRM is required. 1 -2 Years' experience in a compensation or medical claims processing environment. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human anatomy/Biology and medical terminology, Customer Service (Bathos Pele Principles), COID Tariffs, Public service Charter, Approved COID Delegation, Promotion of Access to information Act, Road Accident Fund(RAF)Act, PFMA and Treasury Regulations. Skills: Required technical proficiency, Numeracy, Business writing skills, Required IT Skills, Communication (Written and Verbal), Data capturing, Data and records management, Telephone skills and Etiquette.
<u>DUTIES</u>	:	Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms GK Malatsi Tel No: 013 653 3800 (Emalahleni Labour Centre) Deputy Director Labour Centre Operations: Private Bag x7293 Emalahleni 1035, or hand deliver at 38 Mandela Avenue or Corner Escombe& Mandela Avenue Emalahleni.
<u>POST 40/41</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 713 per annum Durban Labour Centre Ref No: HR4/4/5/86 (X1 Post) Johannesburg Labour Centre Ref No: HR 4/4/4/08/11 (X1 Post) Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with

		labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr B Zondi Tel No: (031) 401 9424
		Ms F Tshabalala Tel No: 011 853 0300
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban.
		Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 De Korte Street, Braamfontein
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
		Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 40/42</u>	:	<u>PERSONNEL OFFICER: HRD REF NO: HR4/4/7/101</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	A senior certificate, three (3) years qualification in Human Resource Management will be an added advantage. One (1) year functional experience. Knowledge: Departmental policies and procedures, HR related systems (PERSAL), Batho Pele Principles, Employment Equity Act, Public Service Regulation. Skills: Computer literacy, Analytical, Communication, Planning and organising.
<u>DUTIES</u>	:	Facilitate and provide administrative support for service benefit employees. Provide support to the recruitment and selection processes. Capture all personal data on PERSAL system. Attend to client enquiries.
<u>ENQUIRIES</u>	:	Mr Mandhleni Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	The Assistant Director: HRD: Private Bag X7263, EMALAHLENI, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni
<u>POST 40/43</u>	:	<u>ACCOUNTING CLERK: TRADE CREDITORS DEBIT ORDER EFT REF NO: HR 4/ 4/3/1/ACTCDEFT/UIF (X2 POSTS)</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	Matric /Grade 12. 0 to 6 months' experience. Knowledge: Public Finance Management (PFMA), Financial Management, Public Service Regulation (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Relevant Financial Systems (Ax-One, BAS,e.t.c), HR System (PERSAL), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Accounting, Communication, Computer Literacy, Time Management, Interpersonal, Report writing, Planning and Organizing, Analytical, Creative, Financial Management.
<u>DUTIES</u>	:	Render the processing of invoices, Prepare and capture all payments that are fully authorized by the relevant signatories, Update and ensure clearing of accounts, accruals & provisions and record expenses in the correct period. Compile all reconciliation on a monthly basis and report/ investigate deviations from the norm. Monitor all expense accounts on a monthly basis and report/ investigate deviations from the norm.
<u>ENQUIRIES</u>	:	Mr V Nefale Tel No: (012) 337 1470
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
<u>FOR ATTENTION</u>	:	Sub- directorate: Human Resources Management, UIF
<u>POST 40/44</u>	:	<u>ADMINISTRATION CLERK: ELECTRONIC OPERATION REF NO: HR 4/ 4/3/1/ADEOPS/UIF</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12. No experience. Knowledge: Batho Pele Principle, Service Charter. Skills: Communication, Listening, Time Management, Computer Literacy, Interpersonal, Analytical, Data Capturing.
<u>DUTIES</u>	:	Receive and assess all the UI electronic claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all declaration electronically and verify authenticity as well as correctness on the relevant

		system. Execute the payment of approved electronic claims as per the set time frames. Attend to electronic enquiries relating to all the processes claims or any other matter relating to the processing of electronic claims. Perform Administrative duties in the section
<u>ENQUIRIES</u>	:	Mr KK Betha Tel No: (012) 337 1547/ 1433
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 40/45</u>	:	<u>MESSANGER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/7/101</u>
<u>SALARY</u>	:	R124 434 per annum
<u>CENTRE</u>	:	Emalahleni Labour Centre: Mpumalanga
<u>REQUIREMENTS</u>	:	Grade 10. No experience. Knowledge: Departmental policies and procedures, Public Service Act, All Legislations relevant to the post Skills: Verbal and Written communication, Interpersonal relationship, Computer literacy, Time Management, Conflict management, Planning and Organizing.
<u>DUTIES</u>	:	Provide messenger service within the Provincial Office (Daily). Handle administration of log sheets, fuel cards and fuel voucher of Subsidized vehicle.
<u>ENQUIRIES</u>	:	Ms GK Malatsi Tel No: 013 6533800
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni 1035 or hand deliver 38 Mandela Avenue or Corner Escombe& Mandela Avenue Emalahleni.

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Cape Town: May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town, marked for the attention: Human Resources Management.
- CLOSING DATE** : 07 November 2022
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 40/46** : **SCIENTIST PRODUCTION: ABALONE REF NO: FIM 33/2022**
Three (3) year SEC.40 NEMA contract
This is a re-advertisement; all applicants are encouraged to re-apply
- SALARY** : R628 014 - R953 715 per annum, (all-inclusive remuneration package, conditions apply)
- CENTRE** : Cape Town (Foretrust Building)
- REQUIREMENTS** : BSc (Hons) in Biological Science in one of the following: zoology, marine biology, marine ecology, marine science, fisheries biology, fisheries ecology, fisheries science, aquaculture, natural (living) resource management, or relevant qualification with a quantitative focus. A minimum of 3 years relevant post-qualification experience in the field of marine science, in particular invertebrate fisheries or the life history or population dynamics of marine invertebrates; Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a professional scientist. Class 4 Commercial Dive Ticket. Knowledge of biology, ecology, life history strategies, population dynamics and quantitative assessment techniques of inshore living marine resources, in particular in relation to invertebrate fisheries; Knowledge of abalone fisheries; Research experience in invertebrate fisheries and/or the biology, ecology, life-history, population dynamics or quantitative assessment of abalone; Computer skills in MS Office software (proven ability to utilize word

processing and spreadsheet programmes); Proven ability to manipulate large data sets within a relational database environment (e.g. MS Access); Proven ability and experience to quantitatively analyse biological and environmental data and interpret results; Experience in conducting statistical analysis on and modelling of fisheries or fisheries related data; Ability and willingness to work at sea on small boats; Ability and willingness to spend extensive periods away from home while on field trips, or while attending courses and scientific symposia and meetings; Valid unendorsed South African driver's license; Formal courses in statistics, applied mathematics and/or experience in statistical methods for biological research.

DUTIES

: The incumbent's responsibility will be to work within the small invertebrates' research team to initiate and conduct research into population biology, ecology and fisheries dynamics of the abalone resource relevant to the line function of the Chief Directorate: Fisheries Research and Development. Provision of scientific advice pertaining to the sustainable harvest and management of abalone. Participate in another small invertebrate research as required. Participate in land-and ship- based research survey, including scientific diving surveys, including working overtime as required (successful candidates that do not possess a valid diving qualification will be trained to attain the certificate immediately after starting the contract). Compile research reports, scientific papers and data reports. Liaise and interact at all levels with individuals involved in harvesting abalone. Supervise and mentor technical support staff. Attend scientific meetings/symposia nationally, regionally and internationally.

ENQUIRIES

: Dr. K Prochazka; Tel No: (021) – 402 3546; email: KProchazka@environment.gov.za or Ms S Mbande Tel No: (081) – 582 8857; email: SMbande@environment.gov.za

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

**CLOSING DATE**
NOTE

: 04 November 2022 before 12h00 noon No late applications will be considered.

: Take Note Of The Disclaimer Mentioned On Each Advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicated above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 only (refer to Circular No 19 of 2022 in this regard). Failure to submit the above documents will result in the application not being considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and/or other methods of verification and proof. The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For applications on salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

<u>POST 40/47</u>	:	<u>DEPUTY DIRECTOR: PROJECT MANAGEMENT OFFICE REF NO: PM/PMO/2022/10-1PRA (X1 POST)</u> Management Support
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	Recognized three-year Bachelor's Degree/National Diploma or equivalent three year qualification (at least 360 credits, NQF 6) in Project Management or related field. Six (6) year's appropriate proven experience in Project Management of which three (3) years was in a managerial role. Exposure and experience gained within ICT project management will receive preference. Exposure to Business Analysis and Business Process Optimization/Management will serve as an advantage. Project Management certification will be an added advantage. Advanced knowledge of PMO and Public Service Legislative Framework. Advanced Knowledge of Business Analysis and Business Process Optimization/Management. Knowledge of Programme Administration and Management. Knowledge of Customer Service Principles. Knowledge of Law and Associated Mechanisms. Knowledge of Relevant Legal Requirements particularly BCEA and GPAA policies and procedures including Public Service Act. High level communication skills. Programme Management skills. Strategic decision making skills. Leadership skills. Team collaboration. Ability to delegate. Initiative. Emotional intelligence. Ethics and Integrity. Ability to see the Big Picture. Demonstrable commitment. Customer Service orientation. Structured approach. Computer literacy. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<u>DUTIES</u>	:	The successful incumbent will facilitate and manage project planning within GPAA, which includes the following but not limited to: Provide advisory capacity to management: Advise management on the appropriate application of relevant project requirements on any existing or new projects. Take full accountability for the project within the PMO space. Leverages detailed knowledge and understanding of projects including industry governance structures affecting GPAA. Demonstrate project management expertise through management of medium to large projects of varying complexity. Set context, assign, monitor work and drive GPAA projects. Develop project scope, define deliverables, obtain consensus and manage stakeholder expectations. Manage change requests and control scope through effective execution of plan. Effectively deploy physical, financial and human resources. Ensure project deliverable creation, review, approval and distribution. Resolve complex issues and conflicts; escalate appropriately as required. Ensure project outcomes are accepted; measure and analyse stakeholder perceptions; facilitate validation of business benefit assessment. Formally close project and release team resources. Manage discipline and absenteeism in accordance with organizational codes and procedures. Manage compliance with agreed Project budgets in consultation with the Senior Manager, ensuring that costs are contained. Compile reports and action project findings: Review project reports and prepare review notes. Record outstanding project issues in a closed out report. Ensure that outstanding project issues are resolved after closed out. Conduct quality assurance reviews across project teams to ensure that all work conducted is up to established project management standards. Formulate compliance reports' recommendations to management in order to raise the awareness of project risks and breakdowns in the internal control environment. Compile accurate, concise reports as requested meeting agreed deadlines. Provide governance oversight of project management ensuring it is within expressed risk tolerances aligned to strategic, business and financial objectives. Track all project activities against the plan, providing regular and

accurate reports to stakeholders, as appropriate and manages stakeholder expectations. Stakeholder management and communication: Central access point to key project documents, presentations, and assessments. Develop and implement plans for use of collaborative team communication solutions. Serves as a central point of contact between GPAA and various internal and external stakeholders. Represent the GPAA within various PMO forums and participate in reviews and presentation to management. Work directly with key stakeholders to analyse requests and constructively provide feedback that meets requirements while leveraging communications core competencies. Understand the technical aspects of corporate stakeholder relations and best practices. Report and identify areas that need guidance in order to resolve moderately simple stakeholder relations issues. Act as the first point of contact, for all stakeholder relations enquiries. Build and maintain key relationships with stakeholders, to ensure establishment of a culture of engagement while creating and adding value. Networking across the different government departments with key stakeholders to stay abreast of latest stakeholder trends. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Facilitate project management life cycle planning and ensure GPAA maintains long-term development focus. Manage all resources of the unit: Manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Facilitate communication through appropriate structures and systems. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the business unit, which minimize potential risk to stakeholders.

- ENQUIRIES** : Nthabiseng Mosimanyana on Tel No: 012 319 1324. Application enquiries: URS Response Handling, Tel No: 012 811 1900
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa25@ursonline.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the role is to facilitate and manage project planning within GPAA. A permanent Project Manager Position is currently available at the Government Pensions Administration Agency: Management Support - Project Management Office based at Head Office Pretoria.
- POST 40/48** : **APPLICATIONS DEVELOPER REF NO: APPDEV/2022/10-1P (X1 POST)**
Information and Communication Technology
The purpose of the role is to create user information solutions by developing, implementing and maintaining ICT application systems, components and interfaces.
- SALARY** : R744 255 - R876 705 per annum (Level 11), (all-inclusive package)
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate recognized National Diploma/ Bachelor's Degree in Information Technology or BSC (Computer Science); B Com (Information Systems) or similar three-year professional qualification (at least 360 credits) with a minimum of five (5) years (ideally six (6) years) proven appropriate experience in Application Services and Software Development. Relevant experience in Management of Application Development Life Cycle will serve as an advantage. Expertise on Java; J2EE, Idea IntelliJ Ultimate and JetBrains essential tools, Oracle Database, DevOps, SDLC and change management software. Expertise on different Java based and Orientated development studios and platforms. Understanding of Mobile solutions development and other mobile application development platforms such as Flutter, Android Studio and etc. Knowledge of Business Applications support services in an outsourced environment including escalations and root-cause analysis and Software Architecture. Knowledge of Business Applications fit on business continuity requirements with a specific focus on security and disaster recovery.

High Level of Communication skills both written and verbal. Teamwork. Collaboration skills. Initiative. Emotional Intelligence. Integrity. Ability to see the big picture. Customer service orientation. Structured approach. Demonstrable commitment. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

DUTIES

: The focus of this role will be Business Application Development. Manage the provision of Application Management services to the organization: Ensure task activities are managed daily with estimates and deadlines. Plan delivery commitment such that deliverables does not unnecessarily move between releases. Ensure no delays accrue due to misunderstanding of requirements. Ensure quality control over output of the team by ensuring policies and procedures are followed. Provide technical assistance, guidance and advise to the team. Ensure the team are regularly informed about management decisions or changes in the work environment. Adhere to Application Development, Support, Maintenance and Adaptation Strategies and Policies. Recommend best practice configurations (Application & Database). Ensure Architectural standards are adhered to. Manage potential Application Management risks. Identify production problems (network, application, database, connectivity, performance problems) with proposed solutions with follow up of execution of approach; Check that all Applications Management Audit Report queries are addressed to eliminate or mitigate the associated risks and raise risks with management early. Implement Application Development, Support, Maintenance and Adaptation of new Applications: Meet or exceed internal and external (customer) expectations based on delivery. Implement development objectives by analysing user requirements; envisioning system features and functionality. Design and develop user interfaces to internet/intranet applications by setting expectations and feature priorities, throughout the development life cycles. Complete application development by coordinating requirements, schedules, and activities. Enhance the quality of applications by improving the design or tuning for performance. Participate in the Code Review process and action the outcomes of the code review. Deliver code timeously to the test environment. Support, troubleshoot and resolve development and production problems across multiple environments and operating platforms. Integrate applications by designing effective integration architecture, studying and establishing connectivity with network systems and information servers. Support users by developing documentation and assistance tools and ensures operation by training internal client personnel, providing support. Plan capacity requirements: Compile monthly reports on performance, costs, functionality and quality of Application Management services for Senior management and GPAA management. Assess IT infrastructure requirements so that Application Management processes and procedures run smoothly and plan execution of work (estimate resourcing needs and duration for new/ existing requirements - project plan with dependencies). Facilitate business partnering: Enhance organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. Provide Application Management support and advice to the Senior Management with regards to the relevant applications resolutions to problems raised by managers and contribute to Client meeting, demonstrating Application Management capability when required. Provide input to the strategic management of the section: Assist to compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in the relevant guidelines and other legislations, to make recommendations where policies and procedures need to be amended. Develop, enhance, and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas

		and track new developments in the industry, to improve effectiveness and efficiency of the Applications Management functions in the GPAA.
<u>ENQUIRIES</u>	:	Masego Tshetlo on Tel No: 010 449 5681
<u>APPLICATIONS</u>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to https://applybe.com/gjiima/search/results/ quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the role is to create user information solutions by developing, implementing and maintaining ICT application systems, components and interfaces. The focus of this role will be Business Application Development. A permanent position of Applications Developer is currently available at the ICT section of the GPAA based in Pretoria.
<u>POST 40/49</u>	:	<u>BUSINESS INTELLIGENCE DEVELOPER REF NO: BIDEV/ICT/2022/10-1P</u> Information and Communication Technology The purpose of the role is to produce financial and market intelligence by querying data sources and generating periodic reports for GPAA.
<u>SALARY</u>	:	R744 255 - R876 705 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognized National Diploma/ Bachelor's Degree in Information Technology or BSC (Computer Science) or Business Intelligence; B Com (Information Systems) or similar professional qualification (at least 360 credits) with at least five (5) years (ideally six (6) years) proven appropriate experience in Application Services or ICT hardware and software or ICT field. Relevant experience in Management of Application Development Life Cycle will serve as an advantage. Knowledge of Project administration and management. Knowledge of Computerised systems. Knowledge of SDLC. Knowledge of Data Warehousing design. Knowledge of OBIEE. Knowledge of ODI. Knowledge of PL/SQL. High level of communication skills. Collaboration skills. Troubleshooting. Initiative. Emotional Intelligence. Integrity. Customer service orientation. Demonstrable commitment. Structured approach. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<u>DUTIES</u>	:	Ensure Business Intelligence Analysis within the unit: Define BI reports at both operational and corporate level. Analyze trends and advise business on appropriate course of action. Conduct or coordinate tests to ensure that Intelligence is consistent with defined needs. Identify potential problems within operational processes to influence improvement efforts. Ensure usability of all reports developed within the GPAA. Analyse processes and identify critical performance measurement points. Translate BI requirements into technical and functional requirements. Write SQL codes and perform Data Modelling. Produce conceptual, logical & physical data models. Perform source to target data mapping. Translate business rules into ODI mappings. Synthesize current Business Intelligence or trend data to support recommendations for action. Liaise with DBAs in planning, designing, developing and enhancing source data. Assist in activities pertaining to reporting and analytics. Participate in planning for future-growth scaling and capacity planning for BI and the Data warehouse. Implement BPM Methodologies and Standards: Participating in the development, maintenance and implementation of guiding methodologies and standards. Support adherence to BPM methods and standards i.e. quality management. Maintain or update business intelligence tools, database, dashboards, systems or methods. Implement BI, MIS & Data Management practices, norms and standards: Develop or provide input on business intelligence best practice in executing tasks. Assist in the development of a world class information management competency within the GPAA. Provide modelling support to the business to enable accurate future planning decisions to be made. Provide Stakeholder Management: Engage with all stakeholders in meetings, JAD sessions and workshops. Engage with stakeholders to address needs and issues. Ensure high level of customer service across all

		interactions and deliverables. Monitor and train internal users on newly implemented business processes or quality frameworks and standards or to heighten awareness of process. Manage stakeholder relationships and expectations.
<u>ENQUIRIES</u>	:	Masego Tshetlo on Tel No: 010 449 5681
<u>APPLICATIONS</u>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to https://applybe.com/gijima/search/results/ quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the role is to produce financial and market intelligence by querying data sources and generating periodic reports for GPAA. Two permanent positions of Business Intelligence Developer are currently available at the ICT section of the GPAA.
<u>POST 40/50</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT INFORMATION AND ANALYTICS</u> <u>REF NO: DD/MIA/2022/10-1P (X1 POST)</u> Strategic Management The purpose of the role is to provide adequate management information and analysis that will inform the evolving strategy of the GPAA.
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria (Head-Office)
<u>REQUIREMENTS</u>	:	A three-year National Diploma/B Degree/B Tech or equivalent three-year qualification in Information Management / Statistics / Economics / Mathematics or related field (at least 360 credits). A minimum of five (5) years' experience (ideally six years) in the Information Management field combined with experience in Analytics, Business Intelligence, Monitoring & Evaluation of which should include at least three (3) years' managerial/supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products. Candidates with Oracle BI experience will serve as an advantage. Knowledge of Management information procedures and systems. Knowledge of MIS Business Intelligence Oracle, SQL. Knowledge on Dashboard and automated reporting. Knowledge of Public Service Regulatory Framework. Knowledge of Statistical analysis. Knowledge of Management of information and analytics terminology, concepts and practices. Knowledge of Pension Fund Legislation. Build GEPP, CIVPEN and Oracle Knowledge. Build economic information on the pension environment. Financial and technical report writing skills. High-level problem-solving techniques. People management and empowerment skills. Presentation skills. Customer relationship management skills. Monitoring and Evaluation techniques. Project Management. Analytical thinking. Attention to detail. Honesty and integrity. Customer focus. Team player. Professionalism. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<u>DUTIES</u>	:	Effective management of Information and Analytic processes and procedures: Provide Business Intelligence support to the Director: Strategic Management and other GPAA managers. Develop and manage the implementation of the management information system (OBIEE) on behalf of the Director: Strategic Management. Render Management Information and Analytics internal and external client statistical services to GPAA business units and GPAA management and stakeholders. Build Oracle and other Dashboards. Automated Oracle BI reports. Data Analytics. Project management support with regards to MIA projects. Provide statistical reports on the various IT platforms. To develop, implement, review and maintain the MIA policy. Manage the quality of the MIA reports, services rendered through spot checks and detailed quality assurance. Weekly and monthly tracking of the progress of MIA business projects / business tasks towards successful completion. Assist in solving business blockages pertaining to business tasks. Provide Business Intelligence Analysis: Define MIA reports at both operational and corporate level. Analyze trends and advise business on appropriate course of action. Translate Business Units statistical requirements into practical solutions. Interpret current GPAA Business Intelligence (BI) with trend data to advise

recommendations for action. Liaise with BI and Business Analysts (BA) in planning, designing, developing, and enhancing GPAA Business Intelligence. Assist in activities pertaining to reporting and analytics. Assist in the reporting on new trends in the pension environment to GPAA management. Manage stakeholder relationships and expectations: Engage with GPAA stakeholders in meetings, sessions and workshops on statistical analysis for the GPAA. Engage with GPAA stakeholders to address statistical and analytical requirements. Ensures high quality customer service across all interactions and deliverables for the MIA Business Unit. Assist in the transfer of knowledge to internal users on newly implemented Business Intelligence. Tracking of incoming and finalisation of requests for MIA reports. Management of the Business Unit: Manage and develop the MIA staff. Manage and supervise the administrative processes and deadlines of the Business Unit. Manage the financial and procurement processes of the Business Unit. Manage the budget of the Business Unit. Compile Operational plan for the Business Unit. To manage performance, monitoring and evaluation of the Business Unit. Allocate work according to the individual workload, expertise and development needs of the staff. Motivate staff through the implementation of a reward system. Facilitate the organisational communications through appropriate structures and systems.

- ENQUIRIES** : Ismael Radebe on Tel No: 012 399 2299. Application Enquiries: Masego Tshetlo on Tel No: 010 449 5681.
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to <https://applybe.com/gijima/search/results/> quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the role is to provide adequate management information and analysis that will inform the evolving strategy of the GPAA. One permanent position for Deputy Director: Management Information and Analytics is currently available at GPAA: Head Office.
- POST 40/51** : **DEPUTY DIRECTOR: QUALITY ASSURANCE AND TRAINING (CONTACT CENTRE MANAGEMENT) REF NO: DD/QA-T/2022/10-1P (X1 POST)**
Client Relationship Management
The purpose of the role is to manage, coordinate and oversee call centre quality assurance and coaching services within GPAA.
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive package)
: Pretoria Head Office Based At Trevenna
: An appropriate three- year National Diploma/B Degree/B Tech (at least 360 credits) with six (6) years' appropriate experience in the Call Centre/Customer enquiry services environment with three (3) years in a managerial role. Candidates with solid Quality Assurance experience within a Contact Centre may receive preference. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Experience and knowledge of any/combination of the following systems may serve as an advantage: CIVPEN, PORTAL, PEKWA, CIC call centre system. Knowledge of Employee Benefits industry. Knowledge of GEFP services and products. Knowledge of GEFP systems and service delivery applications. Knowledge of Client Relation Management. Knowledge of relevant legislation. Knowledge of Customer Service Management. Knowledge of Stakeholder management. Good problem solving skills. Good communication skills both written and verbal. Good organizational skills. Supervisory/management skills. Presentation skills. Reporting skills. Analytical skills. Customer orientated. Ability to communicate at all levels. Ability to build strong network relationships. Ability to work in a team. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Ensure Quality assessment of the Call Centre Agent's calls and provide advice on measures to improve services: Conduct daily quality checks of telephonic transactions recorded on the CISCO

voice logger- specialist. Ensure that weekly and monthly statistical and performance reports are submitted. Evaluate six (6) calls per agent per month (side by side and remote calls) specialist screen calls and determine the trends that impact on call centre operations. Identify areas of improvement and make recommendations. Regular interdepartmental interpretation. Ensure that customer satisfaction surveys are conducted, retrieve and provide systematic call centre reports: Collate and consolidate report on customer satisfaction. Analyse completed survey forms on a weekly and monthly basis. Draw system reports on a daily, weekly and monthly basis. Analyse the reports and investigate the discrepancies. Provide the reports to all the senior managers. Monitor and maintain call centre systems: Continuously review effectiveness of workflow system. Daily inspection on systems to ensure that all servers are running effectively (Data and Voice). Log call to suppliers for faulty systems. Check service level agreement to ensure adherence and keep detailed records. Update information on the system by adding or deleting agent's information. Continuously improve the work processes and play a role in moving the E-commerce. Manage the coaching of all call centre agents: Guide and coach QA Specialist to solve problems on their own. Effective development and follow ups on the assessment of staff within the call centre. Continuously reviewing appropriateness of performance targets. Facilitate coaching sessions as and when required. Ensure that disputes between the agents and supervisors are resolved. Ensure that rules of the Fund are accurately applied and changes to rules and benefits are applied. Develop and implement contact center quality assurance strategy: In conjunction with the senior manager, develop and implement GPAA contact centre quality assurance strategy that meets organizational objectives and aligns with GPAA's overall strategy. Measure the effectiveness of call centre quality assurance on an ongoing basis and make recommendations to review and amend the strategy appropriately. Report back to the senior manager and other key internal stakeholders at regular intervals to ensure that strategy is fit for purpose. Identify deficiencies in policy framework, procedural guidelines and work processes within the contact centre QA business unit. Design, implement and maintain effective quality assurance control systems to ensure compliance to policy and procedures on a continuous basis. Manage all resources in the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise and development needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and effectiveness, minimizing absenteeism and turnover. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

- ENQUIRIES** : Mapule Mahlangu on 012 399 2639. Application enquiries: Mpho Ngubane on 011 884 8010
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to applicationsgpaa@afrikan.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the role is to manage, coordinate and oversee call centre quality assurance and coaching services within GPAA. One permanent role of DD: Quality Assurance and Training is currently available at the Government Pensions Administration Agency: CRM based at Head Office Pretoria (Trevenna).
- POST 40/52** : **ASSISTANT DIRECTOR: PENSIONER MAINTENANCE PAYMENTS & ADMINISTRATIVE SUPPORT REF NO: ASD/PM/2022/10-1P/4RA (X1 POST)**
Employee Operations
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10), (all-inclusive package)
: Pretoria (Head-Office)
: An appropriate and recognized Bachelor 's Degree/ three-year National Diploma/B Tech or equivalent three- year qualification (NQF 6 with at least 360 credits). Coupled with a minimum of five (5) years' experience in an Employee Benefits environment which should include two (2) years supervisory experience; Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word; Knowledge

of the Benefits payable in a Pensioner Maintenance environment will serve as an added advantage; Working knowledge of CIVPEN, Workflow and Pekwa will serve as an advantage. Knowledge of Employee Benefits. Knowledge of applicable legislation within GEPP. Working knowledge and experience in the GEPP Law 1996. Knowledge of GEPP products and services. Knowledge of Public Service Prescripts and Legislation. Knowledge of Civil Pension Software (CIVPEN), Workflow and Pekwa. Knowledge of Ethical and Fraud awareness. Knowledge of Financial Management. Managerial and leadership skills. Planning and organizing. Communication skills – both verbal and written. Decision making and problem-solving skills. Presentation skills. Accuracy, thoroughness and ability to detect errors. Ability to prioritize and meet deadlines. Good working interpersonal skills. Customer service orientation. Persuasiveness and flexibility. Ethical business conduct and adhering to business ethics. Ability to work under pressure. Ability to delegate. Accountability. Ability to establish controls and monitor tasks.

DUTIES

: The purpose of the role is: to ensure the implementation of all Pensioner Maintenance processes and payment of pension benefits within the EB Operations: Pensioner Maintenance. The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Monitor the Administrative Control within the unit: Ensure the timely and accurate processing and authorization of Pension claims including the administration of Death Benefit payments. Assist in the identification of service delivery gaps and challenges within EB Pensioner Maintenance and broader EB environment and implement effective business solutions. Implement and maintain an effective system of internal controls, control environment and delegation of authority. Assist in the compilation and presentation of service delivery performance reports/progress for Senior Management. Develop and Review EB operations processes and systems: Implement the Operational Business Plan for EB Pensioner Maintenance to support and achieve the strategic objectives of EB. Ensure operational compliance with applicable legislation, statutes, policies and rules to ensure that the GEPP and National Treasury is not exposed to any risk or non-compliance. Conduct analysis on policies and make recommendations. Develop a sound knowledge and ability to utilize systems used within the Pensioner Maintenance unit. Improve business relationships with Employers and other stakeholders by eliminating old cases on hand. Compile monthly status report to stakeholders. Assist in compiling presentations and training manuals before going to workshops with the Employers and other stakeholders. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required. Develop performance standards and evaluates team and individuals. Monitor staff regarding human resource aspects such as leave, recruitment and grievances. Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan.

ENQUIRIES APPLICATIONS

: Felicia Mahlaba on Tel No: 012 319 1455
: It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the post is to ensure the implementation of all Pensioner Maintenance processes and payment of pension benefits within the EB Operations: Pensioner Maintenance. A permanent position of Assistant Director: Pensioner Maintenance is currently available at the EB Operations Unit of the GPAA based in Pretoria Head Office.

POST 40/53

: **ASSISTANT DIRECTOR: RESEARCHER: CORPORATE MONITORING AND EVALUATION REF NO: ASD/RESEARCH/CM&E/2022/10-1P (X1 POST)**
Corporate Monitoring and Evaluation
The purpose of the role is: To provide research support to programmes within the Corporate Monitoring and Evaluation units for GPAA.

SALARY CENTRE REQUIREMENTS

: R382 245 per annum (Level 09), (basic salary)
: Head Office Pretoria
: A recognized Bachelor's Degree/National Diploma/B Tech or equivalent three year qualification (minimum NQF 6 with at least 360 credits) coupled with four (4) years' experience in a Monitoring and Evaluation and/or Research environment. Computer literacy that would include a good working knowledge

of Microsoft Office products, especially Microsoft Excel and Word; Knowledge of Monitoring and Evaluation processes. Knowledge of Governmental Guidelines on Monitoring and Evaluation. Knowledge of Statistical Analysis. Knowledge of Strategic Planning. Knowledge of Public Services Regulatory Frameworks. Analytical skills. Financial skills. Problem solving skills. Communication skills (verbal and written) and the ability to communicate at all levels. Customer oriented. Ability to build strong network relationships. Ability to work in a team. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Conduct Evaluation studies: Conduct needs analysis to identify research needs. Work with team members to identify project goals, research methods, variables and other parameters of the research study. Conduct internal and external research studies. Develop and present the concept note or proposal for the research study. Present the concept note or proposal to the clients and internal research team members. Development of data collection tools. Conduct research studies using various methodologies and sources. Report research project progress to Manager or other relevant stakeholders. Conduct data collection, collation, capturing, cleaning, analysis and report production. Conduct data analysis using various statistical methods. Provide support in executing research studies at Regional and Satellite Offices. Communication of Research activities: Assist in Marketing Research function through different medium of communication. Provide research studies feedback to internal and external stakeholders. Assist in the development and updating of the Research reports repository. Produce and publish articles for conducted research studies in the GPAA communication media and other research platforms. Provide support in generating research reports. Assist with other ad hoc activities when required. Document lessons learnt: Collect data for documenting lessons learnt. Assist in compiling lessons learnt reports. Dissemination of lessons learnt reports to internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ismael Radebe on Tel No: 012 399 2299. Application Enquiries: Koena Tibane on Tel No: 011 941 1953.
<u>APPLICATIONS</u>	:	It is mandatory to email your application with the relevant supporting documentation to Recruit4@phakipersonnel.co.za quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the role is to provide research support to programmes within the Corporate Monitoring and Evaluation units for GPAA. One permanent position for Assistant Director: Researcher in the CM&E Business Unit is currently available at the Government Pensions Administration Agency – Head Office
<u>POST 40/54</u>	:	<u>OFFICE MANAGER: CRM REF NO: OS/WC/2022/06–1P/10 – 1PRA) (X1 POST)</u> Client Relationship Management The purpose of the role is: to coordinate the administration of the client services at the Western Cape Regional Office and its Satellite offices.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09), (basic salary) Western Cape Regional Office A B degree/N Dip or equivalent three-year qualification (with minimum 360 credits) with a minimum of four (4) years' relevant experience in the Client Relations management environment and/or combined with Employee Benefits Administration experience. The experience gained should include at least two (2) years supervisory experience. Computer literacy that would include a good working knowledge of Microsoft Office products. A valid driver's license is mandatory, at least two years old. Proficiency in English is a requirement and the ability to speak any of the other official languages spoken in the province where applying. Knowledge of Employee Benefits. Knowledge of Client

Relations Management. Knowledge of GEPF services and products. Geographical knowledge of the region applying for. Knowledge of the Retirement Fund Industry. Knowledge of PFMA. Knowledge of Project Management principles. Good analytical skills. Good customer relations. Problem solving skills. Presentation skills. Ability to communicate at all levels. Excellent leadership skills. Organizing and coordination skills. Ability to build strong networking relationships. Ability to work in a team. Driving skills. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

DUTIES

: Supervise effective operations management within the Provincial Office: Implement and maintain an operational annual performance plan complemented by action plans for service delivery in the Provincial office. Provide inputs and advice on policy development and ensure the effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Implementation of the Batho Pele Principles within the Provincial office in all interactions with internal and external customers. Provide input to the Provincial manager to enable achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implementation of Standard Operating Procedures. Implementation of Risk Management plan and report on risk according to the required format. Generate and submit reports accurately and timeously. Inform the Provincial manager about work progress, problems and corrective measures applied. Track, resolve and escalate delays on the payment process. Supervise provincial service channels (mobile, walk in centre, provincial e-mail enquiries and telephonic enquiries). Support the development and implementation of continuous improvement of customer relations. Ensure customer satisfaction surveys are conducted. Physically ensure inspection and conduct office based auditing of procedures. Ensure compliance to audit findings. Provide administrative support in compliance to SHERQ. Attend to queries and complaints from stakeholders/clients. Implement quality assurance and data quality strategies and actions. Implement and maintain Internal control processes for the Section. Recommend internal procedures and processes which will improve the effectiveness of the section and ensure adherence. Research latest trends and developments relating to the section, recommending plans to improve service delivery to the manager. Provide information for management forums within GPAA, submit accurate details to enable sound decision making. Ensure successful implementation of the system and process enhancement, updates and amendments within the office. Maintain relationships with all relevant Stakeholders/Client to support service delivery in the Province. Maintain partnerships with various internal and external stakeholders/clients in order to enhance service delivery in line with GPAA strategic objectives. Ensure that various stakeholders/clients enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder/clients' enquiries and complaints. Coordinate administrative support at outreach initiatives. Management and development of Staff: Manage the performance of the unit which involves coaching, mentoring and take corrective action (including disciplinary action) where required. Develop performance standard and evaluates team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances. (Keeping records). Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.

ENQUIRIES

: For more information you may contact: Mapule Mahlangu on Tel No: 012 319 2639.

<u>APPLICATIONS</u>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the role is: to coordinate the administration of the client services at the Western Cape Regional Office and its Satellite offices. One permanent position of Office Manager is currently available at the Government Pensions Administration Agency: Client Services Section – Western Cape Regional Office.
<u>POST 40/55</u>	:	<u>FIELD SUPPORT ENGINEER: DESK SUPPORT REF NO: FSE/ICT/2022/10-3C (X3 POSTS)</u> Information Communication Technology (ICT) (12 months contract) The purpose of the role is: To provide first line resolution desktop support through remote access to GPAA employees.
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R321 543 per annum (Level 08), basic salary plus 37% in lieu of benefits Pretoria Head Office An appropriate and recognized three-year qualification (degree/national diploma) in Information Technology (with at least 360 credits) with three years appropriate experience in a service desk environment/desktop support environment. Experience should ideally include adequate exposure to: Technology in general, Active Directory, Desktop support, Servers operations, Information security. ICT Service management: MCSE and/or other appropriate advanced technical diplomas will be an added advantage. Computer literacy that would include a high level of proficiency in Microsoft products. Knowledge of TCP/IP LAN, VPN, WAN and Wireless networking environments in a Linux and Microsoft environment including Firewall, intrusion detection, SSL/H and NAS/SAN. Knowledge of mainframe, Citrix, HP Superdome and Wintel data Centre environments and related software/tools such as MOM, WSUS, Active Directory, Windows XP, Unix, Linux, Oracle and VMS. Knowledge of technical requirements for modern flexible working office environments and skills to operate as an employee internally. Knowledge of Business Applications support services in an outsourced environment including escalations and root-cause analysis. Knowledge of Business Applications fit on business continuity requirements with a specific focus on knowledge management. Knowledge of GPAA services and products will be an advantage. Communication skills. Project management. Collaboration. Problem solving. Interpersonal relations. Initiative. Emotional intelligence. Integrity. Ability to see the big picture. Demonstrable commitment. Customer service orientation. Structured approach. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Desktop Support: Install, configure and troubleshoot OS mainly Windows and various versions. Active Directory. Perform installation, maintenance and upgrading of computer hardware and software. Install update patches of anti-virus software signatures and OS. Customize desktop hardware to meet user specifications and GPAA's standards; Work with vendor support contacts to resolve technical issues within the desktop environment. Provide end user support for computer hardware and software installation, maintenance and upgrade. Provide user's with access to shared resources. Install new ICT equipment. Installation and management of printers (network, desk printers). Asset management: Ensures that ICT assets within the GPAA are collected, recorded and returned to the ICT Stores. Relocation of (ICT Equipment) as per user requests. Participation in projects within the desktop support team. Regional Office Visit Support. Participation in the establishment of new GPAA offices around South Africa (Technical Support). First line Support: Provide First Line Support to GPAA users.

		Troubleshoot and resolve incidents through remote desktop. On-site client care. Implement, maintain and remove End User Devices (EUD). Ensure incidents/requests/problems are logged and resolved within SLA's. ICT Workshop maintenance. Provide 1 st EUD repair Load and Configure of OS (Operating System) and required applications. Customer Satisfaction: Ensure client satisfaction and keeping customers informed on the service requested. Establish business relationship with clients and ensure customer centricity is practiced.
<u>ENQUIRIES</u>	:	Mbongiseni Nkosi on Tel No: 012 399 2202. Application enquiries: Masego Tshetlo on Masego.Tshetlo@gijima.com or Tel No: 010 449 5681
<u>APPLICATIONS</u>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to https://applybe.com/gijima/search/results/ quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the roles are: To provide first line resolution desktop support through remote access to GPAA employees. Three contract positions for Field Support Engineers are currently available at the Government Pensions Administration Agency: ICT Unit and will be based at the Pretoria Head Office, on a 12 months' contract.
<u>POST 40/56</u>	:	<u>ICT SERVICE ASSETS AND CONFIGURATION STOREKEEPER REF NO: SACS/ICT/2022/10 – 1C (X 1 POST)</u> Information Communication Technology (ICT) (12 months contract) The purpose of the role is: maintain and manage the ICT storeroom and remove old ICT equipment from GPAA offices.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07), basic salary plus 37% in lieu of benefits Pretoria Head Office A three-year National Diploma or Degree in Logistics/Purchasing/ICT related (at least 360 credits) coupled with two (2) years working experience in Asset management and stores/Provisioning Administration. Computer literacy in Microsoft Office packages. Knowledge Management. Knowledge of ITIL (will be an advantage). Knowledge of GPAA services and products (will be an added advantage). Knowledge of report writing. Analytical skills. Interpersonal skills. Motivational skills. Negotiation skills. Problem solving skills. Accuracy and detail orientated. Deadline driven. Ability to communicate at all levels. Team player and ability to work independently. Customer service management. Proactive and self-starter. Ability to handle pressure. Maintain personal and professional development. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Receiving and Safekeeping of goods in the GPAA: Receive, store, pack and unpack goods from stores. Facilitate carrying and or moving goods. Delivering and conveying parcels or goods to be shipped to the GPAA Regional Offices. Collect ICT equipment from the GPAA stores and confirm that the goods match the delivery notes. Delivery of ICT equipment that needs to be shipped to Regional Offices to the GPAA Dispatch and obtain all relevant signatures. Mark packaging clearly with receiving contact details and arrange to barcode all ICT equipment when new equipment is received. Manage old ICT Equipment in line with assets management legislatives: Collect old ICT equipment from the GPAA Head Office users. Ensure that ICT equipment meets an acceptable standard. Removal of obsolete Desktops, Laptops and Hard Drives from all ICT equipment received from the business units in the Head Office and Regional Offices, for disposal purposes and clean all ICT equipment before issuing to GPAA users. Manage the ICT Stores in the GPAA: Keeping the ICT storeroom clean and clear of empty containers. Maintaining tidy and accurately marked racks and shelves as per product range. Conduct stores inventory counts. Maintain the disposal inventory.

		Compile Reports: Send weekly updated stock reports. Assist the GPAA Auditors to search for ICT equipment not accounted for and update audit spreadsheets.
<u>ENQUIRIES</u>	:	Contact person: Mbongiseni Nkosi on Tel No: 012 399 2202. Application enquiries: Masego Tshetlo on Masego.Tshetlo@gijima.com or Tel No: 010 449 5681
<u>APPLICATIONS</u>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to https://applybe.com/gijima/search/results/ quoting the reference number in the subject heading of the email
<u>NOTE</u>	:	The purpose of the role is: To maintain and manage the ICT storeroom and remove old ICT equipment from GPAA offices. One contract position for Storekeeper: ICT Service Assets and Configuration is currently available at the Government Pensions Administration Agency: ICT Division and will be based at the Pretoria Head Office, on a 12 months' contract.
<u>POST 40/57</u>	:	<p><u>CALL COORDINATORS REF NO: CC/ICT/2022/10-2C (X2 POSTS)</u></p> <p>Information Communication Technology (12 months)</p> <p>The purpose of the role is: To provide effective implementation and management of the incident Management and Problem Management processes.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R261 372 per annum (Level 07), basic salary plus 37% in lieu of benefits</p> <p>Pretoria Head Office</p> <p>An appropriate and recognized three-year qualification (degree/national diploma) in Information Technology (with at least 360 credits) with two years appropriate experience in an ICT industry. ITIL v3 foundation. Computer literacy in Microsoft Office packages. Knowledge of TCP/IP LAN, VPN, WAN and Wireless networking environments in a Linux and Microsoft environment including Firewall, intrusion detection, SSL/H and NAS/SAN. Knowledge of mainframe, Citrix, HP Superdome and Wintel data centre environments and related software/tools such as MOM, WSUS, Active Directory, Windows XP, Unix, Linux, Oracle and VMS. Knowledge of technical requirements for modern flexible working office environments and skills to operate as a consultant internally. Knowledge of Business Applications support services in an outsourced environment including escalations and root-cause analysis. Knowledge of Business Applications fit on business continuity requirements with a specific focus on knowledge management. High Level communication skills. Project management skills. Strategic decision making. Collaboration. Leadership. Delegation. Initiative. Emotional intelligence. Integrity. Ability to see the big picture. Demonstrable commitment. Customer service orientation. Structured approach. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.</p>
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: First Line Support: Provide First Line Support to GPAA users. Provide a point of communication with the users and a point of coordination for several IT groups and processes. Provide after service client care by confirming call resolution with clients before closing the call. Incident Management: Coordinate activities between multiple support groups to ensure adherence to extant service level agreements where other groups are needed to resolve a single service desk incident. Ensure efficient flow of tickets through service desk. Track incidents. Driving the efficiency and effectiveness of the incident management process. Driving, developing, managing and maintaining the major incident process and associated procedures. Producing management information, including KPIs and reports. Implement and maintain internal control processes for the section: Recommend internal procedures and processes which will improve effectiveness and efficiency of the section and ensure adherence. Research

	latest trends and developments relating to the section, recommending plans to improve service delivery to the Manager. Provide information for management forums within GPAA, contributing accurate details to enable sound decision making. Problem Management: Ensure efficient flow of problem tickets through Problem Management process. Enforce process and standards, and work to improve process. Accountable for the entire problem management process. Administration of GPAA IT SM Tool: Overall administration of the GPAA ITSM Tool. Reporting to new ICT related legislation and compliance with the Fund's IT Compliance. Customer Satisfaction: Ensure Client Satisfaction and keeping customer informed on the services requested. Establish business relationship with clients and ensure customer centricity is practiced.
<u>ENQUIRIES</u>	: Contact person: Mbongiseni Nkosi on Tel No: 012 399 2202. Application enquiries: Masego Tshetlo on Masego.Tshetlo@gijima.com or 010 449 5681
<u>APPLICATIONS</u>	: It is mandatory to email your application (comprehensive CV and new Z83 signed) to https://applybe.com/gijima/search/results/ quoting the reference number in the subject heading of the email.
<u>NOTE</u>	: The purpose of the roles are: To provide effective implementation and management of the incident Management and Problem Management processes. Two contract positions for Call Coordinators are currently available at the Government Pensions Administration Agency: ICT Division and will be based at the Pretoria Head Office, on a 12 months' contract.
<u>POST 40/58</u>	: <u>SUPPLY CHAIN ADMINISTRATOR: LOGISTICS MANAGEMENT REF NO: SCA/LM/2022/10 – 3C (X3 POSTS)</u> Supply Chain Management (12 Months Contract) The purpose of the role is: To provide administrative assistance and support in the sourcing of goods and services through quotation process for respective business units in GPAA.
<u>SALARY CENTRE REQUIREMENTS</u>	: R211 713 per annum (Level 06), plus 37% in lieu of benefits : Head Office Pretoria : An appropriate N Dip/B Degree or equivalent three-year tertiary qualification (360 credits) in Supply Chain or related field with 18 months relevant experience within Supply Chain Management <u>or</u> Senior Certificate with three years proven experience within Supply Chain Management. Computer literacy (MS Office products). Knowledge of PFMA, National Treasury Regulations, PPPFA, SCM Guidelines for Accounting Officers and related Prescripts; Knowledge of Public Sector Procurement processes, rules and regulations; Financial Administration. Interpersonal skills; effective Organizational skills; Planning and decision-making skills and analytical and problem solving skills. Client orientation and customer focus; Ability to communicate at all levels effectively; Ability to work independently and ability to work under pressure. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.
<u>DUTIES</u>	: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Process requisitions for procurement of goods and services: Receive, check and process requisitions and specifications for sourcing of goods and services as per prescribed legislation; Ensure the utilization of the Central Supplier Database (CSD) in request for a competitive quotation process; facilitate quotation process; Implement and maintain quotation process in accordance with legislation, departmental policies and procedures and National Treasury Instruction Notes; Receiving and opening of RFQ documents; Assist in the facilitation of the Bid Evaluation sessions; Compiling RFQ documents; Ensure communication to suppliers and business units; Ensure that suppliers are rotated; Keep and update the register of RFQ's. Generate purchase orders on the financial system: Check quotations for calculation errors. Generate purchase order on financial system. Obtain

delegated approval. Issue purchase order to service provider/supplier and relevant business unit. Keep proper record of purchase orders issued. Coordinate receipts and evaluation of RFQ's: Ensure receiving and checking of quotations; Keep records of Quotations received; Schedule the evaluation session; Communicate the outcome to Business Units and Vendors; Registration of vendors on vendor master; Facilitate approval of quotations and Purchase Order generation. Vendor Management: Upload new vendor applications for approval; Update current vendor details. Provide administrative support to the unit: Perform office administrative activities; Organize office logistical matters; File audit supporting office correspondence, documents and reports; Draft and type standard correspondence and documents; Completion of forms and documents relevant to the office; Order stationery and equipment/appliances for the section.

ENQUIRIES : For more information you may contact: Ismael Radebe on Tel No: 012 399 2299. For application enquiries please contact: Koena Tibane on Tel No: 011 941 1953.

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit3@phakipersonnel.co.za quoting the reference number in the subject heading of the email.

NOTE : The purpose of the role is: To provide administrative assistance and support in the sourcing of goods and services through quotation process for respective business units in GPAA. Three contract positions for Supply Chain Administrator are currently available in the Supply Chain Unit: Logistics Management at the Government Pensions Administration Agency – Head Office on a 12-months contract.

POST 40/59 : **FINANCE ADMINISTRATORS: TRACING – KWAZULU NATAL (X3 POSTS)**
Finance Unclaimed Benefits
(12 Months Contracts)
The purpose of the role is: To provide administrative assistance in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA.

SALARY : R211 713 per annum (Level 06), plus 37% in lieu of benefits
Ref No: FA/Tracing/ULUNDI/2022-10-1C to be used for Ulundi applications
Ref No: FA/Tracing/DURBAN/2022-10-1C to be used for Durban applications
Ref No: FA/Tracing/New Castle/2022-10-1C to be used for New Castle applications

CENTRE REQUIREMENTS : Ulundi, Durban and New Castle (KZN Province)
: An appropriate three-year tertiary qualification/degree/national diploma/B Tech (at least 360 credits) (Finance related) with 18 months proven experience in accounting/financial management of which at least six (6) months should be in Tracing OR A Senior Certificate/Grade 12 coupled with three years appropriate proven experience in accounting/financial management field of which 6 months should be in Tracing. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Geographical knowledge of the area applying for is essential. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province (applying for) will be essential (Zulu). The applications of individuals currently residing in the geographical area (town/city) of KZN Province applying for, may receive preference (note that proof of residence may be requested when shortlisted). A Valid driver's license will be an added advantage. Knowledge of PFMA. Knowledge of Public Service Act (PSA). Integrity. Analytical skills. Customer orientation. Ability to prioritize. Time management skills. Effective communication skills (written and verbal). Ability to work in a team. Problem solving skills. Deadline driven. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

unclaimed benefits. Check the system against documentation provided in order to avoid issues with processing. Send death benefit form to client in accordance with benefit to which he/she is entitled. Capture accurate information onto database with respect to beneficiaries eligible for re-issues based on documentation provided. Verify cases: Perform data integrity checks following standard processes. Generate weekly and monthly unclaimed benefit reports, reflecting the status of cases for the attention of the Manager and Supervisor.

ENQUIRIES : Contact person: Mbongiseni Nkosi on Tel No: 012 399 2202. Application enquiries: URS Response Handling Tel No: 012 811 1900

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa42@ursonline.co.za quoting the reference number in the subject heading of the email.

NOTE : The purpose of the roles are: To assist in the tracing of beneficiaries to enable the processing of unclaimed and unpaid benefits for GPAA. Eight contract positions for Finance Administrator: Tracing at Unclaimed Benefits and Tracing are available at the Government Pensions Administration Agency. These positions will be filled on a 12 months contract and will be based at the Pretoria Head Office.

POST 40/61 : **FINANCE ADMINISTRATOR: RE-ISSUES REF NO: FA/RE-ISSUES/HO/2022/10-3C (X3 POSTS)**

Finance Unclaimed Benefits and Re-Issues
(12 Months Contract)

The purpose of the role is: To provide administrative support for the re-issuing of benefits within the Unclaimed Benefits section.

SALARY CENTRE REQUIREMENTS : R211 713 per annum (Level 06), basic salary plus 37% in lieu of benefits
: Pretoria Head Office

: An appropriate three-year tertiary qualification/degree/national diploma (at least 360 credits) (Finance related) with 18 months proven experience in the accounting/financial management field of which at least 6 months should be in Payments/Re-Issues OR A Senior Certificate/Grade 12 coupled with three years appropriate proven experience in the accounting/financial management field of which six (6) months should be in Payments/Re-Issues. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Knowledge of Civil Pension Software (CIPVEN), Workflow and Portal. Knowledge of Compliance with fund/scheme rules and Accounting procedures. Knowledge of applicable legislation within GEPP will serve as an advantage. Knowledge of GEPP products and services will be an advantage. Knowledge of Public Service Prescripts and Legislation. Ability to establish controls and monitor tasks. Knowledge of Compliance with standard accounting and relevant procedures. Communication skills. Accuracy and thoroughness. Finance skills. Ability to prioritize and meet deadlines. Supervisory skills. Planning and organizing skills. Customer service orientation. Persuasiveness and flexibility. Ethical business conduct. Ability to work under pressure. Ability to detect errors. Adhering to business ethics. Accountability. Teamwork. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Processing of Unclaimed cases: Process cases as allocated by State Accountant in accordance with relevant procedures. Conduct payments on traced unclaimed benefits in accordance with standard procedures. Communicate estimated payout to beneficiary in writing, once approved by State Accountant. Refer cases where complex issues have been identified to the State Accountant. Processing of Re-issues. Amending/Changes of pay point and address. Submissions. Response to queries. Exception cases with incomplete documents. Adhoc project required

by management. Prepare re-issues of benefits transactions: Conduct payments on traced unclaimed benefits in accordance with relevant processes. Implement payment changes for re-issue of benefits in accordance with standard procedures. Maintain accurate financial records of re-issues. Verify payment and disbursement numbers on the system against documentation, ensuring accuracy. Ensure that banking details on the pension benefits re-issues are correctly captured on a daily basis prior to the payment run. Ensure that banking details changes on the monthly instructions are correctly captured on a daily basis prior to the monthly run. Draft submissions to Legal Section for payment older than seven years. Draft memorandums to Forensic Section to validate SAPS cases submitted by member and beneficiaries before payment. Draft memorandums to Forensic Section related to fraudulent applications. Assist clients with queries telephonically and/or by email. Liaison with all relevant stakeholders. Ensure that all applications submitted for processing of re-issues and pay point meet the requirements. Assisting management with audit enquires and resolve findings if any. Ensure that work given is accurately submitted in time. Validate all applications received against the information on Pekwa system. Validate all South African identity documents and passport with DOHA system. Validate letter of Authorities with the Master Portal. Submit all cases above R1 million for safety web verification before payment. Escalate all complex enquiries to the State Accountant to resolve. Assist with the testing of the Remas request. Submit daily statistics to the State Accountant. Implement specified controls to ensure safekeeping of batches of re-issue transactions. Clear re-issue suspense accounts in accordance with defined procedures.

ENQUIRIES : Contact person: Mbongiseni Nkosi on 012 399 2202. Application enquiries: URS Response Handling Tel No: 012 811 1900

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa43@ursonline.co.za quoting the reference number in the subject heading of the email.

NOTE : The purpose of the roles are: To provide administrative support for the re-issuing of benefits within the Unclaimed Benefits section. Three contract positions for Finance Administrator: Re-Issues are currently available at the Government Pensions Administration Agency Unclaimed Benefits -Re-issues Section and will be based at the Pretoria Head Office, on a 12 months' contract.

POST 40/62 : **CUSTOMER SERVICE AGENT REF NO: CSA/PE/2022-10-3C (X3 POSTS)**
Customer Service Management
(12 Months Contract)
The purpose of the role is: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.

SALARY : R211 713 per annum (Level 06) basic salary, plus 37% in lieu of benefits
CENTRE : Port Elizabeth Satellite Office (Eastern Cape)
REQUIREMENTS : An appropriate three-year tertiary qualification (at least 360 credits) with 18 months proven experience in the processing (administration) of life insurance/employee benefits or client relationship management/client care preferably within Employee Benefits, Life or other Insurance, Medical Aid environments or similar financial institutions Or A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in the processing (administration) of life insurance/employee benefits or client relationship management/client care preferably within Employee Benefits, Life or other Insurance, Medical Aid environments or similar financial institutions. Knowledge of GEPP products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for. The applications of individuals currently residing in the Province or adjacent areas applying for may receive preference (Port Elizabeth). Knowledge of Employee Benefits. Knowledge of Client Relations Management. Geographical knowledge of the Province applying for. Excellent problem-solving skills. Good presentation skills. Above average communications skills, both verbal and written with the ability to communicate with clients. Time management skills. Self-management – being able to work independently. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The

certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face-to-face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide client liaison services within the office: Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide/ request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

ENQUIRIES

: Felicia Mahlaba on Tel No: 012 319 1455. Application enquiries: URS Response Handling Tel No: 012 811 1900

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa41@ursonline.co.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the roles are: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment. Three contract positions for Customer Service Agents are currently available in the Eastern Cape Region of the GPAA and will be based in Port Elizabeth (Satellite office), on a 12 months' contract.

POST 40/63

: **HR ADMINISTRATOR: TRAINING AND DEVELOPMENT REF NO: HRADMIN/HRD/2022/08-1C**

Human Resource Development
(12 Months)

The purpose of the role is to provide administrative support to the Training and Development Component within GPAA.

**SALARY
CENTRE**

: R211 713 per annum (Level 06), basic salary plus 37% in lieu of benefits
: Head Office Based In Pretoria

REQUIREMENTS

: An appropriate recognized Bachelor's Degree/National Diploma or equivalent three year qualification (NQF6 with at least 360 credits) preferably in Human Resources with at least 18 months experience within the Human Resources environment. Preference may be given to candidates with Training and Development exposure Or Grade 12 with at least 3 years' experience within the Human Resources environment. Preference may be given to candidates with Training and Development exposure. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of prescripts relating to the Human Resource Development. Basic understanding of the PFMA. Knowledge of processes of the Human Resource Development Administration. Analytical skills. Excellent organizing skills. Document Management skills. Administrative skills. Problem solving skills. Customer oriented. Good communication skills both verbal and written with the ability to communicate at all levels. Outgoing personality. Ability to prioritize work and urgent matters. Teamwork. Literacy. Numeracy. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short-listed candidates. If you have not been

DUTIES

contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful.

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

ENQUIRIES

: Ms Felicia Mahlaba on Tel No: 012 319 1455 Application Enquiries: Soniwe Mwamuka on Tel No: 011 021 8982.

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 signed) to applications@masteck.co.za quoting the reference number in the subject heading of the email. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer

NOTE

: The purpose of the role is to provide administrative support to the Training and Development Component within GPAA. One contract position of HR Administrator: Training and Development is currently available in the Head Office of GPAA and will be based in Pretoria, on a 12 months' contract.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities.

<u>APPLICATIONS</u>	:	Potential candidates may apply at https://www.gtac.gov.za/careers/ . NB only online applications will be accepted.
<u>CLOSING DATE</u>	:	04 November 2022 at 12pm.
<u>NOTE</u>	:	Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will only be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo the SMS Competency Assessment and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts. The DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements was amended with effective date of 01 April 2020. According to the directive requirement for appointment at SMS level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicant should therefore have a proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is for the candidate's expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/

MANAGEMENT ECHELON

<u>POST 40/64</u>	:	<u>CHIEF DIRECTOR: PROFESSIONAL SERVICES PROCUREMENT REF NO: G21/2022</u> Term: permanent
<u>SALARY</u>	:	R1 269 951 per annum (Level 14), all-inclusive package, PSR 44 will apply for applicants already earning in the salary level.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A bachelor's degree (NQF Level 7) qualification in Supply Chain Management or a Commerce qualification with supply chain specialty. A minimum of 10 – 12 years' experience in the procurement and contract management of services, of which at least 5 years are at Senior Management level. Specialisation in demand management and/or contract management is an advantage. Experience in public service and knowledge of public procurement regulations, is advantageous. Competencies required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Change Leadership: Change leadership is the ability to deliver the message of change in both words and actions and motivate people to change. It energizes and alerts groups to the need for specific changes in the way things are done. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written,

and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Holding People accountable: Acts to ensure others perform in accordance with clear expectations and goals. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others to meet the intended objectives. Problem Solving and Analysis: The ability to understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes, and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). General Management: Knowledge of process of planning, directing, organising and controlling people and resources within a unit or a subunit to achieve organisational goals. Legislative knowledge: Knowledge of the Public Finance Management Act and related Treasury regulations pertaining to procurement and contract management, and DPSA regulations pertaining to contracting of consultants. People Development and Management: Knowledge of mobilising people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting developing and retaining a talented and diverse workforce. Demonstrates concern for individual differences and employee morale and fosters employee development through responsible sharing, learning, and training opportunities. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring, and inspecting costs, work, and contractor performance. Resources Planning: Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Supply Chain Management: The design, planning, execution, control, and monitoring of all activities involved in sourcing and procurement, conversion and logistics management to provide products, services, and information that add value to the organisation. Also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third party service providers, and customers. It integrates supply and demand management within and across the organisation.

DUTIES

: To ensure that GTAC programmes and projects are strategically and timeously capacitated with expert technical advisors through the provision of legally compliant and fair professional services sourcing, acquisition and contract management advice and services. PSP strategy, budget, governance management: Manage the provision of PSP inputs to the GTAC strategy and APP, and the development, implementation, monitoring and reporting on the PSP APP and performance indicators. Manage the preparation, compliance and performance monitoring, record keeping and reporting on the PSP budget and expenditure. Manage the establishment and maintenance of the PSP business and risk management framework and internal controls including

policies and procedures, business processes, guidelines and templates, systems and databases and delegations register. Manage the lodging, communication, compliance monitoring and periodic reviewing and enhancement where required of the PSP management framework and internal controls. Manage the provision of support to GTAC audit committee and internal and external audits of the PSP, including preparation and availability of documentation and information, and the implementation of corrective measures regarding audit findings. Participate in, contribute to and implement decisions of the GTAC governance and management committees. PSP administration, capacity and staff performance management: Manage PSP staff performance and learning including IPP and indicators development, monitoring and reviewing, performance reviewing and reporting and IDP development and implementation. Manage, in collaboration with ICT, the PSP connectivity, applications and databases functionality and performance. Manage the PSP electronic and paper document management system and filing and archiving plan. Manage the planning and utilisation of the PSP office resources and assets, and auxiliary services. PSP client support and services oversight and control: Manage the establishment and maintenance of relationships and conducting of consultations with GTAC programme heads and monitor and ensure the resolution of queries. Oversee, guide and monitor the performance and continuous improvement of PSP services and service delivery including: researching and benchmarking services against best-practices, evaluating services against stakeholder and business needs, researching and reporting latest trends, updating legislative and regulatory frameworks, building network groups for reference and benchmarking, and knowledge exchange and sharing oversee, guide and monitor the development and maintenance of the GTAC service provider costing model including: Conducting market-related professional services cost analyses, conducting GTAC historical cost analyses and future costs forecasting, determining standard rates per professional discipline and per skills level ensuring alignment with DPSA Consulting Rates, oversee, guide and monitor the development and continual improvement of techniques, tools, methodologies and approaches for the delivery of PSP services. GTAC professional services provider panel registers oversight and control: Oversee, guide and monitor the management of the GTAC panel registers including the: coding and organising of occupations and skills sets, analysis and identification of scarce / priority skills, verification, registration and loading of approved service providers, performance, security and integrity of the panel register databases, maintenance and updating of service provider information and compliance status as required, resolution of system accessibility and utilisation issues, Oversee, guide and monitor the annual panel register audits and reporting on the: use of service providers, EE profile of service providers, sectors needing capacitation, sourcing of scarce and priority skills. GTAC professional services demand management oversight and control: Manage, in collaboration with GTAC programme heads, the determination and development of specifications for: Long-term, multi-project professional service providers, long-term, single-project professional service providers, short-term, single-project professional service providers, oversee, guide and monitor the costing of professional service demands and determination of professional service provider availability as per GTAC standard rates and GTAC panel registers, and the production and submission of reports, oversee, guide and monitor the development, capturing and scheduling of GTAC programmes and projects professional services resourcing agreements into the PSP demand management system, and the development of demand management plans, oversee, guide and monitor the sourcing of professional service providers including: Determining the professional services sourcing approach (open/closed), preparing specifications and requests for quotes (RFQs) / requests for bids (RFBs), distributing requests through the GTAC panel registers or, where agreed, through advertising to the open market, conducting bid briefing sessions as required and/or resolving bid queries, preparation of professional services sourcing report including approach, process and cost. GTAC professional services bid management oversight and control: Oversee and monitor the administration and management of professional service provider proposals including the: Receipt, logging and compliance checking of proposals, packaging and submission of proposals to bid evaluation committee (BEC), packaging and submission of shortlisted proposals to the bid adjudication committee (BAC), oversee and monitor the provision of secretariat and

administration services to GTAC bid committees including: Scheduling of bid meetings, preparation and distribution of bid documentation, minuting and documenting of bid committee decisions, oversee, guide and monitor the implementation of bid committee decisions including: Preparation and distribution of notifications to non-successful bidders, preparation and submission of award letter to successful bidder, packaging and submission of successful bidder proposal, bid committee decision and award letter to GTAC programme head and PSP contract management for issuing of contract, oversee and monitor the consolidation of all bid documentation and preparation of summary reports, and the tracking, administration, filing and maintenance of all bid documents for auditing purposes including: Bid specifications, bid briefings and queries responses, provider proposals and related documentation, bid committee documents including bid evaluation and adjudication decisions and award notes. Professional services provider contracts and payments management oversight and control: Oversee, guide and monitor the allocation of contract numbers and preparation, processing, signing and finalisation of service provider contracts, oversee and monitor the registration and lodging of service provider contracts and inputting of information and baseline data, oversee and monitor the induction of service providers on GTAC contract management processes and practices, oversee, monitor and control the management of service provider payment authorisations including the: Receipt and registration of service provider invoices, time sheets and work product and verification against contract stipulations, resolution of invoice issues and/or service provider queries regarding payments, facilitation of payment approvals from relevant GTAC programme head and forwarding of approved invoices for payment with related work product and/or timesheets, updating and maintenance of contract and payment schedules. Professional services provider contracts performance and risk management: Oversee and monitor the identification and recordal of contract risks and risk mitigation strategies. Oversee and monitor the evaluation of project inception reports and recordal of arising project risks affecting professional services contract management. Oversee and monitor the development and implementation of contract performance definitions and risk management and measurement criteria. Oversee and monitor the tracking, monitoring and evaluation of services rendered and deliverables against contract stipulations. Oversee and monitor the preparation of recommendations and/or evaluation of requests, as required, for extensions and changes to contract scope, time and budget. Oversee and monitor the preparation of addendums to contracts and updating of contract schedules as approved. Oversee and monitor the preparation of reports on contracts performance, age analysis and emerging risks where relevant. Professional services provider contracts adjustments and closure oversight and control: Oversee and monitor the processing, administration, and implementation, as required: Contract adjustments including extensions and changes to scope, time and budget, addendums to contracts and updating of contract schedules as approved. Oversee and monitor the closure of service provider contracts including the: Close-out of the contract on the system, production and submission of contract performance and closure reports, filing and archiving of contract documents. Oversee and monitor the administration and quality-assurance of service provider contracts including the: Inputting of information and baseline data, accuracy and verification checks of data inputs regarding, inter alia: Contract adjustments, contract payments, contract deliverables, counting of contracts and verification against the BMIS, maintenance and security of records. PSP information management and reporting oversight and control: Manage the preparation and supply of PSP information and documents for compliance checking and auditing purposes. Manage the preparation and submission of PSP monthly reports, quarterly overview and progress reports and annual performance reports. Manage the preparation and provision of PSP information for inclusion in the GTAC annual report, GBS, BCS and other donor funding reports, and other strategic documents. Manage the preparation and provision of PSP information and documents for, and implement decisions of, the GTAC committees including EXCO, MANCO, PSAC and the Governance and Risk Management Sub-Committee. Oversee, monitor and guide the knowledge and learnings resulting from the application of PSP methods, practices and approaches including the: Capturing and analysis of lessons learnt, production of reports, submission of information for publishing on the

ENQUIRIES

GTAC website, implementation of lessons learnt into service provider
procurement and contract management practices.
: Kaizer Malakoane Tel No: 066 2507072. Email:
Kaizer.malakoane@gtac.gov.za

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 07 November 2022
- NOTE** : Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

- POST 40/65** : **PERSONAL ASSISTANT III: CFO REF NO: NDOH 104/2022**
- SALARY** : R321 543 per annum, (plus competitive benefits)
- CENTRE** : National Department of Health, Pretoria
- REQUIREMENTS** : National Diploma in Office Administration, Public Administration/Management, Business Administration/Management. Bachelor's Degree will be added advantage. At least five (5) years' experience in rendering a secretarial / administrative support service to senior management. Knowledge on the relevant legislation / policies / prescripts and procedures primarily in the public service. Knowledge and experience in the executing of personal assistant or secretarial duties, general office and provisioning administration as well as Microsoft package (MS package). Good etiquette, organisational and people skills, reliability, planning skills and experience, language and communication (written and verbal), presentation as well as basic knowledge on financial administration skills. Ability to act with tact and discretion, research and analyse documents and situations. Willingness to work long and irregular hours. A valid driver's licence.
- DUTIES** : This office requires a vibrant person with an innovative mind and ability to take challenging decisions appropriate to the position. Duties include the provision of secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Performing advanced document development and/or processing work. Rendering administrative support services. Ensure effective flow of information and documents to and from the office of the manager, safe keeping of all documentation in line with relevant legislation and policies. Provide support to manager regarding scheduling of internal and/or external meetings. Scrutinizing documents to determine actions / information / other documents required for meetings. Supporting the manager with the administration of the manager's budget. Collecting and coordinating all the documents that relate to the manager's budget. Assist manager in determining office funding

requirements for purposes of MTEF submission. Studying the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager.

ENQUIRIES

: Mr PP Mamogale Tel No: 012 395-9373

POST 40/66

: **PERSONAL ASSISTANT III: OFFICE OF THE DDG: HOSPITALS, TERTIARY HEALTH SERVICES AND HUMAN RESOURCE DEVELOPMENT REF NO: NDOH 105/2022**
Branch, DDG: Hospitals, Tertiary Health Services and Human Resource Development

SALARY CENTRE REQUIREMENTS

: R321 543 per annum, (plus competitive benefits)
: Pretoria
: National Diploma in Office Administration, Public Administration/Management, Business Administration/Management. Bachelor's Degree will be added advantage. At least five (5) years' experience in rendering a secretarial / administrative support service to senior management. Knowledge on the relevant legislation / policies / prescripts and procedures primarily in the public service. Knowledge and experience in the executing of personal assistant or secretarial duties, general office and provisioning administration as well as Microsoft package (MS package). Good etiquette, organisational and people skills, reliability, planning skills and experience, language and communication (written and verbal), presentation as well as basic knowledge on financial administration skills. Ability to act with tact and discretion, research and analyse documents and situations. Willingness to work long and irregular hours. A valid driver's licence.

DUTIES

: This office requires a vibrant person with an innovative mind and ability to take challenging decisions appropriate to the position. Duties include the provision of secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Performing advanced document development and/or processing work. Rendering administrative support services. Ensure effective flow of information and documents to and from the office of the manager, safe keeping of all documentation in line with relevant legislation and policies. Provide support to manager regarding scheduling of internal and/or external meetings. Scrutinizing documents to determine actions / information / other documents required for meetings. Supporting the manager with the administration of the manager's budget. Collecting and coordinating all the documents that relate to the manager's budget. Assist manager in determining office funding requirements for purposes of MTEF submission. Studying the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager.

ENQUIRIES

: Dr P Mahlati Tel No: 0123959709

DEPARTMENT OF HOME AFFAIRS



CLOSING DATE
NOTE

- : 04 November 2022
- : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV only, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible). Shortlisted candidates will be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed (applicants will submit only when shortlisted). Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

POST 40/67

- : **CHIEF DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: HRMC 79/22/1**
Branch: Information Services
Chief Directorate: Infrastructure Management

SALARY

- : R1 269 951 - R1 518 396 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE
REQUIREMENTS

- : Head office, Pretoria
- : An undergraduate qualification in Information Technology / Computer Science at NQF level 7 as recognised by SAQA. 5 years' experience at a senior management level. Extensive experience in Information Services Infrastructure. Extensive experience in Programme and Project Management. International technology certifications on various infrastructure platforms. IT Service Management certification (any internationally recognised body). Knowledge of the South African Constitution. Sound knowledge and application of the Government ICT Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the E government policy framework. Sound knowledge of the National Strategic Intelligence Act. Knowledge of the Public Service Regulatory

Framework. Knowledge of the Department's Legislation and Prescripts. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People and management and empowerment. Financial, change and risk management. Program and project management. Communication. Knowledge and information management. Deciding and initiating action. Technical expertise in IS infrastructure. Problem solving and analysis. Capacity planning. Policy development. Research methodology and analysis. Business report writing. Coaching and facilitating. Planning, organizing and time management. Delivering results. Diplomacy. Computer literacy. Willingness to travel and be on call as well as overtime work when required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the operation of the Data Centre through the product development cycle. Oversee the management of performance, availability, response, trends and error rates of all servers and desktops are resolved. Ensure the business continuity and configuration management to ensure sustainability and availability of servers. Ensure the management of operations of servers, power management of all hardware devices. Ensure the management of data centres, software, input and output devices. Oversee the management of the server room security of the data centre such as fire safety have secure access. Ensure availability of systems 24/7 with periodic maintenance of upgrades, electrical installation, shutdowns and renovations. Oversee multiple tasks of high complexity, risk and exposure in accordance with the design of the facility and equipment supporting a Tier 3 Data Centre. Ensure the availability of Data Centre security through the administration of storage, users identification and security procedures (i.e. Password and user ID). Ensure the management of data centre environment is well, maintained and there is power safety. Execute the performances, availability, response, trends and error rates reports of all servers and resolve or escalate issues. Oversee the management of product level systems requirements and architectures to ensure successful deployment. Recommend vendors and services contractors to ensure the best value is being delivered to the department. Oversee the development and review of data centre operation's policies. Oversee the management of WAN and LAN and Infrastructure operations. Oversee the management and availability of IS communication infrastructure network in the department. Oversee the management of identified potential threats and liaise with IS security for resolution / addressing threats. Oversee the overall performance of the WAN and LAN against the agreed service delivery standards and guidelines. Oversee the effective management, maintenance and upgrading of relevant technology infrastructure. Ensure the effective management of data centre operations. Oversee the development implementation of comprehensive business continuity plan for technology infrastructure. Provide strategic advice and recommendations on infrastructure architecture to ensure the reliable performance and delivery of the networks. Ensure that complaint measures are identified and implemented to ensure the operation of the network security. Oversee the operation of high quality transmission on the network across the department. Oversee the development of capacity planning of the technology infrastructure for anticipated business and market growth. Provide strategic vision and direction in IS security aspects of the department. Oversee the implementation of information systems security technology strategy that relates to the overall departmental strategy. Oversee the development and management of communication IS security architecture framework. Oversee the development of IS security strategy and roadmap for the security infrastructure. Lead the information system security architecture and engineering services. Oversee the implementation of technical and non-technical security in line with the variety of IS security requirements. Oversee the management of information security technology strategy and baseline. Oversee IS security development process and security engineering across the security enterprise. Oversee IS security system fundamental element of the technology architecture. Ensure the translation of technical IS security vulnerabilities into business risk terminology. Define information system security mitigating controls and design plans for remediation. Translate technical security vulnerabilities into business risk terminology. Oversee the project teams in research and design phases, to ensure that information security is a fundamental element of the architecture. Participate in the development of the strategy for the Department. Ensure the development of

the infrastructure Unit strategic objectives in order to meet the strategic objectives of the department. Ensure the development and implementation of the business plan and the operational plans of the Unit. Responsible for strategic guidance and expert advice in term of IS infrastructure services within the department. Ensure implementation of the business plan of the Unit. Monitor and report to the DDG on the performance of the Unit against the objectives of the DHA Strategic Plans. Guide the department on the prioritisation of infrastructure initiatives and upgrades. Manage the overall performance of the unit against the agreed services delivery standards. Create and build partnerships with various internal and external (national and international) stakeholders in support of the execution of the function. Ensure alignment with the National Strategic Objectives, policy and standards. Provide leadership and strategic direction within the Unit in identifying policy gaps, determining policy goals and draft policy goals and draft policy documents. Ensure good governance within the Unit in line with The Kings Report and other related legislation. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Unit. Ensure compliance with all audit requirements within the Unit (including contributing to effective information security). Represent the Unit at management and other government forums as and when directed (GITO subcommittees, standing committees). Ensure the development of quality management frameworks, standards and practices. Draft submit reports required or delegated by Ministry, DG, DDG, or other Business Units. Manage the performance of external services providers. Oversee the implementation of IS infrastructure policies, procedures, standards, systems and practices. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy. Ensure effective management of external contractors and suppliers within the Unit. Ensure effective development and management of internal services level agreements in conjunction with Legal Services. Oversee effective management of moveable assets within the Unit. Ensure accurate forecasting, budgeting and allocation of resources in accordance with the Public Finance and Management Act (PFMA) of 1999 and Treasury Regulations. Ensure the implementation of skills development strategy within the Unit. Ensure effective talent management of skill development strategy within the Unit. Ensure effective talent management within the unit (attraction, retention, development). Ensure effective and compliant implementation of performance management within the Unit. Ensure effective management of grievances, discipline and terminations within the Unit. Lead and direct staff in the Unit so that they are able to meet the objective set for them. Drive a culture of customer service and operational excellence within the Unit. Ensure that managers are equipped with the required skills to manage transformation and transition.

- ENQUIRIES** : Mr N Mabaso Tel No: (012) 406 4980
- APPLICATIONS** : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za by the closing date to: isrecruitment@dha.gov.za
- POST 40/68** : **DIRECTOR: SERVICE SUPPORT MANAGEMENT REF NO: HRMC 79/22/2**
Branch: Information Services
Chief Directorate: Information Technology Services Management
- SALARY** : R1 073 187 - R1 264 176 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head office, Pretoria
- REQUIREMENTS** : An undergraduate qualification in Information Technology or relevant qualification at NQF level 7 as recognised by SAQA. 5 years' experience in middle management / specialist field. Extensive experience in IT Service Support (Management of Service Desk and Desktop Support). Extensive experience in managing configuration, change and release. Sound knowledge and application of the Government ICT guidelines and prescripts (E Government policy framework). Sound knowledge of Minimum Information Security Standards (MISS) Minimum Interoperability Standards, Government's

Free and Open Source Policy, The position paper on information security ISO 17799 (Information Security framework), National Strategic Intelligence Act and the Draft Electronic Transactions Bill. Sound knowledge of the Protection of Information Act of 1982 and the promotion of Access to Information Act of 2000. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the Public Service Regulatory Framework. Knowledge of Information Technology Infrastructure Library (ITIL) or other service management models. Knowledge of the Departmental legislations and prescripts. Operational capability and leadership. Service support management. Client operation and customer focus. People management and empowerment. Financial management. Business continuity, program and project management. Change and configuration management. Decision making and accountability. Problem solving and analysis. Business report writing and presentation skills. Influencing and networking. Computer literacy and facilitation skills. A valid driver's license and willingness to travel.

DUTIES

:

The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate the implementation of relevant projects within the business units to ensure that projects are implemented to best practice standards, time, quality and budget. Coordinate and attend to complex customer incidents, associated customer communication, activities and any appropriate escalations. Manage the coordination of incidents logged in line with SLA's and quality standards. Ensure the collaboration with third party suppliers to ensure performance and provision of services and quality to meet or exceed the Departmental service levels. Lead and direct the IT Service Desk Support on incident logging system to provide a more effective and efficient service to customers. Lead and direct the IT Service Desk team to acquire and use cybersecurity skills in support of the work of the Branch. Ensure that the IT Service Desk is fully using appropriate knowledge management tools and practices in order to provide a more effective and efficient service to customers. Manage effective and efficient transfer of customer systems into the Service Desk team from the point of go-live. Lead and direct re-engineering of the help desk, incident and problem management according to best practices and security requirements. Manage the development of and monitoring of procedures for consistency and increased productivity in the IT Service Desk. Manage the coordination and implementation of improved methodologies on first call resolution and management of customer perceptions regarding IT service desk operation. Ensure that appropriate technology tools are used to maximise help desk effectiveness. Manage the coordination and maintenance of the IT service risk register and ensure that all identified risks are coordinated in an appropriate manner. Ensure that user expectations in accordance with relevant IT service desk SLA are met and, where possible, exceeded. Manage the design and implementation of procedures for the distribution and installation of changes to IT systems. Ensure effective communication and monitor expectations for internal and external customers' requirements during the planning and roll out of new release. Lead and direct the management of awareness on the change management processes including the induction of new staff into the IT environment. Ensure constant improvement of change management processes concerning IT changes and releases. Ensure the understanding on the impact that change and release may have on the end-to-end process and mitigate associated risk in conjunction with the project office. Engage with internal and external stakeholders in order to improve change and release management processes. Lead and direct the design of IT change and release management in line with IT best practice. Lead and direct the development of change and release policy, processes, procedures and standards. Ensure that the institutionalising of IT change and release management government structures. Manage change and release systems ensuring that relevant documentation / inventory is stored and easy to retrieve. Ensure that change and release processes and procedures are adopted in the Department. Ensure the establishment of configuration identification, change control, status accounting, and audits. Lead and direct the coordination of the existing Configuration Management Database (CMDB) and ensure the implementation of identified upgrades. Lead and design configuration management planning to identify Configuration Items (CI) and the information to be recorded on the Configuration Management Systems (CMS). Manage the development and implementation of configuration management policies and standards. Manage the coordination and implementation of configuration management tools to track and manage CIs. Ensure that the CI database,

details of every CI change, register new records of all the changes are effectively monitored. Ensure that the documentation necessary to implement and monitor configuration practices and reviews are generated in the system. Lead and direct the implementation of configuration changes and methodologies ensuring that they are properly followed and communicated according to standard operating procedures. Manage the evaluation and approval or disapproval of new changes in configurations. Ensure accountability for configuration process improvement programs in the Department. Lead and direct status meetings to agree on system interfaces related to configuration management. Lead and direct central libraries, tools, common codes and data to ensure safekeeping of the CMS. Develop and implement the operational plan for the directorate. Provide strategic direction within the directorate. Manage the delivery of services against agreed objectives and timeframes. Report on the performance of the Directorate against the business plan of the Chief Directorate. Develop technical expertise and keep abreast of technological advancements. Ensure the implementation of innovation activities. Provide advice and guidance on service delivery matters. Ensure the alignment of service delivery strategy with the overall DHA strategy. Manage the implementation of ITIL and SANS processes to focus on service delivery improvements. Compile statistical plans aligned to business requirements to ensure effective strategy execution. Recommend and implement continuous performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Keep abreast with industry and specifically international public Sector developments. Oversee successful system and process enhancements, updates and amendments in the Unit. Monitor and participate in the implementation of efficiency improvement projects. Develop and implement governance processes, frameworks and procedures within the Unit. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Unit. Ensure compliance with all audit requirements within the Unit. Represent the unit at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Develop and implement written policies, standards, and guidelines related to IS operations. Ensure that departmental policies are adhered to. Confer with Contract and SLA Officers to gather suggestions for improvements and to detect knowledge management challenges. Manage training and development needs of the unit and ensure that these are acted upon. Manage and develop effective talent management processes within the unit (attraction, retention & development). Manage the implementation of complaint performance management within the directorate. Decide on appropriate rewards and promotion on the basis of performance and contribution against agreed targets. Manage grievances, discipline and terminations within the unit. Manage and ensure that employees are equipped with the required skills and resources to perform optimally. Ensure that staff is motivated and committed to the vision and goals of the directorate. Manage service providers to ensure the delivery of services according to the SLAs and contracts.

**ENQUIRIES
APPLICATIONS**

- : Mr N Mabaso Tel No: (012) 406 4980
- : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: isrecruitment@dha.gov.za

POST 40/69

- : **DIRECTOR: INFORMATION SYSTEMS AUDIT REF NO: HRMC 79/22/3**
Office of the Director-General
Chief Directorate: Internal Audit Services

SALARY

- : R1 073 187 - R1 264 176 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

- : Head Office, Pretoria
- : An undergraduate qualification in Commerce / Internal Audit or related field at NQF level 7 as recognised by SAQA. CISA, CISM and CIA or equivalent qualification will be an added advantage. 5 years' experience in middle / senior

management level. Knowledge of the South African Constitution. Knowledge of the Public Service Regulations as well as the Public Finance Management Act (PFMA). Knowledge of International Internal Audit Standards. Understanding of all departmental legislation and prescripts. Knowledge of King IV report and governance principles. Knowledge of the National Treasury Regulations. Knowledge of Professional Standards for the Practice of Internal Auditing. Knowledge of Finance and Accounting systems and practices. Knowledge of change management. SMS handbook. Strategic capability and leadership. Service delivery and innovation. Client orientation and customer focus. People management and empowerment. Financial, change and knowledge management. Honesty and integrity. Programme and project management. Communication and decision making. A valid driver's license, willingness to travel and work extended hours when required.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure effective Internal Audit service operations in the Department. Participate in the development of Internal Audit methodologies to guide execution of audit agreements. Develop a Directorate's risk based Three Year Rolling Plan and Annual Internal Audit Plan to determine the priorities of Internal Audit actions consistent with departmental goals and objectives for approval by the Chief Audit Executive. Ensure completion of the Directorate's Audit Coverage plan as per the approved Annual Internal Audit Plan and in accordance with the Internal Audit methodology. Secure acceptance and approval of the Audit deliverables in line with the project plan. Apply effective project management processes, procedures and standards are adhered to. Manage quality throughout the projects and ensure minimal quality assurance standards are achieved. Facilitate data analytics / CAATs usage into the whole CD Internal Audit Services and provide technical support on analytics tools and audit management software. Provide input and contribution on the conducting of IT risk assessment. Oversight of the effective implementation of System Development and systems enhancement initiatives. Provide status reports on the CAE and progress updates to auditee' senior management. Ensure effective reporting to senior managers and audit committee so that audit matters and compliance can be addressed. Follow-up on recommendations made and status of implementation / non implementation on agreed audit action plans of audits conducted. Provide supervision and coaching to audit teams throughout the engagement cycle. Ensure sourcing, contracting and managing external service providers used to approve change audit initiatives so that they deliver on time, within the budget and quality requirements and the governance protocols of the Department are adhered to. Manage and implement strategic objectives and innovation within the Directorate. Provide leadership and strategic direction within the directorate. Participate in the development of the strategy for the department. Ensure the development of the Directorate business plans in order to meet the strategic objectives of the business unit. Responsible for strategic guidance and advice in terms of the effective and efficient internal control, compliance with regulatory frameworks governing the profession of internal audit. Plan, coordinate and conduct relevant meetings, including team management and stakeholder meetings. Ensure compliance with all communication requirements within the Directorate. Effectively manage the performance of the Directorate against agreed service level agreements, business requirements and targets. Determine resources required for the ensuing financial year to achieve objectives of the business Unit. Development and implementation of policy and procedure, Directive Acts and Regulations. Establish and sustain an environment where behaviour of staff demonstrates commitment, enthusiastic acceptance of responsibilities and high level of motivation and job satisfaction. Provide relevant, quality and user-friendly product and service to our stakeholders. Develop and review communications policies and code of practice for the Directorate. Create and build relationships and partnerships with various internal stakeholders in order to enhance service delivery. Build relationship with external auditors and other assurance providers. Ensure compliance with policies, procedures and prescripts. Determine appropriate resources to achieve objectives. Ensure compliance with all audit requirements, quality and risk management frameworks, standard and procedures. Plan the production of annual reports in line with corporate strategy. Manage physical, human and financial resources. Ensure that the preparations of the budget are in line with strategic plans and department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting on expenditure and ensuring that the

budget spending is maximised in line with strategic objectives. Submit valid certified invoices to Finance. Coordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and ensure a culture of performance management. Identify human resource requirements and ensure that the Unit is adequately staffed. Improve recruitment turn-around times, and the applicable vacancy rate is maintained to ensure improved service delivery. Manage the implementation of Performance Management and Development Framework as well as the Absenteeism Management Framework within the Business Unit. Ensure good governance and compliance within the Directorate. Develop and implement governance progresses, frameworks and procedures within the Unit. Establish the Directorate's risk register and develop the mitigation strategy and monitor the implementation thereof. Implement governance processes, frameworks and procedures. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the Unit. Ensure compliance with all audit requirements within the Unit i.e implement Audit Action Plan and recommendations from Audit reports. Represent the Unit at management and other government forums.

ENQUIRIES
APPLICATIONS

- : Mr H Chiloane Tel No: (012) 406 4281
- : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: Legalrecruitment@dha.gov.za

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION
The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria
- CLOSING DATE** : 11 November 2022. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Employment Information. Applications should be accompanied by a detailed or comprehensive CV only\Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications. The successful candidate will have to complete a Financial Disclosure form annually. We thank all applicants for their interest. DIRCO reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 40/70** : **DEPUTY DIRECTOR: OPERATIONAL, COMPLIANCE & FORENSIC AUDIT**
 Re-advertisement and applicants who applied previously must re-apply
 Chief Directorate: Internal Audit
- SALARY** : R744 255 per annum (Level 11). This all-inclusive 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 in terms of the applicable rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an NQF level 6 in Internal Auditing or Accounting or Forensic Auditing. The qualification must have Auditing or Internal Auditing as one of the Majors, An NQF level 7 in the above-mentioned qualifications will be an added advantage. Registration and/or membership with a relevant professional organization such as, the Institute of Internal Auditors of South Africa (IIASA) or South African Institute of Chartered Accountants or Association of Certified Fraud Examiners is compulsory. A Certified Internal Auditor or a Chartered Accountant or a Certified Fraud Examiner (CFE) certification will be an added advantage. At least three (3) to five (5) years' experience at junior / middle management level in Internal Audit with knowledge of Forensic Auditing within the Auditing environment. Completed external or internal auditing articles will be an added advantage. Competencies: In depth knowledge and understanding of the relevant Public Service regulations and prescripts such as (PSA, PSR, PFMA, etc. Knowledge of Risk Management standards and procedures and Corporate Governance prescripts Knowledge of Forensic audits/investigations, internal auditing and accounting principles and business practices. In-depth understanding of computer application systems; appropriate training and experience in complex computer environments; proficiency in the IT system being audited. Knowledge of standards for the Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors. Sound understanding of risk and enterprise risk management practices. People management, Planning and organizing, Time management, Strategic planning, Policy analysis and Development, Facilitation and presentation skills, Report writing Skills. Ability

		to work as a team and independently, Ability to work under pressure, Political and cultural sensitivity.
<u>DUTIES</u>	:	Review and execute operational, compliance and forensic audits/investigations. Assist in conducting information technology audits (Data analytics). Identify the indicators of fraud and other irregularities. Provide technical support and management to the Chief-Directorate. Perform any ad-hoc duties as requested by management for the Unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Moyakhe Tel No: (012) 351 0767 / Ms W Matlala Tel No: (012) 351 0514
	:	Please e-mail your application to ddocfa22re@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.
<u>POST 40/71</u>	:	<u>ASSISTANT DIRECTOR: VETTING OFFICER (X2 POSTS)</u> Branch: corporate management Directorate: vetting fieldwork & integrity management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum (Level 10) Pretoria
	:	Applicants must be in possession of three-year degree/diploma as recognized by SAQA in Security Management, Social Sciences with two or more of the following subjects: Psychology; Sociology; Social Work and Criminology. Successful completion of a three (3) to four (4) months Vetting Course as offered by SANDF/SSA/SAPS. At least 3 years' experience at junior management level in conducting Top Secret/Secret vetting investigations. A valid driver's license – code B. A Top-Secret clearance (valid at least until 31 March 2023). Competencies: Planning and organising. Computer skills (MS Word, Power-point, Excel); Conflict management. Communication skills; Report writing skills; Administrative skills. Good interpersonal skills; Analytical skills; Interview skills; Presentation skills.
<u>DUTIES</u>	:	Conduct vetting fieldwork investigations Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations Provide effective communication channels and systems between the Department and the SSA and other related agencies Administer files and partake in task teams dealing with matters related to vetting projects / processes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Petzer Tel No: (012) 351 1195 Please e-mail your application to asdvo22@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.
<u>NOTE</u>	:	Candidates will be subjected to a written exercise as well as a physical interview.
<u>POST 40/72</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY</u> Branch: corporate management Directorate: employee health & wellness
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Pretoria
	:	Applicants must be in possession of an appropriate bachelor's degree (NQF Level) or equivalent qualification (NQF Level 6) recognized by SAQA Three (3) years' experience in Occupational Health and Safety issues Competencies: An in-depth knowledge of the Occupational Health and Safety Act (OHSA), Regulations and related prescripts. Planning and organising skills Analytical skills Computer literacy Good communication skills (verbal and written) Client orientation / customer focus Good report writing skills Project Management skills Problem Solving.
<u>DUTIES</u>	:	Manage and oversee the implementation of the OHSA in an office environment. Develop occupational health and safety systems, including policies, procedures, and manuals Ensure that the Department complies with all aspects of the OHSA and advise the Occupational Health and Safety Committee on non-compliance and measures to rectify them Provide guidance and support to SA Missions abroad and monitor compliance Serve as Secretariat of the Departmental Occupational Health and Safety Committee Coordinate training for officials to serve as Safety, Health and Environmental Representatives, First Aid Wardens, Fire and Evacuation Wardens Maintain a database of officials trained in different disciplines of OHS Maintain an incident register and investigate all injuries on duty Compile reports and submissions

ENQUIRIES
APPLICATIONS

- on OHS related matters Serve as liaison between the Department, the Department of Labour and relevant stakeholders Educate DIRCO officials on OHS related matters Ensure procurement of relevant OHS equipment.
- : Mr Jan Matji Tel No: (012) 301-8764
- : Please e-mail your application to asdohs22@dirco.gov.za - Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	07 November 2022
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 40/73</u>	:	<u>ADMINISTRATIVE OFFICER (X7 POSTS)</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court; Durban Ref No: 22/128/KZN (X4 Posts) Magistrate Court; Vrede Ref No: 22/95/FS (X1 Post) Magistrate Court; Ladysmith Ref No: 22/129/KZN (X1 Post) Magistrate Court; Kwamsane (This is a re-advertisement, Candidates who had previously applied are encouraged to re-apply); Ref No: 22/130/KZN; (X1 Post)
<u>REQUIREMENTS</u>	:	3 year Bachelor's Degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Financial Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages; Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Leadership, Organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
<u>ENQUIRIES</u>	:	KZN: Ms V.T. Mlandeliso Tel No: (031) 372 3000 Free State: Ms NM Dywili Tel No: (051) 407 1800
<u>APPLICATIONS</u>	:	KZN: Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address:

	Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
	FS: please direct your applications to: The Provincial Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number.
<u>POST 40/74</u>	: <u>COURT INTERMEDIARY (X2 POSTS)</u>
<u>SALARY</u>	: R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Magistrate Court; Pietermaritzburg Ref No: 22/131/KZN Magistrate Court; Randburg Ref No: 2022/199/GP
<u>REQUIREMENTS</u>	: Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, Social work/ family counselling, child care and youth development, paediatrics, psychiatry, clinical counselling, educational psychologist. Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years' working experience in the applicable field. Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages. Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Language Requirements: KZN: Proficiency in the following languages: English and IsiZulu; Gauteng: Proficiency in the following languages: English, IsiZulu and Isixhosa; Skills and Competencies: Communication and empathic listening skills (with children, persons; with mental disabilities and other traumatized witnesses). Trauma and basic counselling skills; interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
<u>DUTIES</u>	: Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.
<u>ENQUIRIES</u>	: KZN: Ms N.F. Nkosi Tel No: (031) 372 3000 Gauteng: Ms V Shiburi Tel No: (011) 332 9000
<u>APPLICATIONS</u>	: KZN: Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban Gauteng: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number.
<u>POST 40/75</u>	: <u>ASSISTANT STATE ATTORNEY: (LP3-LP4) REF NO: 22/27/KZN</u>
<u>SALARY</u>	: R305 973 – R859 752 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: State Attorney: Durban
<u>REQUIREMENTS</u>	: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; Conveyancing experience will be an added advantage; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills.
<u>DUTIES</u>	: Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Constitutional Courts, Land Claims Court of

		Appeal, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and / or settle all types of agreements on behalf of the various clients; Guide, train and support staff; Render legal opinion and advice; Draft, prepare and register conveyancing documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J N Mdaka Tel No: (031) 372 3000
	:	Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
<u>POST 40/76</u>	:	<u>ADMINISTRATIVE OFFICER: QUALITY ASSURANCE REF NO: 22/132/KZN</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Durban
	:	A Bachelor's degree in Administration or equivalent qualification and at least two years relevant experience; Knowledge of Human Resource, Asset & Facility and Risk Management; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Good interpersonal relations; Able to work independently and accurately under pressure; Organizational and problem solving skills; Customer orientation; Proven Managerial and Leadership skills; Ability to interact with diverse staff and stakeholders at all levels; Ability to interpret and apply policy; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Provide quality assurance services over administrative duties related to all resources i.e. Finance, Human Resources and Procurement; Render efficient and effective support to the Courts; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N.F. Nkosi Tel No: (031) 372 3000
	:	Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.
<u>NOTE</u>	:	1. People with disabilities are encouraged to apply. 2. A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 40/77</u>	:	<u>SENIOR COURT INTERPRETER (X2 POSTS)</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court; Durban Ref No: 22/133/KZN; (This is a re-advertisement, Candidates who had previously applied are encouraged to re-apply) Magistrate Court; Roodepoort Ref No: 2022/204/GP
<u>REQUIREMENTS</u>	:	Grade 12 and National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF 5 and minimum of three years practical experience in court interpreting or Grade 12 and with ten (10) year's practical experience in court interpreting; A valid driver's license will be an added advantage Language requirements: KZN: Tshivenda/ Sepedi/Xitsonga and IsiZulu; Gauteng: English, IsiZulu and Sepedi/Sotho/Setswana; Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in court of Law (Civil and Criminal matters), small claims courts, pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial.; Interpret non-verbal gesture, dramatization and confessions; Collect, monitor interpreting register, calculate and compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	KZN: Ms V.T. Mlandiso Tel No: (031) 372 3000
	:	Gauteng: Ms V Shiburi Tel No: (011) 332 9000
	:	KZN: Quoting the relevant reference number and direct your application to: the Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

		<p>Gauteng: Quoting the relevant reference number, direct your application to: The Regional Office Gauteng; Private Bag X6, Johannesburg, 2000 OR Physical address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg</p>
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 40/78</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 22/225/SA</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Mthatha
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification; 3 years' experience; Relevant experience and knowledge of BAS system; A valid driver's license will be an added advantage. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Conflict management; Strong leadership capabilities; Ability to work under pressure; Report writing; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Provide financial administration support services within the component; Provide personnel administration clerical support services; Provide supply chain clerical/support service within the component; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr E Seerane Tel No: (012) 315 1780
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), at Private Bag X 944, Pretoria 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria, 0001 (please quote the relevant post and reference number). Emailed applications will not be accepted. Internal employees who previously applied are encouraged to re-apply.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 04 November 2022 at 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied and a comprehensive CV only 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. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy

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

OTHER POSTS

<u>POST 40/79</u>	:	<u>SECTOR EXPERT: SOCIAL COHESION, PROTECTION AND GENDER REF NO: 047/2022</u> Chief Directorate: Social Cohesion, Protection and Gender
<u>SALARY</u>	:	R882 042 per annum (Level 12), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate 3-year tertiary qualification (NQF 7) with at least 6 years' experience in Social Cohesion, Gender and Disability of which 3 years should be at ASD level (supervisory level). A valid driver's licence. Competencies / Skills: Strategic ND analytical skills, Monitoring, evaluation and policy analysis competencies as well as good interpersonal skills and sound human relations; capable of producing good quality of work, excellent report writing skills, communication skills, reliable; have initiative and be able to work with minimal supervision; flexible and have the ability to work with the team; planning, execution, and leadership skills with the ability to delegate and empower subordinates; management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated, reliable and able to work under stressful situations and the ability to maintain high levels of confidentiality. Must be willing to travel extensively and work beyond normal working hours.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide technical support to the Senior Sector Expert in planning, monitoring and evaluation of the implementation of the Social Cohesion, Gender and Disability Sector and related activities. This entails: supporting the implementation of the NDP Chapter aimed at Transforming Society and Uniting the Country, monitoring the implementation of the Medium-Term Strategic Framework (MTSF) under Priority 6 (Social Cohesion), supporting the coordinating department and implementing partners for the delivery of Priority 6 (Social Cohesion), the implementation of the National Strategic Plan On Gender Based Violence and Femicide (NSP on GBVF) and the White Paper on the Rights of Persons with Disability. The incumbent will also assist in monitoring the implementation of the Youth Development Agenda; attending to the delivery and implementation forums for priority 6 (Social Cohesion), providing inputs and analysis for Executive reporting and supporting of the delivery of other unit's priorities in relation to Social Cohesion Gender and Disability. Stakeholder engagement and management both internal and external are part of duties to be undertaken by the incumbent as well as conducting physical monitoring visits to projects and produce reports; developing of a knowledge base of best practices in social cohesion and nation building; providing inputs in policy development within the field of social cohesion, nation building and transformation and managing Finance and Human Resource related issues within the Units.
<u>ENQUIRIES</u>	:	Mr M Lehong Tel No: (012) 312-0540
<u>POST 40/80</u>	:	<u>APPLICATION DEVELOPER REF NO: 048/2022</u> Directorate: Business Applications Development & Support
<u>SALARY</u>	:	R321 543 – R378 765 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF 6 qualification in Computer Science/ Information Technology/ Informatics Qualification or equivalent with 4 years' relevant experience within Systems and Database development; Document Management Systems; Web application development. The ideal candidate must have knowledge of MS SQL Server web application development technologies (VB/C#, ASP/ASP.NET, HTML; JavaScript). Must have technical skills and knowledge of coding. Sound knowledge of the Microsoft Office suite and SharePoint is essential. Sound knowledge of document management systems, and document classification methodologies. Demonstrate end-to-end understanding of Systems Development Life Cycle (SDLC) methodology. Must

	be a creative thinker and have Problem solving skills. Must be flexible and reliable.
<u>DUTIES</u>	: The successful candidate will be responsible for maintenance and support of Web based Applications including Share Point portals. This entails performing systems analysis, designing, developing and testing of applications based on user requirements. Provide support to users with regards to systems issues, Training and implement security measures to safeguard information and documents against unauthorized access. Performing database design and backups and restoring, deploying and monitoring web applications. Assist with the acquisition and manipulation of information on databases. Updating content for departmental portals, website and intranet. Participate in ICT research and innovation in order to ensure concurrency of systems.
<u>ENQUIRIES</u>	: Ms M Masilela Tel No: (012) 312-0471
<u>POST 40/81</u>	: <u>STATE ACCOUNTANT: SUBSISTENCE & TRAVEL MANAGEMENT (S&T)</u> <u>REF NO: 049/2022</u> Unit: Salaries Tax and S&T
<u>SALARY</u>	: R261 372 – R307 890 per annum (Level 07), plus benefits
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An appropriate 3-year tertiary qualification (NQF 06) in Financial Management or equivalent with at least 3 years appropriate experience of which 1 year must be at supervisory level. Should have knowledge and experience of PERSAL and BAS with high level of computer literacy. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have the ability to interpret relevant policies such as PFMA, Treasury Regulations and other relevant legislation.
<u>DUTIES</u>	: The successful candidate will be responsible for rendering S & T services to the Department. This entails: Subsistence and Travel Claims: verifying and authorising S&T claims in line with the relevant policies and procedures. Foreign Advance and Claims: Ensure all foreign advances and claims are verified based on adequate supporting documentation. Authorise foreign advances and claims. Implement deductions to clear suspense accounts in line with the PFMA and Treasury Regulations. Authorisation of Sundry payments on BAS: Ensure all payments are authorised accurately on Supplier, amount, invoice number and adequate supporting documentation. Ledger accounts and reporting: Ensure all journals are accurately verified and authorised on Bas within 3 working days and all monthly reports are submitted within 2 days. Supervision and training of subordinates.
<u>ENQUIRIES</u>	: Ms M Masilela Tel No: (012) 312-0471

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

<u>APPLICATIONS</u>	:	Applications quoting reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
<u>CLOSING DATE</u>	:	07 November 2022
<u>NOTE</u>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp . "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae only (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.
OTHER POST		
<u>POST 40/82</u>	:	<u>DEPUTY DIRECTOR: ICT SECURITY, RISK & COMPLIANCE OFFICER</u> <u>REF NO: DPSA 41/2022</u>
<u>SALARY</u>	:	R882 042 per annum (Level 12). Annual progression up to a maximum salary of R1 038 999 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Senior Certificate at NQF Level 4, a B Degree or Advanced Diploma in ICT/Information Technology, or a qualification in Information Security at NQF Level 7 or an equivalent qualification at NQF Level 7 within the field mentioned above. The following certificates will be an added advantage: CISSP/CISM/CASP/SABSA. At least five years' of managerial experience at a Middle Management level in the field of ICT environment in the public service. Technical knowledge/Competencies: IT Security Policy Development and administration Working knowledge and experience with ISO 27001 and other related information security standards and frameworks Solid knowledge of IT threats and vulnerabilities Knowledge of Public Service Regulations IT Governance Information Security Governance and other Information Security prescripts Vulnerability Management Information Security Architecture capabilities Broad IT understanding Understanding of Information Security Technologies Understand Risk Management Information Security related regulations Listening Skills Analytical thinking Forward thinking in driving innovation solutions Passionate about technology security Good report writing skills Problem-solving skills Communication skills.
<u>DUTIES</u>	:	Maintain prescriptive environment on ICT Security for implementation by departments Manage the development and deployment of guidelines and

enabling mechanisms to support policy implementation
Oversee/conduct compliance, and quality assessments
Manage ICT Security, Risk Management & Compliance – obtain ICT Security Compliance Reports, Audits, reporting of/on ICT security evidence submitted
In consultation with stakeholders continuously improve the ICT Security monitoring environment and processes in order to ensure effective application thereof
Determine gaps/weaknesses and review the instruments (policy, standard and implementation guideline and outlines and other advisory mechanisms), auditing and continuous improvement processes in order to improve ICT Security in government
Create multi-layer awareness from HoDs, executive and business management, governance champions, risk managers, internal auditors, AG, SSA
Facilitate on ICT Security related matters (awareness training, meetings, work sessions)
Provide technical expertise on ICT Security and other related policy matters.

ENQUIRIES

:

Ms. S. Ngxeke-Rametsi Tel No: (012) 336 1029

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



CLOSING DATE
NOTE

: 04 November 2022 at 16H00

: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

OTHER POSTS

POST 40/83 : **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A (PROGRAMME MANAGEMENT OFFICE) REF NO: 2022/397**
(24 Months Contract)

SALARY : R1 058 469 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Head Office (Pretoria)

REQUIREMENTS

: A National Higher Diploma in Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP/ BTech (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP/ Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Strong Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Project Management Skills. Principles and Methodologies. Project and Professional Judgment. Computer-aided Engineering and Project applications. Project design and analysis knowledge. Project operational communication. Process Knowledge and Skills. Maintenance Skills and Knowledge. Mobile equipment operating Skills. Legal and Operational Skill. Legal and Operational Compliance. Research and Development. Creating High Performance Culture. Technical Consulting.

DUTIES

: Manage and co-ordinate all the aspects of a project from inception to close-out. Strong understanding of programme and project management methodologies and processes. Extensive knowledge in bulk and internal engineering services, specifically civil and electrical. Ability to develop and implement Standard Operating Procedures. Working with the project stakeholders to successfully implement and complete the project. At all times seek to maximise value to the Department and clients through expertise, knowledge and best practice. Understand and apply project life cycle development of ECSA guidelines. Contract administration with both internal and external stakeholders. Ability to provide community liaison and social facilitation support to projects. Create and execute project work plans and revise as appropriate to meet changing needs and requirements of the project. Compile risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual developments plans, operational requirements and return on investment. Provide effective project accounting and financial management in relation to the various projects. Manage project budget and resources. Report on expenditure, service delivery, job creation and SMME empowerment through constant monitoring and reporting. Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability.

**ENQUIRIES
APPLICATIONS**

: Mr N Kubeka Tel No: 012 406 1504
: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION

: Ms NP Mudau

POST 40/84

: **CHIEF LANDSCAPE ARCHITECT (GRADE A) REF NO: 2022/398**

**SALARY
CENTRE
REQUIREMENTS**

: R912 048 per annum, (OSD salary package)
: Head Office (Pretoria)
: An appropriate degree in Landscape Architecture. Professional registration with the South African Council for the Landscape Architectural Profession (SACLAP) as a Professional Landscape Architect with at least six (6) years relevant professional experience in the landscape architectural field. A valid Code B driver's license. Experience in conducting Real Estate Investment analyses/ feasibility studies will serve as an advantage. Knowledge of the following: Landscape Architectural design and analysis; Good understanding of legislation and operational compliance norms; Construction industry contracts; Landscape Architectural operational communication; and Process skills. Maintenance skills and knowledge. Computer-aided drawing applications. Environmental best practice and its requirements and systems as it relates to landscape architectural designs. Research and development. Technical consulting. Programme and Project Management. Cost estimation

		and financial management. Knowledge of the real estate industry, project formulation, land use planning and urban design will serve as an advantage. Strategic capability and leadership. Problem solving and analysis. Customer focus and responsiveness. Excellent communication (verbal and written) skills. Presentation skills. Executive report writing skills. Computer literacy in MS Office software (Word, Excel, PowerPoint and Project). People management in a team environment. Planning and organizing, leading and controlling. Conflict management. Negotiation skills. Change management. Well-developed financial and budgetary skills.
<u>DUTIES</u>	:	Review and evaluate existing and proposed open space infrastructure. Consultant's designs, drawings and details against best practice norms as applicable to new construction, rehabilitation, refurbishment, upgrades and/ or maintenance contracts as well as ensure compliance with Departmental requirements and legislation. Assess standards of construction, operations, maintenance and records, understand user or client needs/ requirements and translate into options, development layouts or open space solutions which may include development of conceptual designs, using sketching and presentation techniques to conceptualise client needs into built/ landscape form. Provide technical hands-on specialized support and technical reports so as to inform feasibility studies of small, medium and mega projects, in the evaluation of the effectiveness and efficiency of existing and proposed landscape architectural designs and open space/ landscape infrastructure. Determine open space typologies, spatial qualities, space programming and space analysis in relation to client needs. Determine the cost efficiency of projects and develop life cycle models and costs of different landscape typologies and time implications in collaboration with a multidisciplinary team. Provide expert professional advice on the economic life of existing open spaces/ landscapes. Provide specialised advice in ecological design and sustainability whilst integrating latest technology that includes energy/ water efficiency best practices from landscape architectural perspective. Visit potential development land and building sites to assess and develop technical reports. Manage the compilation of feasibility study reports within a multidisciplinary team and according to given time frames which may be of small, medium or mega size and complexity as prescribed by National Treasury guidelines. Develop tender documentation and manage the appointment of consultant's. Scrutinize and approve fee accounts of consultants. Mentoring of Candidates/ Interns through facilitating real time work experience. Provide professional landscape architectural support to regions, the development and expansion of the profession internally within the DPWI and externally within the public sector and academic sphere. Standards generation/ revision as well as policy and guideline/ landscape manual development.
<u>ENQUIRIES</u>	:	Mr T Rachidi Tel No: (012) 406 1885
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 40/85</u>	:	<u>DEPUTY DIRECTOR: IAR SYSTEMS & DATA MANAGEMENT REF NO: 2022/399</u> (24 Months Contract)
<u>SALARY</u>	:	R882 042 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Information Technology and Asset Management. Appropriate experience in the property management, IT environment, or Systems and Data Management. Willingness to travel. Valid unendorsed drivers licence. Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

<u>DUTIES</u>	:	Manage IAR data policies and processes for the efficient management of the branch, liaise with the colleagues for needs analysis in terms of IT infrastructure and systems, liaise with DPW ICT to implement and manage effective IT solutions for the branch. Assist in the development of processes for the alignment and management of IAR data for the DPW family. Standardise data and upload into a common platform for analysis, reporting and a single point of truth and implement IAR policies, frameworks and guidelines. Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes. Manage, coach and monitor performance of subordinates.
<u>ENQUIRIES</u>	:	Mr. S Sokhela Tel No: (012) 406 1143/2043
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 40/86</u>	:	<u>DEPUTY DIRECTOR: IAR SYSTEMS & DATA MANAGEMENT REF NO: 2022/400</u>
<u>SALARY</u>	:	R882 042 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A relevant three year tertiary qualification in Information Technology and Asset Management, Appropriate experience in the property management, IT environment, or Systems and Data Management. Willingness to travel. Valid unendorsed drivers licence. Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.
<u>DUTIES</u>	:	Manage IAR data policies and processes for the efficient management of the branch, liaise with the colleagues for needs analysis in terms of IT infrastructure and systems, liaise with DPW ICT to implement and manage effective IT solutions for the branch. Assist in the development of processes for the alignment and management of IAR data for the DPW family. Standardise data and upload into a common platform for analysis, reporting and a single point of truth and implement IAR policies, frameworks and guidelines. Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes. Manage, coach and monitor performance of subordinates.
<u>ENQUIRIES</u>	:	Mr. S Sokhela Tel No: (012) 406 1143/2043
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 40/87</u>	:	<u>DEPUTY DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2022/401</u>
<u>SALARY</u>	:	R882 042 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 06) in Public Administration/ Estate Management or equivalent qualification in the relevant field. Appropriate management experience as an Assistant Director. Experience in client liaison key account management will be an added advantage. A valid Driver's license. Knowledge of the Works Control System (WCS), SAGE & Basic Accounting System (BAS), Public Finance Management Act (PFMA), Treasury Regulations, financial management and administration, technical knowledge of the built environment, project management, construction regulations, occupational health and safety, financial administration processes and systems, maintenance of databases, procurement processes and systems. Advanced numeracy skills, organizing, interpersonal skills, diplomacy, ability to follow a pro-active and creative problem; solving approach, communication,

advanced computer literacy. Innovative, creative, trustworthy, hardworking, self-motivated, ability to work under pressure, analytical thinking, facilitation, research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES

: Develop, review and maintain user demand management policies and procedures. Undertake research on current best practices in relation to property management; project management; facilities management. Develop, implement and maintain user demand management policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property user demand management policies and procedures to relevant stakeholders. Establish proper user demand governance processes and internal control measures. Coordinate the provision of accommodation to client departments. Manage the verification of accommodation particulars to determine correctness. Manage the assessment and analysis of accommodation requirements. Ensure that procurement instructions or pre-designed information requests are issued to relevant service providers. Liaise with client departments regarding leasing issues, facilities management and maintenance. Liaise and interact with service providers on regular basis. Assist client with request for funding of accommodation needs. Extract reports and on request of the client and submit to confirm alternative accommodation arrangements. Manage the co-ordination and monitoring of the budget and expenditure levels for Client Departments. Oversee the analysis of budget on WCS and PACE. Monitor expenditure levels. Manage the verification of funds which are deposited in client departments' suspense account. Verify if deposited funds are accounted for and allocated to the correct services. Conduct the monthly reconciliation of the suspense account. Prepare cost analyses for the development and leasing of accommodation. Align cash flows, project plans and quality reports per services on a monthly basis. Compile client specific reports of expenditure and distribute reports to client departments. Manage the Sub-directorate. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management. Plan and allocate work.

**ENQUIRIES
APPLICATIONS**

: Ms. T Phiri Tel No: (012) 310-5954
: Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION

: Ms K. Tihapane/ Ms C. Lekganyane

POST 40/88

: **PRODUCTION ENGINEER: CIVIL (GRADE A) REF NO: 2022/402**
(Re-Advertisement: people who previously applied are encouraged to re-apply)

**SALARY
CENTRE
REQUIREMENTS**

: R728 829 per annum, (OSD salary package)
: Head Office (Pretoria)
: At least a BSc or BEng in Civil Engineering. A minimum of 3 years relevant experience in the applicable field of civil engineering post qualification. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in various fields of wet services particularly building wet services. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the NDPWI design development and review processes. A good understanding of the NDPWI manuals applicable to the field of civil engineering. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential.

DUTIES

: Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detail designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Conduct minor traffic studies under supervision of a chief engineer. Assist project managers in resolving technical

disputes arising at different stages of the project. Review and audit final professional civil engineering and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation on selected projects.

ENQUIRIES : Mr M Ramushu Tel No: (012) 406 2109
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
FOR ATTENTION : Ms NP Mudau

POST 40/89 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY OFFICER: MECHANICAL REF NO: 2022/403**

SALARY : R477 090 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Mechanical Engineering. Appropriate relevant experience in Construction or Built environment, Project Management, Facilities Maintenance Management, Safety Management. Valid driver's License. Added advantage: SAMTRAC qualification. Knowledge: Occupational Health and Safety Act and its regulations, National Building Regulations and Building standards Act, BCEA, PFMA, GIAMA, COIDA other relevant SANS, Acts and Regulations. Skills: Computer Literacy, report writing, planning and organizing, Presentation, Conflict management and decision making skills. Prepared to travel and willing to adopt to working schedule in accordance with office requirements.

DUTIES : Ensure and facilitate Occupational Health and Safety compliance at work places: Evaluate the workplaces (State and Leased buildings). Ensure Boilers, Incinerators, Lifts, HVAC systems, Fire Fighting and Fire Protection Equipment, railway lines, Waste Water Treatment Plants and Water purification plants etc. are safe and without risk. Conduct incident investigations and make recommendations. Participate in the Bid Specification Committees and Bid Evaluation Committees. Check and verify tender documents for the inclusion of H&S Specification. Approve and ensure each Contractor's H&S Plan is maintained on construction site. Undertake inspections to ensure compliance to applicable standards. Enforce such measures as may be necessary for interest of health and safety. Facilitate in-house training on OHSA: Ensure execution of fire drills in the Region. Provide support when emergencies arise and prepare incident report. Monitor utilization and training of first aid, firefighting, health and safety representatives. Facilitate Compliance with legal requirements in the Region: Promote awareness on OHS related issues. Participate and coordinate H&S committee meetings. Consolidate and submit monthly and quarterly inspection reports with findings and recommendations.

ENQUIRIES : Mr N Malitsha Tel No: (015) 291 6447
APPLICATIONS : Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr. NJ Khotsa

POST 40/90 : **ASSISTANT DIRECTOR: LABOUR RELATIONS: COLLECTIVE BARGAINING REF NO: 2022/404**

SALARY : R382 245 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Human Resources Management/ Labour Relations or in the related field. Appropriate working experience in Labour Relations or in the relevant field. Knowledge: Knowledge of standards, practices, processes and procedures related to labour relations, Collective bargaining structures and processes, Structure and functioning of the Department, Employment Equity Plan of the Department, Diversity management, Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act, PSCBC Resolutions, GPSSBC Resolutions, CCMA Rules, GPSSBC Rules. Skills: Basic numeracy, Interpersonal skills, General administration and organisational skills, Interpretation of policies, Ability to

DUTIES

undertake basic research/gather information, Computer literacy, Analytical thinking, Problem solving skills, Motivational skills, Conflict management, Presentation skills, Negotiation skills, Communication and report writing abilities, Cross examination skills. Personal Attributes: Innovative, Creative, Resourceful, Objectivity, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently. Drivers' license.

: Coordinate grievances and misconduct processes: Assess and recommend whether the grievance or conduct warrants a formal investigations, act as presiding officer and initiator during disciplinary enquiries, attend to grievance cases and ensure that they are dealt with within stated timeframes, monitor implementation and adherence to prescripts governing grievances and misconduct processes, provide effective advice towards the resolution of grievance cases., ensure prompt referral of grievances to the management and PSC when necessary, coordinate and facilitate appointment of external service providers in complex misconduct cases, accompany and assist appointed external Legal representative in disciplinary matters, monitor and ensure implementation of outcomes on grievance and disciplinary cases. Facilitate the resolution of Labour Disputes and litigation cases: Represent the Department in conciliation and arbitration processes. prepare submissions to request mandates and to settle disputes in conciliation and arbitration, present and prepare witnesses for arbitration cases, advise and assist management and staff on dispute resolution procedures and multi-lateral forums, coordinate litigation cases referred to the higher courts e.g. Labour Court, provide relevant documents/files for the cases to Litigation unit, liaise with the Labour Court as and when required. Facilitate collective bargaining processes e.g DBC and other activities: Prepare for DBC meeting, compile DBC minutes and collective agreements, ensure adherence to GPSSBC rules and constitution, ensure communication of policies, guidelines and collective agreement to all stakeholders, promote and enforce cordial relationship with shop stewards, attend to any industrial unrest that occurs. Supervise employees to ensure an effective service and undertake all administrative functions: General supervision of employees, allocate duties and perform quality control on the work delivered by supervisees, advice and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of supervisees, ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, effective and efficient administration and coordination of accurate records/database of labour relation cases.

ENQUIRIES APPLICATIONS

: Mr. R Zitha Tel No: 012 406 1587
: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION

: Ms NP Mudau

POST 40/91

: **SENIOR ADMINISTRATIVE OFFICER: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2022/405**

SALARY CENTRE REQUIREMENTS

: R321 543 per annum
: Pretoria Regional Office
: A three year tertiary qualification (NQF Level 6) in Public Management or Administration, Supply Chain Management or Logistics with appropriate experience in Provisioning. A thorough knowledge of Treasury Regulations, SCM and the procurement delegations and procedures, Public Finance Management Act (PFMA), Financial and budget administration processes and systems, BAS, Logis and General office administrative. Skills required: Communication skills, Report writing, planning and organizing, analytical thinking and client liaison. Ability to work under pressure and ability to communicate at all levels.

DUTIES

: Implementation of sound procurement systems in Compliance with Government Legislations, Guidelines and Policies. Maintenance of an approved database for suppliers for all goods and services. Ensure pro-active tracking of requisitions, orders and invoices to ensure effective service to the Region as well as suppliers. Ensure procurement and provision of goods and services to the Region. Ensure timeous processing of payments to service providers. Verification of payments. Warehouses/stores management. Manage

		switchboard. Act as a Logis systems controller. Monitor transversal controls approved by Treasury.
<u>ENQUIRIES</u>	:	Mr. M. Raphesu Tel No: (012) 310 5161
<u>APPLICATIONS</u>	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms K. Tihapane/ Ms C. Lekganyane
<u>POST 40/92</u>	:	<u>SWITCHBOARD OPERATOR REF NO: 2022/406</u>
<u>SALARY</u>	:	R147 459 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 or equivalent qualification with relevant experience as Telecom Operator. Computer literacy, good verbal and written communication skills. Ability to work under pressure.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: Answering and transferring calls to rightful recipients, Reporting faulty communication, updating of internal telephone list, Provide pin codes to users, Monitoring codes barring as well as call loggings, Administering and distributing telephone accounts, arranging activation of new lines, and keeping all records of telephone accounts as well as extensions.
<u>ENQUIRIES</u>	:	Ms C Shikwambana Tel No: (012) 492 3039
<u>APPLICATIONS</u>	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms K. Tihapane/ Ms C. Lekganyane

DEPARTMENT OF SCIENCE AND INNOVATION

The Department of Science and Innovation is an affirmative action employer, and coloured people, white women and people with disabilities are encouraged to apply for these posts.

<u>CLOSING DATE</u>	:	04 November 2022
<u>NOTE</u>	:	Applications quoting the relevant reference number must be accompanied by a fully completed and signed new Z83 form and up-to-date curriculum vitae only (including three contactable referees). Each application for employment form must be fully completed, duly signed, dated and initialed by the applicant, failure to do so will result in your application not being considered. Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. No copies/attachments/proof on application, only Z83 and CV. Human Resources will request certified documents from shortlisted candidates on or before the day of the interview. A new application for employment form (Z83) became effective as of 1 January 2021. Individuals applying for a post must submit the new application form, which can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted on the old forms will not be considered. Applications must be emailed to the email address specified for the particular post. Applications received on the wrong email address will be disqualified. Applications must be submitted as one combined document. Shortlisted candidates will be subjected to personal suitability checks (criminal record check, citizenship verification, previous employment verification and verification of qualifications and creditworthiness). It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment. All candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise to test relevant technical elements of the job, the logistics for which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to undergo a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) directive on the implementation of competency-based assessments and using the mandated DPSA SMS competency-assessment tools. All SMS candidates must have completed a senior management leadership programme with either the National School of Government (NSG) or a higher education institution accredited by the NSG (see https://www.thensg.gov.za/training-course/sms-pre-entry-programme/) and must submit proof of this with their applications. For more information on the course please visit the NSG website: https://www.thensg.gov.za .

MANAGEMENT ECHELON

<u>POST 40/93</u>	:	<u>DEPUTY DIRECTOR - GENERAL: TECHNOLOGY INNOVATION REF NO: 22/10/01</u>
<u>SALARY</u>	:	R1 544 415 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 8 qualification in natural science/engineering. A postgraduate degree at master's level would be an advantage. 8 years' experience in senior management in innovation, research and development. Good knowledge of the national system of innovation, Public Finance Management Act and Treasury Regulations. Understanding of departmental policies and strategies, government priorities and policy formulation, and the Public Service Act and Regulations. Understanding of the international cooperation environment. Knowledge of the Technology Innovation Act, the South African Space Agency Act and the Intellectual Property Rights from Publicly Financed Researched and Development Act (IPR Act).
<u>DUTIES</u>	:	Provide guidance and steer the South African space science and technology programme. Provide leadership in innovation planning and the commercialisation of intellectual property arising from publicly funded research and development. Provide leadership in the enhancement of SA's readiness for the 4th industrial revolution and helping to move SA towards a knowledge-

		based bioeconomy, including the mainstreaming of indigenous knowledge systems. Provide leadership in the planning, development and implementation of low carbon energy solutions for the country. Ensure that proper policies and instruments are in place for proper functioning of the National Intellectual Property Management Office and the implementation of the IPR Act. Strategic management, including people management and empowerment and financial management of the allocated budget.
<u>ENQUIRIES</u>	:	Ms Duduzile Magampa Tel No: 012 843 6704
<u>APPLICATIONS</u>	:	Applications must be emailed ddgti@dst.gov.za
<u>NOTE</u>	:	First preference will be given to women.
<u>POST 40/94</u>	:	<u>CHIEF DIRECTOR: SCIENCE MISSIONS REF NO: 22/10/02</u> Re-advertisement. People who previously applied do not need to reapply but may submit amended applications.
<u>SALARY</u>	:	R1 269 951 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in natural science, physical science and/or social sciences. A postgraduate degree will be an added advantage. A minimum of five years' experience in a research, research management or related environment at senior management level. Good knowledge and understanding of the national system of innovation. Understanding of corporate governance systems. Experience in policy formulation, analysis and implementation. Understanding of the Public Finance Management Act and the Public Service Act. Knowledge and management of relevant legislation. Skills: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation. Problem solving, communication (writing, presentation and verbal), computer skills, research and analytical skills, negotiation, monitoring and evaluation, and stakeholder management. Attributes: Customer and service orientation. Ability to engage and provide leadership to diverse stakeholders, to work under pressure, to work independently and as part of a team. Ability to conduct relations building and multi-stakeholder management. Innovative, creative and diplomatic.
<u>DUTIES</u>	:	Oversee policy advocacy including the successful implementation of application legislation Indigenous Knowledge Systems (IKS). Ensure policy oversight and strategic management and investment in earth systems sciences, palaeosciences, and marine and Antarctic research. Enhance the scientific, transformation and socio-economic impacts of science missions through partnerships, impact evaluations, and institutional reform. Provide strategic programme management, empowerment, and financial management of the allocated budget.
<u>ENQUIRIES</u>	:	Ms Duduzile Magampa Tel No: 012 843 6704
<u>APPLICATIONS</u>	:	Applications must be emailed to cdsm@dst.gov.za
<u>POST 40/95</u>	:	<u>DIRECTOR: RADIO ASTRONOMY PROJECTS REF NO: 22/10/03</u>
<u>SALARY</u>	:	R1 073 187 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in natural sciences, physical sciences or engineering services. A master's degree would be an advantage. At least 5 years' working experience at middle/senior management level in a research and development environment. Experience in large-scale global science projects would be an advantage. Knowledge and understanding of the national system of innovation, the South African astronomy landscape and the Public Finance Management Act. Interpersonal, project management, negotiation and stakeholder engagement skills and experience. Must be visionary, proactive and decisive.
<u>DUTIES</u>	:	Responsible for the development and implementation of radio astronomy programmes, including the MeerKAT, Square Kilometre Array and African Very Long Baseline Interferometry telescope projects. Develop relevant policies, strategies, strategic partnerships and other interventions. Ensure astronomy-related human capital development and efficient implementation of the National Strategy for Multi-wavelength Astronomy. Facilitate socio-economic opportunities (technology development, innovation and spin-offs) from the investments being made. Strategic direction, human resource management and financial management.

ENQUIRIES : Ms Duduzile Magampa Tel No: 012 843 6704
APPLICATIONS : Applications must be emailed to drap@dst.gov.za
NOTE : First preference will be given to women and/or coloured or white people and/or people with disabilities.

POST 40/96 : **DIRECTOR: REGULATORY AND COMPLIANCE REF NO: 22/10/04**

SALARY : R1 073 187 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 7 qualification in law. Must be admitted as an attorney. Training in intellectual property (IP) and technology transfer and/or a certificate in management would be an advantage. At least 5 years' experience at a middle or senior management level in an IP management, technology transfer or related environment. Proven experience in policy and legislative development. Proven, accomplished record in intellectual property management and/or technology transfer. Knowledge of the South African IP regime as well as all the applicable legislation. Good knowledge and understanding of the Public Finance Management Act. Good knowledge and understanding of the national system of innovation. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientation. Strategic capability and leadership. Policy development and managerial skills. Ability to work independently, as part of a team and under pressure. Must be innovative, creative, a strategic thinker and diplomatic.

DUTIES : Monitor compliance with and enforcement of the Intellectual Property Rights from Publicly Financed Research and Development Act (IPR Act) and its regulations. Manage IP transactions, full cost submissions and abandonment of IP referred to the National IP Management Office by funding recipients. Develop and manage the IP disclosure and protection framework. Develop and manage the implementation of guidelines in terms of the IPR Act and regulations. Manage the provision of legal support related to the IPR Act and regulation queries. Strategic management, including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Duduzile Magampa Tel No: 012 843 6704
APPLICATIONS : Applications must be emailed to drc@dst.gov.za
NOTE : First preference will be given to women.

OTHER POSTS

POST 40/97 : **DEPUTY DIRECTOR: EARTH OBSERVATIONS REF NO: 22/10/05**

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 qualification/bachelor's degree in natural sciences or engineering. Postgraduate in remote sensing or geospatial science would be an advantage. At least 3 years' working experience in Earth observations. A valid driver's licence and willingness to travel. Knowledge of the national system of innovation. Knowledge and understanding of the Public Finance Management Act and Public Service Regulations. Understanding of the space science and technology landscape at local, regional and international level. Good understanding Earth observations dynamics and role players in South Africa. Excellent communication (writing, speaking and presentation) skills. Good interpersonal and listening skills. Negotiation and problem solving skills. Project and change management skills. Planning, basic strategic and policy development skills. People management, networking and stakeholder management skills. Computer literacy, stakeholder liaison, research and analytical skills. Ability to work independently and as part of a team, and to work under pressure. Assertive and flexible. Creative and innovative.

DUTIES : Facilitate earth observations strategy review and implementation. Oversee the development and implementation of Earth observation applications. Provide support to and oversight of DSI entities in space science and technology. Facilitate strategic partnerships through bilateral and multilateral arrangement. Promote human capital and technology incubators, industry development and the public benefits of space science and technology.

ENQUIRIES : Nontobeko Nkosi Tel No: 012 843 6861
APPLICATIONS : Applications must be emailed to ddeo@dst.gov.za

<u>POST 40/98</u>	:	<u>DEPUTY DIRECTOR: GREEN ECONOMY REF NO: 22/10/06</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in a scientific or economic discipline. A bachelor's or postgraduate degree would be an advantage. At least 3 years' working experience in the management of research, development and innovation in an innovation-driven environment, or relevant industrial/commercial experience or relevant public service experience. Knowledge of innovation strategy and policy. Knowledge of public service budgeting, financial management and human resource management. Knowledge of international developments and governance arrangements as they apply to the green technologies space. Excellent knowledge of green and climate technologies. Good knowledge of the green technologies sector in South Africa (both supply and demand issues). Strong skills in strategy and policy development. Good knowledge of industrial development policies, frameworks and support programmes. Excellent communication (writing, speaking and presentation) skills. Good management, financial management and negotiation skills. Programme, project management, policy and formulation skills. Monitoring and evaluation skills. Research and analytical skills. Ability to work with different kinds of people. Ability to position and highlight the links between the efforts and interventions of the Department and the development priorities of South Africa. Creative.
<u>DUTIES</u>	:	Implement strategies in the green economy sector in South Africa. Facilitate project implementation for identified green economy initiatives, projects and programmes. Engage with stakeholders and develop partnerships with national and international partners. Create awareness of the green economy within the Department and nationally. Provide strategic support in the directorate.
<u>ENQUIRIES</u>	:	Nontobeko Nkosi Tel No: 012 843 6861
<u>APPLICATIONS</u>	:	Applications must be emailed to ddge@dst.gov.za
<u>POST 40/99</u>	:	<u>DEPUTY DIRECTOR: STRATEGY AND PLANNING REF NO: 22/10/07 (X2 POSTS)</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in social science/public administration/ commerce/humanities. A minimum of 3 years' experience in strategic planning. Knowledge and understanding of national planning practices, planning methodologies, science and technology policy, and economic analysis. Understanding of the national system of innovation, the Public Finance Management Act and the Public Service Regulations. Strategic planning, communication (writing, speaking and presentation), report writing, computer literacy, analytical, research and project management skills. Good interpersonal skills. Innovative, able to liaise with stakeholders, able to communicate at all levels, self-driven and conscientious.
<u>DUTIES</u>	:	Coordinate the development of the Department's five-year strategic plans. Coordinate the development and submission of the Department's annual performance plan and related technical indicator descriptions. Manage the non-financial chapter of the Estimates of National Expenditure (ENE) and Adjusted ENE under the CFO's leadership. Coordinate the development of the Programmes' (branches') operational plans. Ensure the alignment of the plans of the public entities reporting to the Department with departmental priorities. Implement components of the Operations Management Framework relevant to planning.
<u>ENQUIRIES</u>	:	Ms Dolly Masuku Tel No: 012 843 6692
<u>APPLICATIONS</u>	:	Applications must be emailed to ddsp@dst.gov.za
<u>NOTE</u>	:	First preference will be given to white or coloured people.
<u>POST 40/100</u>	:	<u>DEPUTY DIRECTOR: POLICY DEVELOPMENT AND INSTITUTIONAL COLLABORATION (INDIGENOUS KNOWLEDGE SYSTEMS) REF NO: 22/10/08</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in social sciences or indigenous knowledge systems. A minimum of 3 years' experience in policy and legislation development. Experience in international relations would be an advantage. Knowledge of the formulation and analysis of policy and legislation, budgeting and financial principles, indigenous knowledge systems (IKS), project management and intellectual property rights. Knowledge of international relations and protocols and the functioning of UN agencies. Computer, financial management, research and analytical skills. Project management, organising and record keeping skills. Information gathering, interpretation and communication skills. Must be an energetic and driven professional who is able to coordinate research projects and to liaise with various stakeholders, as well as a strategic thinker on IKS and related beneficiation processes. Able to work well under pressure and take the initiative. Team player and result-oriented individual.
<u>DUTIES</u>	:	Responsible for policy and legislation. Develop policies and legislative proposals for the protection, promotion, development and management of IKS. Organise local, regional and international policy/legislation debates on IKS through conferences, workshops and symposiums. Submit inputs on the implementation of treaties to which South Africa is a signatory. Draft departmental positions for the various UN platforms related to indigenous knowledge and indigenous communities. Collaborate with various institutions. Develop bilateral partnerships with relevant stakeholders to support IKS activities. Develop and maintain relations with other government departments. Facilitate organisational transition.
<u>ENQUIRIES</u>	:	Ms Lerato Maduna Tel No: 012 843 6709
<u>APPLICATIONS</u>	:	Applications must be emailed to ddpdic@dst.gov.za
<u>NOTE</u>	:	First preference will be given to white or coloured people and people with disabilities.
<u>POST 40/101</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PARTNERSHIPS REF NO: 22/10/09</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in international relations, diplomatic studies or a scientific field. A minimum of 3 years' experience in international relations, scientific related field or public administration with sound project and financial management. Knowledge and understanding of the national system of innovation, international relations, and international science systems and policies. Knowledge of the government policy environment. Knowledge and understanding of the Public Finance Management Act and Public Service Regulations. Knowledge of the international science, technology and innovation (STI) landscape. Excellent interpersonal skills. Excellent writing and computer skills. Good communication, managerial, administrative, analytical and research skills. Project management, strategic thinking, negotiation, problem-solving and science diplomacy skills. Ability to engage with a wide variety of STI stakeholders. Ability to work independently and as part of a team. Emotional intelligence, personal motivation and willingness to learn.
<u>DUTIES</u>	:	Facilitate South Africa's participation in competitive European Union (EU) funding programmes. Facilitate the access of the national system of innovation to international knowledge, capacities and resources. Facilitate the strengthening of Africa-EU STI cooperation. Manage human and financial resources. Administration. Facilitate the strengthening of stakeholder collaboration (internal and external).
<u>ENQUIRIES</u>	:	Ms Dolly Masuku Tel No: 012 843 6692
<u>APPLICATIONS</u>	:	Applications must be emailed to ddsps@dst.gov.za
<u>NOTE</u>	:	First preference will be given to coloured people and people with disabilities.
<u>POST 40/102</u>	:	<u>DEPUTY DIRECTOR: AFRICA BILATERAL COOPERATION REF NO: 22/10/10</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in international relations, diplomatic studies or any scientific field. At least 3 years' experience in international relations. Knowledge and understanding of the national system of innovation, international relations, the international science system, and departmental policies and frameworks. Good knowledge and understanding of the Public

		Finance Management Act and the Public Service Regulations. Planning, leadership, change management, people management, stakeholder management and problem-solving skills. Policy development, communication (written, spoken and presentation), research and analytical, events management, negotiation and relationship building skills. Computer literacy. Ability to work under pressure, independently and as part of a team. Assertive and flexible, innovative, creative and diplomatic.
<u>DUTIES</u>	:	Expand, transform and enhance the responsiveness of the national system of innovation by securing foreign funds for STI from international partners. Increase international exposure to regional, continental and global knowledge and STI networks. Facilitate human capabilities and skills for economic development. Increase knowledge generation and innovation output by increasing the participation of South Africans in international human capital development opportunities. Promote science diplomacy through engagements with bilateral partners (including events led by the Department of International Relations and Cooperation and the Presidency). Facilitate knowledge utilisation for economic development. Increase the use of innovation as an enabler in the delivery of efficient services and access to government programmes. Manage human and financial resources. Administration.
<u>ENQUIRIES</u>	:	Ms Dolly Masuku Tel No: 012 843 6692
<u>APPLICATIONS</u>	:	Applications must be emailed to ddabc@dst.gov.za
<u>NOTE</u>	:	First preference will be given to coloured people and people with disabilities.
<u>POST 40/103</u>	:	<u>DEPUTY DIRECTOR: HYDROGEN AND ENERGY REF NO: 22/10/11</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in science or engineering. At least 3 years' working experience in research or engineering in the energy sector or energy policy environment. Knowledge of government science and technology systems, in particular the national system of innovation. Knowledge of research and development activities in the energy sector. Knowledge of the National Research and Development Strategy. In-depth understanding of the South African energy system. A well-developed understanding and knowledge of emerging low carbon technologies, e.g. hydrogen and fuel cell technologies, energy storage, and carbon capture and utilisation. Excellent communication and report writing skills. Good interpersonal and listening skills. Presentation and negotiation skills. Project and financial management skills. Computer literacy (MS Word, Excel, PowerPoint, process flow, and databases). Ability to work independently and as part of a team. Creative, reliable and analytical. Must have integrity and be a hard worker.
<u>DUTIES</u>	:	Implementation and coordination of the National Hydrogen, and Fuel Cell Technologies Research, Development and Innovation (RDI) Strategy. Manage public awareness and technology deployment initiatives. Liaise with relevant stakeholders in the RDI space to gather inputs to formulate relevant roadmaps. Manage and coordinate the role of the Department of Science and Innovation in supporting the responsible use of energy resources.
<u>ENQUIRIES</u>	:	Nontobeko Nkosi Tel No: 012 843 6861
<u>APPLICATIONS</u>	:	Applications must be emailed to ddhe@dst.gov.za
<u>NOTE</u>	:	First preference will be given to coloured people.
<u>POST 40/104</u>	:	<u>DEPUTY DIRECTOR: INDUSTRY AND ENVIRONMENT REF NO: 22/10/12</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in life science or technology innovation management. A bachelor's degree would be an advantage. At least 3 years' management experience in the industrial biotechnology sector. Knowledge and understanding of the national system of innovation. Knowledge of industry and environment innovation and policies. Understanding of innovation value chains related to the industrial and environmental bioeconomy. Good understanding of the Public Finance Management Act and Public Service Regulations. Excellent spoken and written communication skills. Good planning, organising and negotiation skills. Project management and policy formulation skills. Ability to analyse information and interpret documents. Ability to work independently and as part of a team. Innovative, creative, energetic, diplomatic and attentive to detail.

<u>DUTIES</u>	:	Contribute to the development and growth of the industrial and environmental sectors of the bioeconomy. Support the translation of research, development and innovation outputs to grow the industrial and environmental bioeconomy. Provide support in the achievement of operational plan and annual performance plan targets. Provide support in initiating and coordinating strategic international cooperation in the bioeconomy. Provide input, strategic advice and professional support on industrial and environmental biotechnology issues to the Department of Science and Innovation and the South African government.
<u>ENQUIRIES</u>	:	Nontobeko Nkosi Tel No: 012 843 6861
<u>APPLICATIONS</u>	:	Applications must be emailed to ddie@dst.gov.za
<u>NOTE</u>	:	First preference will be given to coloured people and people with disabilities.
<u>POST 40/105</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION IN THE OFFICE OF THE DG</u> <u>REF NO: 22/10/13</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A registered NQF level 6 qualification in public administration, business administration or business management. At least two years' experience in office administration. Knowledge of government and parliamentary processes, and departmental policies, processes and procedures. Knowledge and understanding of organising, planning, executing and monitoring projects, and good knowledge and understanding of the Public Finance Management Act and Public Service Regulations. Must have organisational and administrative skills, excellent communication (writing and speaking) skills (including report writing skills), as well as financial management and problem-solving skills. Computer literate. Good interpersonal skills. Able to work with people of all kinds, under pressure and independently, while still consulting where necessary. Must be reliable and trustworthy, attentive to detail and focused on clients and results.
<u>DUTIES</u>	:	Provide administrative support and manage the office of the Director-General (DG). Provide secretarial and logistical support to the DG. Provide support with parliamentary processes. Follow up and coordinate DG referrals. Manage human resources.
<u>ENQUIRIES</u>	:	Mr Elvis Kgoale Tel No: 012 843 6409
<u>APPLICATIONS</u>	:	Applications must be emailed to asda@dst.gov.za
<u>POST 40/106</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES REF NO: 22/10/14</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	NQF level 6 qualification in social sciences or industrial psychology. Minimum of 2 years' experience in the implementation of health and wellness programmes and provision of counselling. Valid driver's licence. Knowledge of Public Service Act and Regulations, the Public Finance Management Act and the Employment Equity Act, as well as employee assistance programme policies and standards, employee wellness theory and models, gender issues and related policies, disability issues and related policies, and the Batho Pele principles. Knowledge of events management. Knowledge and understanding of psycho-social issues in the workplace, HIV and Aids workplace programmes and the Occupational Health and Safety Act. Research and analytical skills. Good interpersonal skills. Good communication (writing, speaking and presentation) skills. Counselling, crisis and trauma management skills. Coordination, organising and planning, marketing and events management skills. Ability to work individually and in team, and under pressure. Ability to work with difficult people and to resolve conflict. Responsible and loyal. Creative and able to take the initiative. Ability to maintain confidentiality. Driver's licence.
<u>DUTIES</u>	:	Manage the Employee Health and Wellness Programme. Provide input into the design and development of the programme. Manage direct Employee Assistance Programme service provision to employees and their family members. Manage and coordinate health and wellness events. Coordinate education and awareness programmes, and health management programmes. Provide secretarial support for the Healthcare and Wellness Support Committee. Implement health interventions and draft the reports. Manage internal gender and disability programme. Provide administrative support and

		implement internal controls. Administer and implement the Department's Batho Pele action plan.
<u>ENQUIRIES</u>	:	Ms Lerato Maduna Tel No: 012 843 6709
<u>APPLICATIONS</u>	:	Applications must be emailed to asdsp@dst.gov.za
<u>POST 40/107</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 22/10/15</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in logistics, finance or supply chain management. 3 years' experience in an asset management environment at supervisory level. Knowledge of public service rules and prescripts, the Public Finance Management Act, and Treasury Regulations and guidelines. Knowledge of asset management processes, procedures and frameworks. Knowledge of Supply Chain Framework and Environment. Knowledge of tools and techniques for asset verification, the Standard Chart of Accounts, and the principles and practice of asset management. Analytical, financial management, project management, communication and people management skills. Ability to work individually and as part of a team, and to establish and maintain internal and external networks. Ability to work under pressure. Creative and able to take the initiative.
<u>DUTIES</u>	:	Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Disposal of redundant and obsolete assets. Promote the correct implementation of sound asset management practices. Supervise employees to ensure sound physical asset management.
<u>ENQUIRIES</u>	:	Ms Lerato Maduna Tel No: 012 843 6709
<u>APPLICATIONS</u>	:	Applications must be emailed to asdam@dst.gov.za
<u>POST 40/108</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 22/09/16</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant NQF level 7 qualification in financial management, accounting or cost and management accounting. Minimum of 3 years' relevant supervisory experience. Knowledge of the Public Financial Management Act, Treasury Regulations, budget processes, financial management, management accounting, the Basic Accounting System (BAS) and the Standard Chart of Accounts. Budgeting, communication, report writing and negotiations skills. Computer literate, and customer and service delivery oriented. Innovative and accurate. Must meet the requirements indicated in the Competency Framework for Financial Management.
<u>DUTIES</u>	:	Coordinate, review, analyse and quality assure supporting financial information for planning purposes. Coordinate, review, analyse and quality assure the budget preparation process, e.g. the preparation of and consultation on the MTEF budget process. Analyse, interpret and implement the Treasury guidelines for the Estimates of National Expenditure (ENE). Develop templates for the collection of budget information from line functions. Align budget statements with the annual performance plan, strategic plan and national spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury, and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process for the implementation of the adjusted ENE process. Assess where the shifting of funds/virements is required and possible by reviewing expenditure against budget, and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Ensure that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions.
<u>ENQUIRIES</u>	:	Ms Lerato Maduna Tel No: 012 843 6709
<u>APPLICATIONS</u>	:	Applications must be emailed to asdma@dst.gov.za

<u>NOTE</u>	:	First preference will be given to white or coloured people or people with disabilities applicants.
<u>POST 40/109</u>	:	<u>ASSISTANT DIRECTOR: CLUSTER ADMINISTRATION REF NO: 2022/10/17</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A registered NQF level 6 qualification in public administration, management, development studies, social science or political science. At least 2 to 3 years' relevant experience. Excellent knowledge of government, cluster systems and parliamentary processes. Knowledge of the planning systems in government, government monitoring and evaluation systems, and government strategy and operating frameworks. Understanding of the different spheres of government and their powers and functions, outcomes-based methodology, the government programme of action system, integrated planning and implementation, intergovernmental relations and government coordination mechanisms. Excellent and spoken and written communication skills, including high-level report writing and the production of organisational performance reports. Ability to pay attention to detail, analyse information and interpret documents. Good interpersonal and relation management skills. Project management, problem solving, and monitoring and evaluation skills. Ability to work independently while still consulting others. Ability to work under pressure and with a variety of people and programmes, and to meet deadlines. Must have an enquiring mind, and be creative and innovative.
<u>DUTIES</u>	:	Provide strategic support to cluster meetings and makgotla. Monitor and evaluate cluster work. Manage the alignment of the Department's priorities with those of the cluster. Coordinate Cluster meetings.
<u>ENQUIRIES</u>	:	Mr. Elvis Kgoale Tel No: 012 843 6409
<u>APPLICATIONS</u>	:	Applications must be emailed to asdca@dst.gov.za
<u>POST 40/110</u>	:	<u>ASSISTANT DIRECTOR: SCIENCE AND TECHNOLOGY EXPENDITURE PLANNING REF NO: 22/10/18</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in statistics, economics, public finance, sciences or development studies. A minimum of 2 years' experience in statistical analysis, public finance and data analysis and/or economics. Knowledge and understanding of national science and technology (S&T) policy and other national policies. Good knowledge of South Africa's S&T policy environment. Understanding of policies related to science, technology and innovation (STI), e.g. the White Paper on STI. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations and Public Service Regulations. Knowledge of government programmes for investment in STI. Good communication and report writing skills, project management and quantitative analytical skills. Proficiency in data management and statistical data analysis software packages. Ability to understand new concepts quickly. Stakeholder relations, research and analytical, planning and coordination skills. Computer literate (MS Word, Excel, Access and PowerPoint). Good interpersonal skills, ability to work under pressure, ability to work independently and as part of a team, integrity, honesty and creativity.
<u>DUTIES</u>	:	Compile a survey report on government funding of scientific and technological activities (STAs). Collect data from public research institutions on STAs. Coordinate NSI longitudinal datasets on government STA funding. Coordinate STI budget. Conduct research performance data on the National Research Information Business Intelligence Warehouse. Provide administrative support.
<u>ENQUIRIES</u>	:	Ms Tshiamo Letswalo Tel No: 012 843 6675
<u>APPLICATIONS</u>	:	Applications must be emailed to asdstep@dst.gov.za
<u>POST 40/111</u>	:	<u>PERSONAL ASSISTANT TO THE TO THE DEPUTY DIRECTOR-GENERAL REF NO: 22/10/19</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A secretarial diploma or equivalent qualification. A minimum of 3-5 years' experience rendering support to senior management. Knowledge of relevant

		departmental policies and protocols, Treasury Regulations, the Public Finance Management Act and the Public Services Regulations. Good computer skills (MS Word, Excel, PowerPoint and Outlook, and use of the Internet). Good communication skills. Strong negotiation skills. Project management, event coordination, general office administration, document and file management, and organising skills. Client focused and result orientated. Diplomacy and excellent interpersonal skills. Proactive. Ability to work with and in teams and to multi-task.
<u>DUTIES</u>	:	Provide secretarial support. Office administration and coordination. Provide logistical support. Coordinate events. Manage documents and keep records.
<u>ENQUIRIES</u>	:	Mr Elvis Kgoale Tel No: 012 843 6409
<u>APPLICATIONS</u>	:	Applications must be emailed to pa@dst.gov.za
<u>NOTE</u>	:	Preference will be given to white or coloured applicants
<u>POST 40/112</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 22/10/20</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in finance and/or commerce. Minimum of 1 year's relevant experience in a financial environment. Knowledge of the Public Finance Management Act, Treasury Regulations, budget process, financial management, management accounting, the Basic Accounting System (BAS) and the Standard Chart of Accounts (SCOA). Budgeting, communication, report writing and, negotiation skills. Computer literacy. Must be customer and service oriented. Must be innovative and accurate.
<u>DUTIES</u>	:	Expenditure monitoring: Capture the original budget of Programmes (branches) on BAS, request BAS reports for the preparation of expenditure controls and distribute to the relevant managers and Programme (branch) budget coordinators, analyse programmes spending and advise managers on potential over/underspending, confirmation of budget and SCOA allocations. Correct incorrectly posted expenditure through passing of journals. Budget planning: Effect necessary adjustments to units' budgets before, during and after the adjustments estimates of National Expenditure (ENE) process, upload the original budget and the budget adjustments on internal templates before submission to the Programmes, complete database for ENE, Adjusted ENE, MTEF and complete drawings schedule. Complete relevant documents for financial statements: Appropriation statement and annexures as per prescribed format. Verification of transfer payments: Check the payment documents to verify that they meet all the requirements and correspond with Programmes on any budget inputs required.
<u>ENQUIRIES</u>	:	Ms Pulane Selomo Tel No: 012 843 6645
<u>APPLICATIONS</u>	:	Applications must be emailed to sama@dst.gov.za
<u>POST 40/113</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION: BID AND QUOTATIONS REF NO: 22/10/21</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric certificate or equivalent. NQF 5 and above would be an advantage. Knowledge of public service rules and prescripts, the Public Finance Management Act, Treasury Regulations and guidelines, and Supply Chain Management Framework and Environment. Understanding of Logis. Good communication (writing and speaking) skills, interpersonal skills and financial management skills. Computer literate. Ability to work individually and as part of a team, and under pressure. Ability to establish and maintain internal and external networks. Self-driven, reliable and honest.
<u>DUTIES</u>	:	Verify terms of reference/specifications for correctness and completeness before sourcing quotations, verify requests for quotations for correctness and completeness, conduct research and source companies from the Central Supplier Database (CSD) and other relevant sources, source quotations and evaluate received quotations. Compile bid documents and advertise. Verify requests for the invitation of bids for correctness and completeness. Draft bid advertisements and compile standard bidding forms before bid is published. Receive and process bid applications. Process adverts in the Government Tender Bulletin and newspapers. Go through checklist to ensure that proposals received comply with requirements. Register bids and ensure safe-keeping of bids received before the closing date. Conduct checklist and compliance of

received proposals. Coordinate the evaluation of received bids through various Bid Committees, prepare documentation and calculate the scores of the potential bidders, write up the recommendations of Bid Committee for decision making. Obtain approval of the recommended service provider, and facilitate implementation. Draft correspondence on decision to bidders, and a letter of acceptance to the appointed service provider. Implement and provide advice on policies and procedures. Ensure compliance with supply chain management policies and procedures. Provide advice to clients and service providers regarding SCM policies and procedures, and provide input when policies and procedures are reviewed, as well as at briefing sessions, evaluation meetings, the award stage, etc.

**ENQUIRIES
APPLICATIONS**

: Ms Pulane Selomo Tel No: 012 843 6645
: Applications must be emailed to abq@dst.gov.za

POST 40/114

: **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION
(CONTRACTS) REF NO: 22/10/22**

**SALARY
CENTRE
REQUIREMENTS**

: R176 310 per annum
: Pretoria
: Matric certificate or equivalent. NQF 5 and above would be an advantage. Knowledge of contract management, the Preferential Procurement Policy Framework Act, the Public Finance Management Act, the Treasury Regulations and supply chain process and procedures. Good communication (writing and speaking) skills, interpersonal skills, computer literacy and record-keeping skills. Ability to work individually and as part of a team, and to work under pressure. Pay attention to detail and be proactive.

DUTIES

: Administer contracts database. Gather contract information from project owners, capture information on contracts numerically on the database, including the contract number, duration of the contract, ceiling price and who the project owner is. Maintain the database, track contract variables monthly, and ensure that project owners have received the goods and services. Monitor and evaluate the performance of contractors, send out surveys to the end users, ensure that final payment has been made according to the service level agreement. Report on contracted services, draft a report on contracts to supervisor and the Head: Supply Chain Management, and send a notification to project owners when the duration of their contract is approaching its end. Manage records, open and close files for each contract, maintain both paper and electronic contract files, and manage the disposal of records in terms of the agreed term. Assist with payment administration and bid administration.

**ENQUIRIES
APPLICATIONS
NOTE**

: Ms Pulane Selomo Tel No: 012 843 6645
: Applications must be emailed to ac@dst.gov.za
: First preference will be given to white or coloured people or people with disabilities applicants.

POST 40/115

: **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ORDERS REF NO:
22/10/23**

**SALARY
CENTRE
REQUIREMENTS**

: R176 310 per annum
: Pretoria
: Matric certificate or equivalent. NQF 5 and above would be an advantage. Knowledge and understanding of Logis and BAS, the Broad-Based Black Economic Empowerment Act, the Preferential Procurement Policy Framework Act, the Public Finance Management Act and Treasury Regulations, supply chain process and procedures, and technical aspects of the position. Good communication (writing and speaking) skills, interpersonal skills and computer literacy. Ability to work with people of all kinds, in a team and under pressure, and to pay attention to detail. Must be self-driven, innovative, reliable, honest and tolerant.

DUTIES

: Order/purchase goods and services. Capture requisitions on Logis. Verify transactions and generate orders on Logis. Mail authorised orders to service providers. Keep the Logis database. Liaise with suppliers and end-users. Inform end-users about expected deliveries and communicate with external vendors. Record keeping and filing (including the filing of procurement advices and copies of orders in numerical order). Forward documentation to transit. Compile commitment reports. Conduct monthly follow-ups on orders and update commitment report.

ENQUIRIES

: Ms Pulane Selomo Tel No: 012 843 6645

<u>APPLICATIONS</u>	:	Applications must be emailed to scmpo@dst.gov.za
<u>POST 40/116</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: PAYMENT REF NO: 22/10/24</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum
	:	Pretoria
	:	Matric certificate or equivalent. NQF 5 and above would be an advantage. The incumbent must have knowledge and understanding of Logis and BAS, supply chain management processes and procedures, the Broad-Based Black Economic Empowerment Act, the Preferential Procurement Policy Framework Act, and the Public Finance Management Act and Treasury Regulations. Understanding of the technical aspects of the position. Basic accounting skills, good communication (writing and speaking) skills, good interpersonal skills and computer literacy. Ability to work with people of different kinds, in a team and under pressure. Must be self-driven, innovative, reliable, honest and tolerant. Ability to pay attention to detail.
<u>DUTIES</u>	:	Capture supplier payments on Logis and BASVerify invoices against orders and make payment within 30 days of receipt of the invoice. Reconciliation of monthly statements from suppliers. Compile monthly reconciliation with contracted services providers and compare the reconciliation with the actual invoices received to ensure that the correct amounts are paid to service providers. Keep records of payments to companies for filing. Verify banking details on safety web system, capture supplier banking details on Logis and BAS, and verify the banking details that are used by service providers. Update and check the accrual report and ensure that invoices are paid.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Pulane Selomo Tel No: 012 843 6645
	:	Applications must be emailed to scmpp@dst.gov.za
<u>POST 40/117</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: ASSETS REF NO: 22/10/25</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum
	:	Pretoria
	:	Matric certificate or equivalent. NQF 5 and above would be an advantage. Knowledge of public service rules and prescripts, the Public Finance Management Act, and Treasury Regulations and guidelines. Knowledge of asset management processes and procedures, Supply Chain Framework and Environment, tools and techniques for asset verifications and the Standard Chart of Accounts. Analytical, development, financial management and project management skills. Ability to work individually and in a team, establish and maintain internal and external networks, and work under pressure. Creative and able to take the initiative.
<u>DUTIES</u>	:	Receive and barcode all moveable assets, and capture information on the asset register and other relevant registers. Distribute assets to asset custodians. Perform quantity and quality control. Fleet management, manage internal requests to for departmental vehicles, ensure the renewal of licence discs for state vehicles, the branding of vehicles, and arrange petrol cards. Book vehicle repairs and services, and replacements of vehicles. Ensure maintenance of leased RT3-2015 photocopiers, and the ordering and issue of toners. Performing asset verification and asset disposal processes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Pulane Selomo Tel No: 012 843 6645
	:	Applications must be emailed to scmpa@dst.gov.za

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

The Department of Sport, Arts and Culture is an equal opportunity affirmative action employer. It is our intention to promote representivity in the Public Service through the filling of posts and we reserve the right not to fill a position. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

<u>APPLICATIONS</u>	:	dsac@ursonline.co.za
<u>CLOSING DATE</u>	:	04 November 2022 at 16:00
<u>NOTE</u>	:	Please quote the reference number in the heading/ subject line. There will be no follow up emails to this address, correspondence will be limited to shortlisted candidates only. Please indicate the post title/ reference number in the subject line of the email. Applications received after the closing date, as well as applications received via mail/ post or hand delivered applications will NOT be considered or accepted. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email address indicated above. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form is effective and if the old Z83 is used, it will be deemed a regret. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies . The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 only (refer to Circular No 19 of 2022 in this regard). Failure to submit the above documents will result in the application not considered and deemed a regret. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the Department in that regard. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), the evaluation certificate will be requested should the applicant be shortlisted. Applicants must be South African citizens or a Permanent Residents. Only shortlisted candidates will submit certified copy of proof of permanent residence in South Africa. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and or other methods of verification and proof. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome 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. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credits records. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. DSAC reserves the right not to make appointments.

OTHER POST

<u>POST 40/118</u>	:	<u>CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: DSAC-29/10/2022</u>
<u>SALARY</u>	:	R628 014 per annum, (an all-inclusive remuneration salary package in line with the Occupational Specific Dispensation for Engineering Professionals)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Higher Diploma in Build environment field with a minimum of 18 months' experience/ Three-year Degree or National Diploma (NQF 6) in any

Built Environment field with a minimum of 2 years' experience/ BTech degree in any Built Environment field with a minimum of 1 year experience / Honours degree in any Built Environment field with no experience; A Code 08 driver's license; Willingness to travel extensively and work irregular hours; Compulsory Registration with the South African Council for the Project and Construction Management Profession (SACPCMP) as a Candidate Construction Project Manager upon appointment; Compulsory knowledge of Government Immovable Asset Management Act (GIAMA) and Framework for Infrastructure Delivery and Procurement Management; Contract management experience including contract specification, oversight, and monitoring; Knowledge and understanding of the Project Management principles and methodologies; Knowledge of legal compliance; Research and development; Computer-aided engineering applications; Technical report writing; planning and organizing skills; Problem solving and analysis; Presentation and communication technologies; Document management systems; The ability to work and manage projects in a complex environment; Decision making; Team work; Customer focus and responsiveness; Communication skills.

DUTIES

: To manage and oversee all aspects of the projects in support of the management of capital and technical maintenance projects under the supervision of the Director: Infrastructure Development; Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; Report project progress to the Director: Infrastructure Development; Manage project budget and resources in consultation with the Director: Infrastructure Development; Office administration- Provide inputs to Director: Infrastructure Development with tender administration; Liaise and interact with service providers, client and management under the guidance of the the Director: Infrastructure Development; Contribute to the human resources and related activities; Maintain the record management system and the architectural library; Utilize resources allocated effectively; Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; Liaise with relevant bodies/councils on project management.

ENQUIRIES

: Ms P Ben-Mazwi Tel No: (012) 441 3041/ 0829098790
Ms J Boonzaaier Tel No: (012) 441 3230

NOTE

: This position is an entry level contract position additional to the establishment of the Department. The successful candidate will be appointed on a contract until such time that the Candidate complies with the registration requirements of SACPCMP.

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. should appear in subject-line), by post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 07 November 2022
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates to HR on or before the day of the interview date. The dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position will further recommend candidates to attend a generic managerial competency-based. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. NB: The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be 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. The dtic reserves the right not to fill any advertised position(s).

OTHER POSTS

- POST 40/119** : **DEPUTY DIRECTOR: TRAINING AND CAPACITY DEVELOPMENT (FACILITATION AND COURSE DESIGN) REF NO: (CMSB - 070)**
Overview: To manage overall HRD training and development of employees regarding induction, behavioural, generic and transversal competencies, functional training as well as leadership and management development.
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (Level 11), (all-inclusive remuneration package)
: Pretoria
: A three-year National Diploma / B Degree in Human Resource Development / Management and/or Social Science. 3-5 years' relevant managerial experience in delivery of Transversal, Management and Leadership training programmes Skills/Knowledge: Experience in Human Resource Development. Experience in managing the delivery of transversal and management programmes. Experience in reporting, stakeholder management, people management, financial management, project management, strategic capability and leadership. Facilitation and presentation skills, communication skills (verbal & written), project management skills, interpersonal skills, planning and organising skills & time management skills. Knowledge and understanding of Learning Development Principles and Methodologies. Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Skills Development Act, HRD Strategy in the public sector and Skills Levy Act. Proficient in MS Office packages.
- DUTIES** : Manage the delivery of Transversal, Management and Leadership programmes. Ensure procurement of service providers for the delivery of transversal programmes. Ensure the development and customisation of training content for relevant transversal and management development programmes. Manage the delivery of Departmental Induction Programme and Compulsory Induction Programme. Manage the bursary, scholarship and scholarship programmes. Monitoring research and benchmarking conducted and establish current best practices in terms of these programmes. Ensure implementation of the coaching and mentoring framework. Manage employee

		performance and capacity development in line with the dtic's Performance Management Policies and Procedures. Implement the approved business plan for the sub-directorate. Manage the Transversal, Management and Leadership unit. Consolidate sub-directorate reports for all programmes. Prepare budget and monitor expenditure to ensure spend is compliant and remains in line with budget parameters. Ensure compliance with administrative controls over funds, to preclude fraud or mismanagement of funds within budget. Travel and work overtime as and when required.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835
<u>POST 40/120</u>	:	<u>ASSISTANT DIRECTOR: ADVANCED MANUFACTURING REF NO: IIAF & A – 017</u> Overview: To provide an investment promotion service in the Advanced Manufacturing Industries (Pharmaceuticals, Electronics and Fuel Cells). This is a re-advertisement due to amendments on the advert, candidates who applied need not re-apply and still be considered.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum, (Level 10) Pretoria A three-year National Diploma/B Degree in Business Management /Finance/Economics or Marketing 3-5 years' relevant experience in a Marketing / Finance or Economics environment. Skills/Knowledge: Experience in Developing the investment recruitment- strategy and plans for the Sector. Experience in the implementation of investment promotion and recruitment programmes. Experience in executing inward and outward missions. Experience in Maintaining and updating an investor's projects database. Experience in conducting research and analysis on investment proposals and business plans. Research and analytical skills ,communications skills (verbal and written), client orientation and customer focus, interpersonal skills, financial management, presentation skills, conflict management skills, planning and organising and project management. Knowledge of service delivery improvement. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations. Proficient in MS Packages.
<u>DUTIES</u>	:	Recruitment of local and foreign investment into the Services Industries: Develop the investment recruitment- strategy and plans for the Sector. Participate in the implementation of investment promotion and recruitment programmes. Execute inward and outward missions. Maintain and update an investor's projects database / pipeline. Develop a database of leading companies in the sector (domestic / international for investor targeting). Attraction, retention and expansion of investment in South Africa: Research and analyse companies' investment proposals and business plans. Develop business cases for companies to invest in South Africa. Research and identify potential investors. Provide information to investors viz. incentives, market opportunities and dynamics and the Government's Industrial Policy Plans. Execute the investment cycle in term of investor targeting, lead generation and investment marketing. Lead generation and investment marketing: Develop and execute of the investment-marketing plan. Identify and follow-up leads. Arrange investors' visits to South Africa. Convert leads into projects. Track and analyse foreign direct investment (FDI) flows and prospects. Identification, packaging and promoting of major investment projects: Collate investment projects. Package investment projects for local and foreign investment conferences, pavilions, targeted outward investment missions. Attend, participate and ensure follow-up on one-on-one meetings. Package investment products to potential investors. Develop marketing materials such as customised inputs, presentations, briefing documents and speeches. Prepare presentations for events, conference and exhibitions. Develop value propositions for the sectors and analyse trends on the sectors. Risk Management: Report on financial and operational risk & provide inputs for mitigation. Implement measures and control to mitigate economic risk. Stakeholder and Customer Relations Management: Engage with stakeholders and maintain relations within the public, private sectors and industry organisations. Develop strong partnerships and communication with stakeholders. Operate the customer relationship management system (CRM), maintain and update investment pipeline. Attend/follow-up investment enquiries and leads generation. Determine and obtain group or individual target

investors for a specific incentive. Attend and follow-up on investors' meetings to determine investment goals or to discuss investment strategies and plans. Reporting: Provide inputs into the quarterly and annual reports, business plans and targets. Compile reports on investment meetings and visits. Update the investment pipeline. Complete and comply with all Departmental requirements in terms of reports, agreements, appraisals and documents as required by the Division and Department.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835

POST 40/121 : **ADMINISTRATION OFFICER: RISK AND COMPLIANCE REF NO: ODG-023**
Overview: To provide ethics and administrative support service to the Chief Directorate Risk and Compliance.

SALARY : R261 372 per annum, (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A three year National Diploma/B Degree in Public Administration / Business Administration / Law. 3-5 years 'relevant experience in a Risk and Compliance and Ethics Skills/Knowledge: Experience in providing logistical and administrative support to a project team, board committee, or business unit. Experience in administration of Disclosure of financial interests. Experience in consolidating reports and reconciling expenditure report, database management, document and diary management. Sound ability to communicate well, both verbal and written. Good interpersonal skills and customer service excellence for liaising with staff and relevant stakeholders. Time management skills, planning and organising skills, analytical thinking skills and report writing skills. Sound knowledge and understanding of Code of Conduct on financial disclosure and ethics, Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of the practices and regulations applicable to administrative support services in the Department. Strong sense of urgency and ability to work under pressure. High level of confidentiality and integrity. Ability to work in a co-ordinated team. Computer Literacy (MS Office Package).

DUTIES : Administrative Support: Compile and update all audit findings of the Unit. Collate all reports for the Ethics Committee. Review and input to the Ethics Policies and strategies. Other Remunerative Work (ORW): Process applications for permission to conduct Other Remunerative work (ORW). Analyse the ORW applications received to identify conflict of interest. Prepare reports for the Ethics Committee on ORW. Advise applicants in relation to the completion of ORW forms. Prepare submission and approval certificates. Provide feedback to applicants regarding the outcomes of the applications. Compile database of all ORW application received. Draft communications on ORW. Disclosure of financial interests: Advise officials in relation to completion of disclosing financial interests. Conduct analyses against the various systems and reports to identify non-disclosures. Collate all information on Financial Disclosures (spreadsheets, reports). Draft reports and submissions. Communicate weekly with all Branches on progress. Draft newswatches on financial disclosures. Train officials on disclosures. Reconciliation of HR reports and eDisclosure reports. Reporting: Coordinate monthly and quarterly reporting against Operational Plan and submit to the CRO. Reconcile the expenditure report for variances and commitment of the Chief Directorate: Risk and Compliance. Collate all evidence for the Chief Directorate: Risk and Compliance for submission to the Office of the Director General. Update progress report of Internal Audit findings. Submit the Unit's Management Performance Assessment Tool (MPAT) documentation for report and records keeping purposes.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835

DEPARTMENT OF TRANSPORT

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

<u>APPLICATIONS</u>	:	Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
<u>CLOSING DATE</u>	:	11 November 2022
<u>NOTE</u>	:	Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV only (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

<u>POST 40/122</u>	:	<u>ASSISTANT DIRECTOR: SUBSIDY MANAGEMENT REF NO: DOT/HRM/2022/92</u> Branch: Public Transport Chief Directorate: Public Transport Industry Development Directorate: Contract and Subsidy Management Sub-Directorate: Subsidy Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum (Level 10) Pretoria (Head Office) An appropriate three-year tertiary qualification at NQF level 6 or 7 Bachelor's Degree in Transport Management/Transport Planning/Transport Economics with at least 3 years relevant experience at a supervisory level. Must meet the Department of Public Service and Administration (DPSA) requirements and directives applicable for Assistant Director Positions. Note: The following will serve as a strong recommendation: Good knowledge and experience of the public transport sector with specific focus on subsidized bus contracting. Sound knowledge of the National Land Transport Act, Public Finance Management and Division of Revenue Act, good interpersonal and people management skills, good communication skills, good computer and project management skills as well as analytical and problem-solving skills.
<u>DUTIES</u>	:	Assist with the management of the Public Transport Operations Grant budget in terms of the Division of Revenue Act (DORA) and Public Finance

		Management Act (PFMA), assist with the implementation of Public Transport Strategy and development of high quality integrated rapid public transport network system, assist in the development and maintenance of contract and subsidy management systems to ensure compliance by provinces. Assist with the development and implementation of Public Transport Subsidy Policy and Funding Model. assist with the collation and analysis of Public Transport Operations Grant (PTOG) operational and financial data, assist with setting up of structures for the implementation of gross cost based subsidised services, assist in co-ordinating engagements between different spheres of government for the integration of public transport services, assist with compilation of reports and general office administration.
<u>ENQUIRIES</u>	:	Ms Natlo Makgolo Tel No: (012) 309 3680
<u>NOTE</u>	:	Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.
<u>POST 40/123</u>	:	<u>RECRUITMENT AND SELECTION ASSISTANT REF NO: DOT/HRM/2022/93</u> Administration: Office of the COO Chief Directorate: Human Resources Management and Development Directorate: Human Resources Management and Administration Sub-Directorate: Recruitment and Selection
<u>SALARY</u>	:	R211 713 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF Level 6/7 qualification in Human Resources Management/ Public Management/Administration with a minimum of (1) year relevant working experience in Recruitment and Selection environment. Knowledge and skills; problem solving, project management, interpersonal relationship, policy analysis & development, liaison, computer literacy, co-ordination and organising, creativity & innovation and communication.
<u>DUTIES</u>	:	Capture applications from job applicants, assist with the arrangements and coordination of short listing, assist with the arrangements and coordination of interviews and conduct integrity checks (Pre-employment security screening and Verification of qualifications.
<u>ENQUIRIES</u>	:	Ms Neo Mogotlana Tel No: (012) 309 3912
<u>NOTE</u>	:	Preference will be given to African Male, Coloured Male /Female, White Male, Indian Male /Female and persons with disabilities are encouraged to apply for the position.

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

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



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein.
- FOR ATTENTION** : Ms. L D Motloung, Fidel Castro Building, Tel No: (051) 405 4274
- CLOSING DATE** : 04 November 2022
- NOTE** : Directions to applicants: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualifications should be mentioned in the CV). Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The Department, post name and reference number of the advertised post should be stated on the Z.83. Only short listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. Candidates may also be subjected to a practical test. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

OTHER POSTS

- POST 40/124** : **SENIOR STATE ACCOUNTANT: PROVINCIAL ACCOUNTING COMPLIANCE REF NO: FSPT 032/22**
- SALARY** : R321 543 per annum (Level 08), (a basic salary)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : NQF 6 or 3 Year degree or equivalent qualification. 3 Years' experience in accounting or relevant field. Knowledge of Public Finance Management Act (PFMA), Treasury regulations and Public Service regulations. Communication skills, Problem solving. Computer literate, Report writing and Analytical skills.
- DUTIES** : Management of Logistical arrangements for training to all Asset and Liability item users within the Free State Provincial Administration. Monitor, evaluate and report on allocated asset and liability items and any new financial system to ensure adherence to Provincial and National norms and standards. Compile and consolidate KCM reports to promote accurate and credible accounting information. Ensure the successful implementation of banking arrangements for the provincial departments.
- ENQUIRIES** : Tel No: Mr. K E Mogane Tel No: (051) 405 5367

<u>POST 40/125</u>	:	<u>SENIOR FINANCIAL ADMINISTRATION OFFICER: PERSAL TRAINING REF NO: FSPT 033/22</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07), (a basic salary)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification (SAQA NQF level 6) with at least three years PERSAL experience in human resources administration and/or salary administration environments. Completed PERSAL courses. Knowledge of the PERSAL system, Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy. Presentation Skills.
<u>DUTIES</u>	:	Develop and update PERSAL training materials and manuals. Provide PERSAL training to all PERSAL users in the Provincial Departments in the Free State. Assist the Personnel and Salary Controllers in the Provincial Departments in the Free State with PERSAL related problems through the evaluation, registration and follow-up of SCC's. Compile PERSAL circulars and practice notes to ensure compliance to National and Provincial norms and standards. Update tables 805; 806; 822 and 815 on the PERSAL system, to maintain the PERSAL system.
<u>ENQUIRIES</u>	:	Ms. M E Sithole Tel No: (051) 403 3951

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTEMENT OF HEALTH**

OTHER POSTS

<u>POST 40/126</u>	:	<u>MANAGER MEDICAL SERVICES REF NO: SBAH 089/2022 (X2 POSTS)</u> Directorate: Medical Services
<u>SALARY</u>	:	R1 191 510 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	An MBChB qualification with the HPCSA registration as a medical practitioner. A minimum of five years appropriate experience as a Medical Officer after registration with the HPCSA as an independent medical practitioner of which three years are in the public sector. A post graduate diploma and / or degree in Health Management is an added advantage and managerial experience in the public sector is strongly recommended.
<u>DUTIES</u>	:	Oversee the daily operations within the clinical services. Conduct frequent hospital and interdepartmental visits, identify and mitigate any challenges that hamper service delivery in the hospital. Take ward rounds regularly as prescribed and required, be well versed with clinical matters. Attend Clinical Department Committee meetings and actively engage with the healthcare teams. Contribute meaningfully to patient safety and quality healthcare establishment. Analyse the performance indicators and manage the trends in the hospital to ensure efficient service delivery. Be a critical player in compliance with the Ideal Hospital Frameworks and compliance as per the Office of Health Standards Compliance. Prepare Steve Biko Academic Hospital to be accredit for NHI.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr L Majake Tel No: 012 354 1141
	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/127</u>	:	<u>MEDICAL SPECIALIST REF NO: SBAH 090/2022</u> Directorate: Dermatology
<u>SALARY</u>	:	Grade 1: R1 122 630 per annum, plus benefits Grade 2: R1 283 592 per annum, plus benefits Grade 3: R1 489 665 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB, MMed (Dermatology) and or FC Derm (SA). Registration with HPCSA as a Specialist Dermatologist.
<u>DUTIES</u>	:	Clinic consultations, ward consultations, teaching undergraduate students, teaching postgraduate students, conduct research.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof CM Kgokolo Tel No: 012 354 1105/3041
	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose

		appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/128</u>	:	<u>MEDICAL SPECIALIST REF NO: SBAH 091/2022</u> Directorate: Orthopaedics
<u>SALARY</u>	:	Grade 1: R1 122 630 per annum, plus benefits Grade 2: R1 283 592 per annum, plus benefits Grade 3: R1 489 665 per annum, plus benefits
<u>CENTRE REQUIREMENTS</u>	:	Steve Biko Academic Hospital
<u>DUTIES</u>	:	Registration with the HPCSA as a Medical specialist. Provide supervise clinical care of patients at a level of appropriate to the service platform. Teach and examine pre-graduate students in appropriate aspects, teach and supervise post graduate students in orthopaedics. Initiate and participate in a research activities and publications in accordance with faculty plans. Manage and perform required administrative academic duties in support coordinated with the head of the department. Render weekends and after hours clinical services as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof MV Ngcelwane Tel No: 012 354 2851
	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3
<u>NOTE</u>	:	The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/129</u>	:	<u>ASSISTANT MANAGER: MEDICAL PHYSICS REF NO: SBAH 092/2022 (X2 POSTS)</u> Directorate: Medical Physics
<u>SALARY</u>	:	R937 704 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Hons or Msc (Medical Physics). Msc (registration) in Medical Physics will be added advantage. 6 years' experience practicing as a Medical Physicist (Independent practice). Registration with HPCSA as Medical Physicist (Independent practice). Proven skills on writing bid specifications, acceptance testing and commissioning of high end radiation equipment. Proven record or willingness to teach and supervise students and intern at the Hospital and University level. Proven record or interest in research, teaching and supervision of Honours and Msc students at the University.
<u>DUTIES</u>	:	Supervision of routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology. Administrative and Management activities (Internal and external). Ensuring compliance with national and international standards and regulations. Teaching and training at both University and Hospital level. External coordination with other institution in the province or national on Medical Physics activities. Attending and presenting at Meeting, workshops and CPD lectures both local d international platforms.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr V Maselesele Tel No: 012 354 2317
	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose

	:	appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/130</u>	:	<u>REGISTRAR: ORAL PATHOLOGY REF NO: REGOP-01 (X1 POST)</u> Directorate: Oral Pathology
<u>SALARY</u>	:	R833 523 – R871 593 per annum, (inclusive package), exc. commuted overtime
<u>CENTRE</u>	:	Wits Oral Health Centre
<u>REQUIREMENTS</u>	:	Registration with HPCSA as Dentist in the category Independent Practice. A minimum of two (2) years' clinical experience as a Dentist excluding Community Service. Proof of completed primary subjects is a prerequisite for this post (only when shortlisted) and must be indicated in the CV. Applicants must have proven interest within the Oral Pathology discipline. An MSc degree or equivalent qualification relevant to the specialty will be an added advantage.
<u>DUTIES</u>	:	Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in the discipline. Training will involve treatment of a variety of patients within the relevant discipline, writing and presenting seminars on academic topics, completing a research project and assisting with teaching and training of undergraduate students plus involvement in the service rendering and administrative duties of the department.
<u>ENQUIRIES</u>	:	Dr SP Ngwenya Tel No: 0117172139 / 97
<u>APPLICATIONS</u>	:	New Z83 application forms must be sent to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed or emailed applications will be accepted.
<u>NOTE</u>	:	This training post is a joint appointment for Gauteng Health and Wits University. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as and current proof of HPCSA where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/131</u>	:	<u>REGISTRAR (MEDICAL) REF NO: SBAH 093/2022</u> Directorate: Orthopaedics
<u>SALARY</u>	:	R833 523 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Registration with HPCSA as a medical independence practice. Must have passed primary exam of College of Medicine South Africa. Six months experience in orthopaedics will be an added advantage.
<u>DUTIES</u>	:	Clinical care of orthopaedic patients. Teaching of junior medical staff and medical staff and medical students.
<u>ENQUIRIES</u>	:	Prof MV Ngcelwane Tel No: 012 354 2851
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is

		committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/132</u>	:	<u>MEDICAL PHYSICIST REF NO: SBAH 094/2022 (X3 POSTS)</u> Directorate: Medical Physics
<u>SALARY</u>	:	R672 123 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	BSc Hons in (Medical Physics) Grade 1, 2, 3 as required by OSD. Registration with HPCSA as Medical Physicist (Independent practice). Participation in acceptance testing and commissioning of high end radiation equipment. Willingness to assist in teaching and supervising students and interns at the Hospital and University level. Interest in research and teaching.
<u>DUTIES</u>	:	Routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology. Ensuring compliance with national and international standards and regulations. Teaching and training at both University and Hospital level. External coordination with other institution in the province or national on Medical Physics activities. Attending and presenting at Meetings, workshops and CPD lectures both local and international platforms. Good interpersonal skills and ability to work under pressure as well as extended hours.
<u>ENQUIRIES</u>	:	Mr Maselesele Tel No: 012 354 2317
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/133</u>	:	<u>OPERATIONAL MANAGER SPECIALTY GRADE I HAST UNIT REF NO: HEID/OM/HAST/2022/10 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R571 242 - R642 933 per annum, (plus benefits)
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	Basic Qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma or Degree In nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwifery plus a qualification in Clinical Nursing Science Health Assessment, Treatment and care with duration of at least one (1) year, accredited with SANC in terms of Government Notice No R48 in the relevant specialty. Candidate must have a minimum of Nine (9) years appropriate experience as professional Nurse after registration with SANC and at least five (5) years of the period referred to above must be /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty Current (2022) SANC license to practice (Clinical Nurse.) Three (3) years of the period referred above must be appropriate/recognizable experience HAST Coordinator. Basic HIV/AIDS, TB, PMTCT, HTS, NIMART, IMCI, NAS, CCMDD and Tier.net system trained. Candidate must have a minimum of Five (5) years working experience with HAST patients including children and pregnant women. Computer Literacy & training is Compulsory. Able to work in a highly pressured environment and driven by a sense of urgency to meet the deadlines. A strategist who is client focused. Good communication, leadership, problem solving, report writing and data/information management skills. Basic training on HIV/AIDS/TB and PMTCT and/or comprehensive HIV/AIDS/STI/TB including PMTCT. NIMART (nurse initiating anti-retroviral treatment) and IMCI (integrated management of childhood illnesses) trained. NAS (National adherence strategy) trained, Tier.net system trained. PHC would be an advantage. 5Years minimum

	working experience with HAST patients including children and pregnant women. Computer literacy and Tier.net system skills. Communication and Problem-solving skills.
<u>DUTIES</u>	: Coordinate and monitor the effective implementation of HAST programmes and Adherence thereof within the hospital/outpatient areas (ie. HTS, UTT, TB-FAST strategy, CCMT, NAS, CCMDD, NIMART, PMTCT Step down care, Clinical forensic medical service and Tier.net data system). Ensure mentoring and coaching of team (MDT) members on HAST programmes guideline and policies to ensure quality patients care. Ensure development of staff on relevant changes in the HAST programmes. Monitor data capturing, analysis/validation and submission including Tier.net system Analysis & Management. Effectively monitoring of the performance of all hast programmes. Coordinates FACPMR/DATA meetings. Attend meetings, give feedback and implement new changes in the programmes and monitor progress. Monitor and ensure proper utilization of human, financial and physical resources. Develop and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter sectorial and multidisciplinary). Manage workplace discipline and conflict. Ensure optimal quality care according to priority areas of national core standards. Candidate must have an in-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice.
<u>ENQUIRIES</u>	: Ms. L. Msiza Tel No: 016 341 1203
<u>APPLICATIONS</u>	: Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441, Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00.
<u>NOTE</u>	: Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. 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 foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: The institution reserves the right not to fill the post.
<u>CLOSING DATE</u>	: 04 November 2022
<u>POST 40/134</u>	: <u>ASSISTANT MANAGER NURSING GENERAL (AREA) REF NO: REFS/SEB/22/11 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	: Grade 1: R571 242 – R662 223 per annum, (all-inclusive package)
<u>CENTRE</u>	: Sebokeng Hospital
<u>REQUIREMENTS</u>	: Basic R425 qualification (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife and proof of current registration. A minimum of 8 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of period referred to above must be appropriate/recognizable experience at management level (less 1 year from experience for candidates appointed from outside Public Service after complying with registration requirement) Diploma/Degree in Nursing Administration will be added advantage.
<u>DUTIES</u>	: Responsible for Coordination and delivery of quality Nursing Care within the relevant department. Participate in formulation, monitoring and implementation of Policies, guidelines, standard procedures, and regulations pertaining to Nursing Care. Provide effective support and management of human, material, and financial resources. Manage staff performance, training, and personal development of self and sub-ordinates including management of under-performance and grievances. Collect, provide, and use relevant

		information/statistics for the enhancement of service delivery. Executive hours and week-end duties as scheduled.
<u>ENQUIRIES APPLICATIONS</u>	:	Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
	:	Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street. NB: Online applications will not be considered due to system challenges.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication 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. Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/135</u>	:	<u>EMS LECTURER PARAMEDIC REF NO: LCOEC/ACADEMIC/12/2022 (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 3-4: R398 034 - R468 870 per annum, (plus benefits)
	:	Lebone College of Emergency Care
	:	Grade 12 certificate or equivalent qualification. Candidate must be in position of B-TECH Degree/ Bachelor of Health Sciences in Emergency Medical Care. Candidate must be registered with the HPCSA as Emergency Care Practitioner for a minimum period of two (2) years. Current HPCSA registration. Post graduate studies and training experience will be advantageous. Excellent communication and interpersonal skills. Verbal/ written communication skills in English. Computer literacy in MS Word, Excel and Power Point is essential. A valid code C1 driver's licence with PDP.
<u>DUTIES</u>	:	Involvement in all aspects of Education, Training and Development on the courses at the College including but not limited to facilitation, assessment, moderation, and mentorship. Participation in the shift work during practical phases of the course and EMS operational requests. Ensure that all aspects of the course are aligned to the relevant Legislation, Regulations and Policies. Participation in the formative, summative assessments processes. Possess in-depth knowledge and understanding of the emergency medical education environment and the NECET policy. Have expert knowledge of the legislative and policy framework informing the learning and teaching. Understand different types of learning and Teaching method including online platform. Be able to manage formative, summative and continuous assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned with HPCSA Regulations and sound Education practices. Must be willing and able to participate in research at the College. Management of all College staff involved on the course and responsible for performance management of students.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B Ramatsetse Tel No: 012 356 8000
	:	Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.
<u>NOTE</u>	:	The institution reserves the right not to appoint. Applications must be submitted on the new form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The communication from HR of the department regarding the requirements for

certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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.

<u>CLOSING DATE</u>	:	04 November 2022 at 12H00
<u>POST 40/136</u>	:	<u>PROFESSIONAL NURSE GRADE 1: SPECIALTY NURSING HAST UNIT</u> <u>REF NO: HEID/PNB/HAST/2022/11 (X2 POSTS)</u> Directorate: Health
<u>SALARY</u>	:	R388 974 - R450 939 per annum, (plus benefits)
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R48 in the relevant specialty. A minimum of 4 years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current (2022) SANC license to practice.
<u>DUTIES</u>	:	Provide a comprehensive HAST (HIV/AIDS/STI/TB) service, perform PICT (provider-initiated counselling and testing), the ability to assess the eligibility of ARV, baseline investigations and interpretation of results. Independently initiate ARV's and monitor the client for the prognosis on ARV. Implement TB/HIV collaboration and PMTCT. Implement NAS strategy and differentiate care (decanting), operate Tier.net and analyze the Tier.net report.
<u>ENQUIRIES</u>	:	Ms LLP MSIZA Tel No: (016) 341 1100
<u>APPLICATIONS</u>	:	Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00
<u>NOTE</u>	:	Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. 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 foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: The institution reserves the right not to fill the post
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/137</u>	:	<u>PROFESSIONAL NURSE GRADE 1: SPECIALTY NURSING PEADIATRICS</u> <u>DEPARTMENT REF NO: HEID/PNB/2022/12 (X1 POST)</u> Directorate: Health
<u>SALARY</u>	:	R388 974 - R450 939 per annum
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post-basic nursing qualification Diploma in Paediatric Nursing science with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the

relevant specialty. A minimum of 4 years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current (2022) SANC license to practice Experience in clinical work as paediatric nurse will be an added advantage. Knowledge of IMCI (Integrated Management of Childhood illnesses), Management of severe acute malnutrition, EPI (Expanded Programme for immunization), EMTCT (Elimination of mother to child transmission of HIV), MBFHI (Mother Baby Friendly Hospital Initiative) and CHILD PIP (Child Problem Identification Programme) will be an added advantage. Computer literacy and good communication skills.

DUTIES

: Display a concern for patients by assessing children's needs and providing initial care. Identify changes in children's condition and be able to act accordingly. To assist in planning/organizing and monitoring of the objectives of the specialized unit in Paediatric unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff / housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g. workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervisor and subordinates. Effective utilization of resources: Human Resources and Material resources Participation in training and research, Provision of Support to Nursing Services, To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, To partake in overall specialized unit functions, i.e. team building, Maintain professional growth/ethical standards and self-development Ensure compliance to infection control principles and waste management guidelines. Ensure compliance to Ideal Hospital Framework Realization guideline. Compile and interpret paediatric statistics.

ENQUIRIES

APPLICATIONS

: Ms LLP Msiza Tel No: (016) 341 1203
: Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00

NOTE

: Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. 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 foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Notes: The institution reserves the right not to fill the post.

CLOSING DATE

: 04 November 2022

POST 40/138

: **PROFESSIONAL NURSE GRADE 1: SPECIALTY NURSING TRAUMA UNIT**
REF NO: HEID/PNB/PEAD/2022/13 (X3 POSTS)
Directorate: Health

SALARY

CENTRE

REQUIREMENTS

: R388 974 - R450 939 per annum
: Heidelberg Hospital
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post-basic nursing qualification in Diploma in Trauma and emergency Nursing Science. With duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 4 years appropriate

	recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current (2022) SANC license to practice Computer literacy Communication and Problem-solving skills, Recent certificate in BLS (Basic Life Support), ALS (Advanced Life Support), and PLS (Pediatric Life Support) will be an added advantage.
<u>DUTIES</u>	: To assist in planning/organizing and monitoring of the objectives of the specialized unit in Trauma unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff / housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g. workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervisor and subordinates. Effective utilization of resources: Human Resources, material resources Participation in training and research, Provision of Support to Nursing Services. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, Maintain professional growth/ethical standards and self-development Triaging of patients based on acuity levels. Be able to recognize signs and symptoms of deterioration in clinically unstable patients. Be able to act accordingly in an emergency. Be able to work under pressure and control the emergency Ensure compliance to infection control principles and waste management guidelines. Ensure compliance to Ideal Hospital Framework Realization guideline.
<u>ENQUIRIES</u>	: Ms LLP Msiza Tel No: (016) 341 1203
<u>APPLICATIONS</u>	: Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00 Note: The institution reserves the right not to fill the post.
<u>NOTE</u>	: Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. 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 foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	: 04 November 2022
<u>POST 40/139</u>	: <u>PROFESSIONAL NURSE GRADE 1: SPECIALTY NURSING ADVANCE MIDWIFERY REF NO: HEID/PNB/ADVMID/2022/14 (X1 POST)</u> Directorate: Health
<u>SALARY</u>	: R388 974 - R450 939 per annum
<u>CENTRE</u>	: Heidelberg Hospital
<u>REQUIREMENTS</u>	: Grade 1: Minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional nurse with the SANC in General nursing 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 specialty of advanced midwife. Current (2022) SANC license to practice Computer literacy. Certificate in ESMOE training will be an added advantage.
<u>DUTIES</u>	: Provide quality Maternal and Neonatal nursing care services, ensure compliance to recommendations of saving mothers and babies. Implementation of EPI programme, PPIP (Perinatal problem identification programme) and EMTCT (Elimination of mother to child transmission of HIV)

guidelines. Promotion of MBFHI (Mother Baby Friendly Hospital Initiative). Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ability to lead in a shift and shift worker. Flexibility towards departmental needs. Ability to work independently and in a multi-disciplinary team. Managing administration functions. Ability to utilize resources effectively, staff development and PMDS. Ensure compliance to Ideal Hospital Realization Framework guideline, policies, regulations, protocols, guidelines and SOP. Communication and Problem-solving skills and accurate data collection. To assist in planning/organizing and monitoring of the objectives of the specialized unit (Maternity unit) in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff / housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g. workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervisor and subordinates. Effective utilization of resources: Human Resources, material resources and budget. Participation in training and research, Provision of Support to Nursing Services, To assist with the relief of duties of the supervisor and act as junior shift-leader on both day and night shift, To partake in overall specialized unit functions, i.e. team building, Maintain professional growth/ethical standards and self-development.

ENQUIRIES
APPLICATIONS

: Ms LLP Msiza Tel No: (016) 341 1203
: Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00

NOTE

: Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. 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 foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE

: 04 November 2022

POST 40/140

: **PROFESSIONAL NURSE (SPECIALTY NURSING) – CRITICAL CARE REF NO: REFS/015282 (X1 POST)**
Directorate: Nursing

SALARY
CENTRE
REQUIREMENTS

: Grade 1: R388 974 – R450 939 per annum, (all-inclusive package)
: Sebokeng Hospital
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as 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 Professional Nurse with the SANC in General Nursing.

DUTIES

: Provision of quality clinical nursing care in area of specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.

ENQUIRIES
APPLICATIONS

: Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
: Applications should be posted to Private Bag X058, Vanderbijlpark 1900 or hand delivered to Sebokeng Hospital, Human Resource Department,

	Moshoeshoe Street. NB: Online applications will not be considered due to system challenges.
<u>NOTE</u>	: Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication 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. Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	: 04 November 2022
<u>POST 40/141</u>	: <u>PROFESSIONAL NURSE (SPECIALTY NURSING) – THEATRE REF NO: REFS/SEB/22/11 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	: Grade 1: R388 974 – R450 939 per annum, (all-inclusive package)
<u>CENTRE</u>	: Sebokeng Hospital
<u>REQUIREMENTS</u>	: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as 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 Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	: Provision of quality clinical nursing care in area of specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources
<u>ENQUIRIES</u>	: Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
<u>APPLICATIONS</u>	: Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street. NB: Online applications will not be considered due to system challenges.
<u>NOTE</u>	: Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication 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. Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	: 04 November 2022

<u>POST 40/142</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: MRH/2022/39</u> Directorate: Human Resources
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Mamelodi Regional Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate and an appropriate 3-year Degree or Diploma in Human Resource or equivalent qualification with 5 years relevant Human Resource experience as an HR generalist and 3 years of which should be supervisory level. Knowledge and understanding of Public Service of the PERSAL system. Computer literate. Good written and advanced communication skills. Must have leadership, planning, organising and problem-solving skills. Ability to work in a high volume and highly pressurized environment.
<u>DUTIES</u>	:	Lead and manage HR unit. Manage HR budget. Implement and interprets policies directives and guidelines. Implement and maintain a sound quality management system, including applicable legislations, policies, good practices and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line Managers. Approve and quality assure all mandates and transactions related to appointments, transfers, 118 terminations, salary administration, and management of conditions of service etc. Manage OSD appointments. Grade Progression for OSD and non-OSD. Ensure that PERSAL related transactions and mandates Forwarded to Gauteng Department of Finance (GDF) are captured correctly. Manage staff Establishment and post filling. Draw up a Post filling plan. Policy and Procedure on Incapacity leave and Ill Health Retirement (PILIR) Provide strategic and operational Support to staff and line managers. Manage the Performance Management and Development system (PMDS) and the implementation thereof. Manage Training unit. Compile and submit reports or any other HR related submissions. Manage HR related submissions. Manage audit queries. Manage and implement ORWOPS/ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor Overtime and capturing of the authorization for overtime for Nursing, Admin & Support staff. Specimen signatures. Management of the payroll. (ESS & Manual) Develop and monitor the Operational Plan for HR. Attend meetings.
<u>ENQUIRIES</u>	:	Mr H Hlophe Tel No: (012) 841 8329
<u>APPLICATIONS</u>	:	Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122 or hand delivery to: Human Resource Office, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	Mr H Hlophe
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV only. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	04 November 2022 Time: 16:00
<u>POST 40/143</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: REFS/015306 (X1 POST)</u> Directorate: Human Resources Management
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Sebokeng Hospital
<u>REQUIREMENT</u>	:	Grade 12(Matric) plus an appropriate Degree or National Diploma (NQF 6) in Human Resources Management with minimum of 5 years' experience in Human Resource environment as a generalist or Grade 12(Matric) with minimum of 15 years Human Resource experience as a generalist. 3 years supervisory experience. Experience in a Health environment will be an added advantage. Successful completion of PERSAL training course. Knowledge and

	understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and PowerPoint. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organizing and problem-solving and conflict management skills. Must be able to manage and lead a team. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment.
<u>DUTIES</u>	: Lead and manage the Human Resource teams. Manage HR budget. Implement and interpret policies, directives, and guidelines. Implement and maintain sound quality management systems, including applicable legislations, policies, good practice, and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line managers. Approve and qualify all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage OSD appointments, grade progressions for OSD and non OSD. Ensure that PERSAL related transactions and mandates forwarded Gauteng Department of E-Government are captured correctly. Manage staff establishment and post filling. Draw up a post filling plan. Implement Policy and procedures on Incapacity leave and Ill- Health Retirement (PILIR). Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development System (PMDS) and the implementation thereof. Manage training unit. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor overtime and capturing of the authorization for overtime. Manage leave and work attendance by staff. Ensure that leaves are correctly and timeously captured on PERSAL. Serve on relevant statutory committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and evaluations to achieve Hospital Objectives. Prepare and submit consolidated monthly, quarterly and annual reports to the Manager HRM. Maintain ethical and professional conduct.
<u>ENQUIRIES</u>	: Mr Maake MR Tel No: 016 930 3004
<u>APPLICATIONS</u>	: Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street. Online applications will not be considered due to system challenges.
<u>NOTE</u>	: must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication 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. Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	: 04 November 2022
<u>POST 40/144</u>	: <u>SENIOR CASE MANAGER REF NO: REFS/015311</u> Directorate: Finance
<u>SALARY</u>	: R382 245 per annum
<u>CENTRE</u>	: Sebokeng Hospital
<u>REQUIREMENTS</u>	: Degree/ Diploma in Nursing with a minimum of 5 years' experience in Clinical Nursing practice post registration with SANC as a Professional nurse. Financial related qualification will be added as an advantage. Current registration with

	SANC. Computer literacy, good communication skills and organizational skills; problem solving and record management skills. Coordination and liaison skills. Knowledge of National Health Act, Medical Schemes Act, Occupational Health and Safety Act. PFMA, RAF Act, COIDA Act, Patient's Right Charter, Batho Pele Principles, UPFS policy, ICD 10 Coding and NHI, data management policy.
<u>DUTIES</u>	: Monitor and manage internal patients who are externally funded (i.e. ensure that ALOS is kept within the norm according to diagnosis and also to obtain reasons from Clinical HOD for extended length of stay). Ensure that ICD 10 and UPFS coding are correct, specific and relevant. Ensure efficient and effective communication of updated clinical information for externally funded clients/ patients. Ensure efficient and effective interpretation and implementation of case management policies, protocols and procedures within the hospital. Coordination of the workflow processes between clinical and administration personnel. Supervision and development of staff. Auditing of externally funded billed files in order to monitor accuracy in coding. Liaison with all relevant role players in matters relating to Case Management. Authorizing of all medical aid patients. Monitoring and support on Medical Aid rejections. Provide training and support on UPFS and charge sheets. Work with monitoring and evaluation department for daily monitoring of health information system registration of patients. Part of nursing and other clinical audit committees to monitor hospital efficiency indicators. Daily monitoring of in-patient's registration by doing ward rounds with operational managers, play a role in bed management of the hospital daily. Compilation of comprehensive reports for reporting i.e. weekly, monthly and quarterly reports. Coordination of work with finance department and clinical and nursing department.
<u>ENQUIRIES APPLICATIONS</u>	: Mr Mateba M Tel No: (016) 930 3153 : Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street. Online applications will not be considered due to system challenges.
<u>NOTE</u>	: must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication 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. Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment
<u>CLOSING DATE</u>	: 04 November 2022
<u>POST 40/145</u>	: <u>DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: HEID/DIAG/2022/15</u> Directorate: Health
<u>SALARY CENTRE REQUIREMENTS</u>	: R322 746 per annum (Level 08), (plus benefits) : Heidelberg Hospital : National diploma or degree in Diagnostic Radiography. Proof of original registration and current registration with HPCSA as an independent diagnostic Radiographer. Must have completed community service as per requirements of the professional body. Computer literacy essential. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the Health sector and Radiography profession.
<u>DUTIES</u>	: Provide diagnostic Radiography services in a 24-hour department. To participate in a 24-hour roster. To produce X-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers, and

	students. Assist in the quality assurance processes. Supervise and participate in departmental quality assurance tests. Participate and facilitate in CPD programs as required by the HPCSA. Be able to work with D.R and C.R modalities. To adhere to Batho Pele principles, National core standards, Quality Assurance and other Public Service Policies and Acts. Perform administrative duties including compiling statistics and performing any other duties as delegated by the Supervisor.
<u>ENQUIRIES</u>	: Dr TS Mabaso Tel No: (016) 341 1100
<u>APPLICATIONS</u>	: Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00 Note The institution reserves the right not to fill the post.
<u>NOTES</u>	: Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. 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 foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	: 04 November 2022
<u>POST 40/146</u>	: <u>DENTAL THERAPIST GRADE 1/2/3</u> Directorate: Oral Hygiene and Auxiliary Training (OHAT)
<u>SALARY</u>	: R322 746 – R445 752 per annum, plus benefits
<u>CENTRE</u>	: Wits Oral Health Centre
<u>REQUIREMENTS</u>	: Appropriate qualification that allows registration as a Dental Therapist with the Health Professional Council of South Africa as an independent practitioner. Current registration with the HPCSA as a Dental Therapist with the relevant clinical experience. The candidate must be in possession of a valid driver's license. A postgraduate Masters qualification will be an added advantage. The candidate must be prepared to perform under pressure and after hours to support academic activities in order to improve service delivery.
<u>DUTIES</u>	: Perform clinical functions as stipulated in the HPCSA Scope of Practice for Dental Therapists. Provide service delivery to patients at the Wits Oral Health Centre and other sites available for training and teaching. Plan and supervise oral health education and oral health promotion activities and outreach programmes. Compile monthly and/or weekly reports of community outreach programmes, academic matters and clinical service delivery relating to patients. Be involved in theoretical (tutorial and lectures) and clinical sessions with dental and oral hygiene students. Conduct research and participate in research activities in the Department.
<u>ENQUIRIES</u>	: Dr TE Mushungwa Tel No: 0117172916
<u>APPLICATIONS</u>	: New Z83 application forms must be sent to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown No faxed or emailed applications will be accepted.
<u>NOTE</u>	: This post is a joint appointment for Gauteng Health and Wits University. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as current proof of HPCSA registration where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result

in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/147</u>	:	<u>LOGISTIC SUPPORT OFFICER REF NO: SBAH 095/2022</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R261 372 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Three year relevant NQF level 6 tertiary qualifications with three years' experience in Supply Chain Management or Grade 12 with five years' experience in the field of Supply Chain Management. Prove knowledge of SAP, SRM, LOGIS or equivalent systems. Ability to work independently and meet deadlines and to attend to details and ensure correctness of data / information. Ability to work under pressure and in a team. Be prepared to work overtime when required to meet deadlines. Excellent, analytical, planning, project and organizational skills. Good interpersonal relations, negotiation, organizational, planning and problem solving skills. Must be a client orientated person and have effective communication skills (written and verbal), proven computer literacy MS WORD, MS EXCEL, AND MS OUTLOOK. Understanding of the health environment will be an added advantage. Proven knowledge of all acts, regulations and guidelines.
<u>DUTIES</u>	:	Assist end users with timeous development of the specifications and Material Master Numbers (MMN) of BID and RFQ's. Assist end-users with compilation of demand management plans and procurement plans. Consolidate relevant reports and review demand management for end users. Monitor and ensure all process and procedures comply with supply chain management and treasury and preferential procurement policy framework ACT. Prepare management information and reports, statistics and reporting on procurement to management. Attend to Supply Chain Management audit queries, Human Resources Management (i.e Job Description, Performance agreements, Performance appraisal and Development of staff. Prepare and coordinate stock takings and exercise supervision during stock taking. Compile stock taking report. Prepare monthly recons on inventory stock to Head Office. Supervise and manage demand section of the SCM and provide guidelines in respect of minimum and maximum stock levels when ordering store items and non-store items.
<u>ENQUIRIES</u>	:	Mr D Moraswi Tel No: 012 354 5159
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/148</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: HEID/PNA1//2022/16 (X5 POSTS)</u> Directorate: Health
<u>SALARY</u>	:	R260 760 - R302 292 per annum
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e: Diploma/Degree in nursing) or equivalent qualification with the SANC as a Professional Nurse. Registration as a Professional Nurse after post

	Community Service. Current (2022) SANC license to practice. Basic Midwifery will be an added advantage.
<u>DUTIES</u>	: Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. Screen health problems and diseases in accordance with prescribed norms and standards. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safely. Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analyzing data. Implement standards, practices, criteria and indicators for quality nursing. Assist in the development of nursing and improvement of standards of care through research. Create an environment and learning opportunities that foster professional growth and improvement in nursing and health care. Actively engage in the education and training of students in the health care system. Develop and document interventions and progress of patients to facilitate continuity of care. Participate in the formulation and review of nursing interventions through comprehensive and on-going assessment. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Apply the principles of nursing care in service rendering, for the maintenance of professional excellence. Implement nursing care management activities according to the Standards of Practice and Scope of Practice. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	: Ms LLP Msiza Tel No: (016) 341 1203
<u>APPLICATIONS</u>	: Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00 Note: The institution reserves the right not to fill the post.
<u>NOTE</u>	: Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. 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 foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department
<u>CLOSING DATE</u>	: 04 November 2022.
<u>POST 40/149</u>	: <u>PROFESSIONAL NURSE GRADE 1 -3 (GENERAL NURSING INFECTION PREVENTIONS AND CONTROL REF NO: HEID/PNA/IPC/2022/17 (X1 POST)</u> Directorate: Health
<u>SALARY</u>	: Grade 1: R260 760 - R302 292 per annum Grade 2: R320 703 – R368 307 per annum Grade 3: R388 974 – R492 756 per annum
<u>CENTRE</u>	: Heidelberg Hospital
<u>REQUIREMENTS</u>	: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e: Diploma/Degree in nursing) or equivalent qualification with the SANC as a Professional Nurse. Registration as a Professional Nurse after post Community Service. Previous Knowledge of infection control practices and

		principles or exposure will be an added advantage. Current (2022) SANC license to practice.
<u>DUTIES</u>	:	Assist in Facilitating, coordinating and reviewing National, Provincial and regional legislation regarding infection Control protocols and monitors the Implementation thereof. Assist in Implementing and maintaining an effective hospital infection surveillance system in alignment with the infection control policies. Assist in Developing and monitoring the implementation of continuous infection control, educate and training programmes. Review and monitor the implementation and effectiveness of clinical protocols and guidelines. Assist in developing and monitoring the implementation of continuous infection control educate and training programmes. Conduct formal and informal infection control trainings. Participate in induction and orientation programmes notifying of notifiable conditions to relevant authorities. Investigate and control outbreaks of infection. Assist in conducting infection control campaigns. Effective use of material resources and hospital budget.
<u>ENQUIRIES</u>	:	Ms LLP Msiza Tel No: (016) 341 1203
<u>APPLICATIONS</u>	:	Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00 Note The institution reserves the right not to fill the post.
<u>NOTE</u>	:	Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. 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 foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/150</u>	:	<u>PROFESSIONAL NURSE GRADE 1-3 (GENERAL NURSING QUALITY ASSURANCE) REF NO: HEID/PNA/QA/2022/18 (X1 POST)</u> Directorate: Health
<u>SALARY</u>	:	Grade 1: R260 760 - R302 292 per annum Grade 2: R320 703 – R368 307 per annum Grade 3: R388 974 – R492 756 per annum
<u>CENTRE REQUIREMENTS</u>	:	Heidelberg Hospital Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e: Diploma/Degree in nursing) or equivalent qualification with the SANC as a Professional Nurse. Registration as a Professional Nurse after post Community Service. Current (2022) SANC license to practice. Knowledge of quality Assurance Standards (Ideal Hospital Realization Framework) and depth Knowledge of patient care and hospital policies and guidelines will be an added advantage.
<u>DUTIES</u>	:	Participate actively in conduction of Ideal Hospital Realization Framework annual assessments. Participate actively in conduction of annual PEC (Patient Experience of care) surveys and assist in capturing of results. Participate actively in conduction of DPOS (Daily Patient Experience of care) survey and assist in analyzing the results thereof. Monitoring of hospital compliance with current guidelines. Review and analyze patients' complaints. Work closely with patients and staff to develop best care based on patients needs. Participate in training programmes and work closely with quality assurance leadership. Attend monthly quality assurance meetings. Play an important role in assisting the hospital in the achievement of departmental goals and objective. Assist in development of QIP (Quality Improvement Plans). Participate actively in clinical audit sessions. Effective use of material resources and hospital budget.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms LLP Msiza Tel No: (016) 341 1203
	:	Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00 Note The institution reserves the right not to fill the post.
<u>NOTES</u>	:	Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. 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 foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/151</u>	:	<u>INFORMATION TECHNOLOGY (IT) TECHNICIAN REF NO: CHBC/ADMIN/OCTOBER/2022 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 713 - R249 378 per annum (Level 06), (plus benefits)
	:	Chris Hani Baragwanath Campus
	:	Relevant IT diploma/degree. A minimum of 2 years working experience in the Public Service IT environment. Knowledge of the Public Service Transversal systems (BAS, PERSAL, SAP, etc.). Applicants must be in possession of a valid driver's license. Report writing and interpersonal relations skills are also important attributes.
<u>DUTIES</u>	:	Perform hands-on fixes at the desktop level, install and upgrade software, install hardware, implement file backups, and configure system applications. Perform preventative maintenance, check, and clean workstation, printer and evaluate results to choose the best solution and solve problem. Coordinate the repairing and replacing of hardware equipment. Assist in coordinating special projects including network related writing plans and system installation, backup, maintenance, and problem solving. Assist and provide support on WAN/LAN, and other technology as requested, including performing scheduled network tasks, updating anti-virus definition files. Take ownership of user problems and follow up the status of problem on behalf of the user and communicate progress in a timely manner. Coordinating the use of facilities, including audio visuals and projectors. Managing user accounts (passwords reset, creation of user account from active directory). Conduct regular in-service training on the effective utilization of IT equipment. Setting up of projectors and sound equipment. Continuously attend workshops on information technology. Maintain an IT asset register at the college. Ensure functionality of the PABX, all audio-visual equipment and software systems. Effect the GDoH – ICT Policy and guidelines for the campus. Liaise with GDoH ICT for support and maintenance.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Ms. P Ndaba Tel No: (011) 983 3006
	:	Applications should be submitted on http://professionaljobcentre.gpg.gov.za .
	:	All application must be submitted online only. Applicants must submit a fully completed most recent Z83 (81/971431) and a comprehensive Curriculum Vitae (CV) only. Most recent Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Notes: Applicant will be contacted to submit certified copies of your I.D, qualifications, copy of service record signed by Human Resource Department after the assessment of the submitted job application to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect

the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

<u>CLOSING DATE</u>	:	04 November 2022 12H00
<u>POST 40/152</u>	:	<u>SECRETARY REF NO: REFS/015313</u> Directorate: Patient Affairs (Clinical departments)
<u>SALARY</u>	:	R176 310.per annum, (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade10 or equivalent /Grade 12 or equivalent. Knowledge of: Secretarial duties, as well as the ability to capture data, operate a computer (Microsoft Office), collecting statistics, document tracking, storage and retrieval. Knowledge and understanding of legislative framework governing the Public Service e.g. Batho Pele Principles, Patients' Rights, PFMA and knowledge of working procedures in terms of working environment. Skills: Good verbal and written communication, typing, planning and organising, problem solving, time management and ability to interpret directives. The following will be an added advantage: Grade 12 with extensive experience as a secretary. Secretarial Diploma or equivalent qualification from a SAQA recognized tertiary institution with one (1) years' experience. Telephone etiquette, be able to work independently and be part of a team, Ability to function under pressure, assertive and presentable.
<u>DUTIES</u>	:	Responsible for overall administration of the manager's office. Daily management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination and preparation for meetings, workshops and typing documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception for visitors to the manager's office. Making travel and accommodation arrangement 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.
<u>ENQUIRIES</u>	:	Dr S Ngcezu Tel No: 011 481 2167
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Supportthr01.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information

preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, African Females and Males, Coloured Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.

CLOSING DATE

:

04 November 2022

POST 40/153

:

ADMINISTRATION CLERK (RECEPTIONIST) REF NO: LCOEC/ADMINISTRATION/10/2022

SALARY

:

R176 310 per annum, (plus benefits)

CENTRE

:

Lebone College of Emergency Care

REQUIREMENTS

:

Grade 12 with 1 year Administration and reception experience. Computer Literacy (MS Word, Excel, Outlook etc). Good internal personal communication skills (written and verbal). Ability to work under pressure and must have Administration skills.

DUTIES

:

Operating switchboard for incoming and outgoing calls. Attending to Visitors/learners/staff and providing the correct information regarding the College. General Administration duties i.e., typing of letters, updating internal telephone list and filing of documentation. Opening and distributing of mail received. Monitoring of enquiries from reception via email, Boardroom bookings. Issuing of appeal forms to learners and forward to Assistant Director (Administration) for processing. Facility Management complaints register - daily entries to be forwarded to the Facility Manager. Announcements over the intercom system & testing of the system weekly. Perform any other duties as determined by College Management.

ENQUIRIES

:

Ms B Ramatsetse Tel No: 012 356 8000

APPLICATIONS

:

Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

NOTE

:

The institution reserves the right not to appoint. Applications must be submitted on the new form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The communication from HR of the Department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

CLOSING DATE

:

04 November 2022 at 12H00

POST 40/154

:

ADMINISTRATION CLERK REFNO: REFS/015312
Directorate: Nursing

SALARY

:

R176 310 per annum, (plus benefits)

CENTRE

:

Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

:

Grade10 or equivalent /Grade 12 or equivalent. Knowledge of: clerical duties, as well as the ability to capture data, operate a computer (Microsoft Office), collecting statistics, training, document tracking, storage and retrieval. Knowledge and understanding of legislative framework governing the Public

Service e.g. Batho Pele Principles. Mission and Vision of the hospital, Code of Conduct and knowledge of working procedures in terms of working environment. Skills: Good verbal and written communication, typing, planning and organising, problem solving, time management and ability to interpret directives.

DUTIES

: Facilitate training logistics, e.g. booking and preparation of training venues and assess readiness prior scheduled training day. Registration of participants at the training venue. Assist and support training providers during training. capture and maintain training records, (e.g., trainee list, schedules, attendance registers). Maintain communication to ensure smooth running of the department, e.g., answer and direct telephone calls. Maintain update system for filing, inventory, mailing, and databases. Handle incoming and outgoing office correspondence. Prepare meeting agendas; attend meetings to take notes and write minutes. Make travel arrangement for training personnel and keep records of transport request. Circulate any training available. Take inventory and order materials, supplies, and service needed. Operate office machinery, including photocopiers, scanners and computers. Troubleshoot problems that arise with office equipment. Assist with procurement of goods and services, i.e., sourcing quotations, completing RLS01 and submitting for authorization. Maintain records of procured goods for the financial year. Maintain a database to capture electronically all procured goods and services.

ENQUIRIES

: Ms. A. Tshitereke Tel No: 011 488 3787

APPLICATIONS

: Applications should be submitted on a (PDF Format only) to the following email-address Supporthr02.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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 Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, African Females and Males, Coloured Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.

CLOSING DATE

: 04 November 2022

POST 40/155

: **STAFF NURSE GRADE 1 REF NO: HEID/SN/2022/19 (X9 POSTS)**
Directorate: Health

SALARY

: R173 952- R 195 771 per annum

CENTRE

: Heidelberg Hospital

REQUIREMENTS

: Qualification that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current (2022) SANC license to practice.

<u>DUTIES</u>	:	Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients. Facilitate the mobility of patients; Facilitate the elimination processes. Provide basic clinical nursing care Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures. Effective utilization of material resources. Order stock and equipment in a cost-effective manner; Report loss or damage immediately. Maintain the code of conduct as required in the public service and by the professional body.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LLP Msiza Tel No: (016) 341 1203
	:	Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00 Note The institution reserves the right not to fill the post.
<u>NOTE</u>	:	Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. 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 foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	04 November 2022.
<u>POST 40/156</u>	:	<u>NURSING ASSISTANT GRADE 1 REF NO: HEID/NA/2022/20 (X6 POSTS)</u> Directorate: Health
<u>SALARY CENTRE REQUIREMENTS</u>	:	R134 514 - R151 401 per annum
	:	Heidelberg Hospital
	:	Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing Assistant) Current (2022) SANC license to practice.
<u>DUTIES</u>	:	Maintain hygiene of patient; Provide nutrition and assist with mobility: Assist with elimination processes. Provide elementary nursing care. Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of oral medication); Preparation of patients for diagnostic and surgical procedures; Maintain professional growth/ethical standards and self-development Maintain the code of conduct as required in the public service and by the professional body. Seek learning opportunities, i.e. in-service training, courses.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LLP Msiza Tel No: (016) 341 1203
	:	Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00 Note The institution reserves the right not to fill the post.
<u>NOTE</u>	:	Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. 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 foreign qualification must furnish the Department with the

evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE

: 04 November 2022.

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS
CLOSING DATE
NOTE

: Please apply online at <http://professionaljobcentre.gpg.gov.za>
: 04 November 2022
: Requirement of applications: Applicants who have previously applied, are encouraged to re-apply. No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender, youth, and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a new Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 40/157

: **SERVICES LEVEL MANAGER REF NO: REFS/015295**

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum
: Johannesburg
: Matric plus National Diploma/Degree in Computing or ICT related field, coupled with a minimum of 3 – 5 years' extensive experience in Service Level and Service Desk Management function. Minimum ITIL foundation certification is compulsory. ITIL Intermediate or higher certification and Other ICT Industry specific qualifications will be an advantage. Competencies: Understanding of different project management principles. Knowledge of relevant legislation and Public Service Regulations. Knowledge of SLA's and Service Desk. Management information knowledge. Attributes: Project management methodologies, Stakeholder relationship management, Customer management, Results/ quality management, Innovation/ continuous improvement, Problem solving skills, Analytical, Negotiation skills, Decision making, Communication skills and Initiative.

DUTIES

: Negotiates, agrees and maintains SLA's with internal and external stakeholders and 3rd parties. Negotiates and agrees with both the internal customer and ICT on any Service Level Requirements (SLR's) for any proposed new/developing services. Analyses and reviews service performance against SLAs and OLAs. Produces regular reports on service performance and achievement to the internal customer and the Director: ICT. Organises and maintains the regular Service Level review process. Initiates any actions required to maintain or improve service levels. Conducts annual (as appropriate) reviews of the Service Level process and negotiates, agrees and controls any amendments necessary. Ensure that services are delivered in accordance with legislation, industry best practice, effective processes/mechanisms and organization policies. Provide and improve relationship and communication with the business and customers. Ensure that specific and measurable targets are developed for all ICT services. Monitor

and improve customer satisfaction with the quality of service delivered. Ensure that the D: ICT and the customers have a clear and unambiguous expectation of the level of service to be delivered. Designing SLA frameworks. Conduct customer satisfaction surveys. Log calls with external service providers when service is unavailable. Training of personnel on relevant Departmental IT systems, applications and procedures. Manage service desk and staff and produce incidents reports. Monitor the IT service delivery team, taking responsibility for service desk, desktops and desktop application support. Ensure SLA's are achieved and client expectations are met. To provide reports to agreed schedule or on request, including management and account performance reports. Attend client service reviews meetings, areas covered will include performance reports, service improvements, quality and processes. Develop and facilitate workshops and training courses. Ensure that all co-workers in projects understand and follow all procedures they are involved with SLM practices. Re-engineer the service desk according to industry best practices utilizing the ITIL framework. Provide monthly reporting on key critical areas of the service desk in terms of performance, workload, resource workload distribution and SLA achievement. Tracking and documentation of jobs using the Service Desk tool.

ENQUIRIES

: Ms M Tshabalala Tel No: 063 691 4046

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

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

OTHER POSTS

POST 40/158 : **MEDICAL SPECIALIST: UROLOGY POST: GRADE 1: REF NO: HRM 29/2022 (X1 POST)**

SALARY : Grade 1: R1 122 630 - R1 191 510 per annum
CENTRE : King Edward VIII Hospital Complex and St. Aidan's Hospital
REQUIREMENTS : MBCHB or equivalent, FCP (SA) OR equivalent PLUS Registration certificate as a Specialist with the HPCSA PLUS Current registration with HPCSA (2022/2023). Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Sound clinical knowledge, competence and skills in Urology, Good communication skills, leadership and decision making qualities, Ability to diagnose and manage common urological problems, Ability to work in a multidisciplinary team and highly pressured environment, Rational use of resources, Sound knowledge of medical ethics, Knowledge of current health and Public service legislation and policies.

DUTIES : Render a comprehensive quality urological service and care to patients, Provide support to Head Clinical Unit in the management of the department, including human resources and financial resources, Perform and interpret urological procedures and studies, Maintain clinical, professional and ethical standards related to urological services rendered, Participate in quality improvement programs of the department, Actively participate in academic under and post-graduate urological programs and research (including clinical teaching), Perform outreach services when required, Rendering of after-hours service as required by the department, Perform other duties as determined by the Head of Clinical unit, Participation in commuted overtime is compulsory.

ENQUIRIES : Dr. D. Batuule Tel No: 031 3142200/2340
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 : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 : 04 November 2022

POST 40/159 : **MEDICAL OFFICER REF NO: MOPAEDSCC/08/2022 (X1 POST)**
 Department: Paediatrics Critical Care

SALARY : Grade 1: R833 523 per annum, (all-inclusive salary package), excluding Commuted overtime.
 Grade 2: R953 049 per annum, (all-inclusive salary package), excluding Commuted overtime.

**CENTRE
REQUIREMENTS**

Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted overtime.

: Inkosi Albert Luthuli Central Hospital
: Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. Recommendation: Experience in Paediatrics will be an advantage. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six (6) Years' relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills and Experience Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES

: The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care, Paediatric subspecialty services. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required.

**ENQUIRIES
APPLICATIONS**

: Prof PM Jeena Tel No: 031 240 2046
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims

CLOSING DATE

: 04 November 2022

<u>POST 40/160</u>	:	<u>MEDICAL OFFICER: (GRADE 1, ONLY) REF NO: GS 69/22</u> Component: Anaesthesia and Critical Care
<u>SALARY</u>	:	Grade 1 – R833 523 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually. Rural allowance is payable for periods of time working at Harry Gwala Hospital only.
<u>CENTRE REQUIREMENTS</u>	:	Grey's, Harry Gwala or Northdale Hospital- Pietermaritzburg
	:	Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Medical Practitioner Priority will be applied to incumbent/s that are available immediately in order to maintain clinical services. Pietermaritzburg is only able to employ South African citizens and permanent residents into these medical officer posts. NB Those candidates who are still in their community service year may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical practitioner. NB Those candidates who hold a bursary that requires them to work outside of Pietermaritzburg must supply a letter from the Institution/District Office that holds their service obligation indicating that the bursary holder will be released to come to Pietermaritzburg for training. Bursary holders who are unable to supply this authority will not be shortlisted. Recommendation: DA will be an advantage ATLS, APLS, and ACLS. Diploma in Anaesthesia (DA) Other relevant CMSA diplomas: Dip PEC(SA), DCH, Dip Obs Fellowship of Anaesthesia examinations or portions thereof. Anaesthetic work experience in a large regional or tertiary hospital and/or in a registrar program. Knowledge, Skills and Experience: Participation in the After Hours call system is essential Medical Practice as appropriate at post Community Service level Information management Current Health and Public service legislation, regulations and policy Medical ethics, epidemiology and statistics Incumbents will be expected to work in the Department of Anaesthesia in Pietermaritzburg for at least one year. During which time they will receive appropriate training to pass the Diploma in Anaesthesia, (if this qualification is not already held). Anaesthetic Medical Officers will also be able to apply for a three-month rotation through Intensive Care during this year. In subsequent years it is anticipated that appropriate candidates will either commence specialising in anaesthesia or proceed to work in district and other regional hospitals providing high quality Medical Officer Anaesthesia Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa.
<u>DUTIES</u>	:	Clinical responsibility including examine, investigate diagnose and oversee treatment of patients The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg To perform appropriate preoperative examination and optimisation of patients for planned surgery To provide safe and appropriate anaesthesia during surgery To participate in post-operative care of patients. Anaesthetists must be prepared for early starts to the working day (07:15) and late, unpredictable finishes to the normal working day. The nature of anaesthesia means that frequent weekend shifts are required inside the commuted overtime package The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg Assist with human resource development for medical staff Conduct Orientation and Induction Programme for new Medical staff Provide guidance and advice to junior medical staff (interns/CSOs) Assist with the development of training programmes Participate in relevant training programmes Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care Undertake continuing medical education and professional development and study professional literature e.g. Medical journals To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all

		departmental rules and regulations with regard to leave, call rosters and rotations To participate in Outreach services in the drainage area of Harry Gwala hospital as appropriate to their grade of qualification and experience To maintain a logbook of clinical duties
<u>ENQUIRIES</u>	:	Dr Z Farina Tel No: 033 897 3414
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs M Chandulal
<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target For This Post Is: African Male, African Female Or Coloured Male Please Note: It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Failure to comply will result in the application not being considered.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/161</u>	:	<u>MEDICAL OFFICER REF NO: MOSPECIALISEDSURG/1/2022 (X1 POST)</u> Department: Specialised Surgery
<u>SALARY</u>	:	Grade 1: R833 523 per annum, (all-inclusive salary package), excluding Commuted overtime. Grade 2: R953 049 per annum, (all-inclusive salary package), excluding Commuted overtime. Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted overtime
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	MBCHB degree. Registration Certificate with the HPCSA as a Medical Practitioner. Senior Certificate. Current registration with HPCSA as a Medical Practitioner. Recommendation Prior experience in oncology is advantageous. Experience: Grade 1: No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience Required: Basic understanding of treatment principles and options in Specialised Surgery. Good interpersonal skills. Ability to diagnose and manage common medical problems including oncological emergencies. Sound moral values based on integrity, trust and judgment. Sound communication skills.
<u>DUTIES</u>	:	To function within the Breast and Endocrine Unit. Work within a multidisciplinary framework in the management of surgical patients. Adhere to departmental treatment guidelines and policies. Undertake ongoing care of individual patients. Deal with emotional, social and physical aspects of disease for patients and their relatives. Maintain medical records, including morbidity and mortality statistics. Attend and participate in departmental academic meetings and outreach services.
<u>ENQUIRIES</u>	:	Dr F Anderson Tel No: 031 240 2367
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae only. Certified copies of qualifications,

proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. 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. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as Unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/162</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE UNIT):</u> <u>MPUMALANGA CENTRE REF NO: HLE02/2022 (X1 POST)</u> Cluster: Primary Health Care Services
<u>SALARY</u>	:	R571 242 – R642 933 per annum, (an all-inclusive salary), plus 13th Cheque (conditions apply), Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable area allowance of basic salary.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Primary Health Clinic Senior Certificate/Grade 12 or equivalent; Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (i.e. Degree /Diploma in General Nursing and Basic Midwifery); One year Post-basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC); At least 5 years of the period referred to above, must be appropriate/recognisable experience in the specific speciality after obtaining the one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing; Relevant Annual Practice Certificate (SANC registration) for 2020; and Proof of current and previous work experience (certificate of service) endorsed by the Human Resource Manager or delegated person (only when shortlisted). Recommendations: Diploma /Degree in Nursing Management; NIMART and TB training certificate; proof of Computer literacy and unendorsed (only when shortlisted), valid code B/C driver's license. Competencies: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing the Public Service. Knowledge of nursing care processes and procedures. Appropriate understanding of Scope of Practice and nursing standards. Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patient Rights Charter, Batho Pele Principles, Sound knowledge of Labour Relations Act. Promote women's health, mother and child health and provide adequate health education, awareness and be involved in campaigns. Assist with compliance to Ideal Clinic Realisation and Maintenance and Norms and Standards. Leadership, supervisory, organizing, decision making, problem solving abilities skills. Coordination, report writing skills and time management. Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player. Good communication and interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>DUTIES</u>	:	Facilitate provision of efficient and effective comprehensive package of service at PHC level including priority programmes and quality improvement programs. Develop clinic Operational Plan, monitor the implementation and submit progress reports. Participate in clinical audits in the facility and ensure

implementation of the quality improvement plans supported by strong work ethics. Ensure proper control and effective utilization of all resources including HR, Financial, and infrastructure. Ensuring supervision and overseeing of the clinic. Allocate and supervise all staffs on day and night duty in the clinic. Provide efficient and cost-effective utilization of human resources in the facility. Ensure and advocate for staff development and monitor staff performance according to EPMDS Implement and lead ideal clinic maintenance and realisation status (ICRM) and norms and standard in the clinic. Delegate and monitor outreach services and school health programme in the community. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure that Batho Pele principles, National Core Standards and ideal clinic priorities are proficiently implemented. Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by Nursing Act, Occupational Health and Safety Act. Provide effective leadership in the management of clients' complaints/ accident/incidents in the facility. Monitor the compilation collation and submission of data and other reports timeously. Maintain constructive working relationships with all stake holders i.e. inter-professional, the multi-disciplinary team and attending Operation Sukuma Sakhe meetings. Demonstrate leadership acumen in implementation of 95-95-95 programmes in the clinic. Advocate and promote nursing ethos and professionalism in the clinic.

**ENQUIRIES
APPLICATIONS**

: Mrs S Dlamini Tel No: 031-774 1007
: All applications should be forwarded to: The Human Resource Manager: Hlengisizwe Community Health Centre: KZN Department of Health, PO Box 545, Hammarsdale, 3700 or hand delivered to Hlengisizwe Community Health Centre, Unit 6 Sibisi Road (Next to Kwa Nkomose Store) Mpumalanga Township, Hammarsdale, 3700

FOR ATTENTION

: Assistant Director: Human Resource Management Services representivity in all levels of all occupational categories in the Department.)

NOTE

: Applications must be submitted on the New prescribed Application of Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce evaluation certificate from the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

: 04 November 2022

POST 40/163

: **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE UNIT):
MSUNDUZI CENTRE REF NO: HLE 01/2022 (X1 POST)**
Cluster: Primary Health Care Services

SALARY

: R571 242 – R642 933 per annum, (an all-inclusive salary) plus 13th Cheque (conditions apply), Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable area allowance of basic salary.

**CENTRE
REQUIREMENTS**

: Msunduzi Primary Health Clinic
: Senior Certificate/Grade 12 or equivalent; Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (i.e. Degree /Diploma in General Nursing

and Basic Midwifery); One year Post-basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC); At least 5 years of the period referred to above, must be appropriate/recognisable experience in the specific speciality after obtaining the one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing; Relevant Annual Practice Certificate (SANC registration) for 2020; and Proof of current and previous work experience (certificate of service) endorsed by the Human Resource Manager or delegated person (only when shortlisted). Recommendations: Diploma /Degree in Nursing Management; NIMART and TB training certificate; proof of Computer literacy and unendorsed (only when shortlisted), valid code B/C driver's license. Competencies: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing the Public Service. Knowledge of nursing care processes and procedures. Appropriate understanding of Scope of Practice and nursing standards. Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patient Rights Charter, Batho Pele Principles, Sound knowledge of Labour Relations Act. Promote women's health, mother and child health and provide adequate health education, awareness and be involved in campaigns. Assist with compliance to Ideal Clinic Realisation and Maintenance and Norms and Standards. Leadership, supervisory, organizing, decision making, problem solving abilities skills. Coordination, report writing skills and time management. Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player. Good communication and interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery.

DUTIES

: Facilitate provision of efficient and effective comprehensive package of service at PHC level including priority programmes and quality improvement programs. Develop clinic Operational Plan, monitor the implementation and submit progress reports. Participate in clinical audits in the facility and ensure implementation of the quality improvement plans supported by strong work ethics. Ensure proper control and effective utilization of all resources including HR, Financial, and infrastructure. Ensuring supervision and overseeing of the clinic. Allocate and supervise all staffs on day and night duty in the clinic. Provide efficient and cost-effective utilization of human resources in the facility. Ensure and advocate for staff development and monitor staff performance according to EPMDS Implement and lead ideal clinic maintenance and realisation status (ICRM) and norms and standard in the clinic. Delegate and monitor outreach services and school health programme in the community. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure that Batho Pele principles, National Core Standards and ideal clinic priorities are proficiently implemented. Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by Nursing Act, Occupational Health and Safety Act. Provide effective leadership in the management of clients' complaints/ accident/incidents in the facility. Monitor the compilation collation and submission of data and other reports timeously. Maintain constructive working relationships with all stake holders i.e. inter-professional, the multi-disciplinary team and attending Operation Sukuma Sakhe meetings. Demonstrate leadership acumen in implementation of 95-95-95 programmes in the clinic. Advocate and promote nursing ethos and professionalism in the clinic.

ENQUIRIES APPLICATIONS

: Mrs PG Sosibo Tel No: 031-774 1007
: All applications should be forwarded to: The Human Resource Manager: Hlengisizwe Community Health Centre: KZN Department of Health, PO Box 545, Hammarsdale, 3700 or hand delivered to Hlengisizwe Community Health Centre, Unit 6 Sibisi Road (Next to Kwa Nkomose Store) Mpumalanga Township, Hammarsdale, 3700

FOR ATTENTION

: Assistant Director: Human Resource Management Services representivity in all levels of all occupational categories in the Department.)

NOTE

: Applications must be submitted on the New prescribed Application of Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must

accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce evaluation certificate from the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/164</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: KDC 03/2022</u> Component: Kwadukuza Clinic
<u>SALARY</u>	:	R571 242 per annum, Plus 8% rural allowance. Benefits: 13thCheque, homeowner's, allowance, and Medical aid optional (Employee must meet prescribed conditions)
<u>CENTRE</u>	:	Ilembe Health District Office
<u>REQUIREMENTS</u>	:	Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing 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 and midwifery and Primary Health Care plus, A minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Recommendation: Valid Code EB Driver's license (Code8). Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Co-ordination and planning skills, ability to assist in formulation of patient care related policies.
<u>DUTIES</u>	:	Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control, management and allocation of Human and material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and Core standards in the facility. Coordinate and manage the provision of the services to manage COVID19 pandemic. Support PHC re-engineering by ensuring that outreach teams are functional.
<u>ENQUIRIES</u>	:	Mrs R. Bhagwandin (Operational Manager Nursing: PHC Supervisor) Tel No: 032 – 559 8009

<u>APPLICATIONS</u>	:	All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 Or Hand delivered to: 1 on 1 King Shaka Street, Kinga Shaka Centre, KwaDukuza, 4450
<u>NOTE</u>	:	Directions to candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za , The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. 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).Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.”
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/165</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER: SONOGRAPHER REF NO: ITSH17/2022</u>
<u>SALARY</u>	:	R466 119 per annum, other benefit: 13 cheque, 17% rural allowance, home owners allowance: employee must meet prescribed requirements, Medical Aid: optional
<u>CENTRE</u>	:	Itshelejuba Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12, year Diploma or Degree in Diagnostic Radiography, Registration with health professional council of South Africa as a radiographer (Ultrasound),current registration with the HPCSA for 2022-2023 in the category of independent practice: Ultrasound, A minimum of three years' experience after registration with HPCSA as ultrasound radiographer. Experience: Minimum of three (3) years of experience after Registration with respect South African Council (HPCSA) qualified employees who performed Community Service. Minimum of 4 years relevant working experience after registration with HPCSA in respect of foreign qualified employees who are not required to perform Community Service. Knowledge, Skills, Training and Competencies Required: Excellent knowledge of high risks obstetrics and gynecology general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Basic knowledge of equipment use. Sound report writing and administrative skills. Knowledge of relevant health and safety acts, infection control measures, public service acts and regulations including PFMA, HRM policies, etc. Good communication, interpersonal relations, decision making and problem solving skills. Planning and organizing skills.
<u>DUTIES</u>	:	Provide a high quality of ultrasound services in keeping with the hospital standards. Provide correct interpretation of all ultra sound scans. Compile comprehensive reports as required in the working environment and statistics. Manage performance of staff (EPMDS).Execute all clinical procedures and examinations completely. Provide assistance, supervision and training to junior staff and other medical staff. Participate in quality improvement projects/ programs, standard operating procedures, in-service training. Inspect

	equipment/ utilize and maintain equipment professionally to ensure patient safety. Assist with the booking for ultrasound patients. Perform reception and other administrative duties as required Deal with grievances and labour relations issues in terms of laid policies. Give factual information to patients/ clients on ultra sound. Promote Batho Pele principles in the execution of all duties for effective and efficient service delivery. Provide Basic supervisory skills.
<u>ENQUIRIES</u>	: All enquiries should be directed to DR SF Simelane Tel No: 034-4134000
<u>APPLICATIONS</u>	: All applications must be addressed to Itshelejuba Hospital, Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.
<u>NOTE</u>	: Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae only. Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The correct reference number must be indicated in the column provided on z83.E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	: 04 November 2022
<u>POST 40/166</u>	: <u>CHIEF DIAGNOSTIC RADIOGRAPHER: SONOGRAPHER REF NO: ITSH17/2022</u>
<u>SALARY</u>	: R466 119 per annum, other benefit: 13 cheque, 17% rural allowance, home owners allowance: employee must meet prescribed requirements, Medical Aid: optional
<u>CENTRE</u>	: Itshelejuba Hospital
<u>REQUIREMENTS</u>	: National Senior Certificate/ Grade 12, year Diploma or Degree in Diagnostic Radiography, Registration with health professional council of South Africa as a radiographer (Ultrasound),current registration with the HPCSA for 2022-2023 in the category of independent practice: Ultrasound, A minimum of three years' experience after registration with HPCSA as ultrasound radiographer. Experience: Minimum of three (3) years of experience after Registration with respect South African Council (HPCSA) qualified employees who performed Community Service. Minimum of 4 years relevant working experience after registration with HPCSA in respect of foreign qualified employees who are not required to perform Community Service. Knowledge, Skills, Training and Competencies Required: Excellent knowledge of high risks obstetrics and gynecology general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures .Basic knowledge of equipment use. Sound report writing and administrative skills. Knowledge of relevant health and safety acts, infection control measures, public service acts and regulations including PFMA, HRM policies, etc. Good communication, interpersonal relations, decision making and problem solving skills. Planning and organizing skills.
<u>DUTIES</u>	: Provide a high quality of ultrasound services in keeping with the hospital standards. Provide correct interpretation of all ultra sound scans. Compile comprehensive reports as required in the working environment and statistics. Manage performance of staff (EPMDS).Execute all clinical procedures and examinations completely. Provide assistance, supervision and training to junior staff and other medical staff. Participate in quality improvement projects/ programs, standard operating procedures, in-service training. Inspect equipment/ utilize and maintain equipment professionally to ensure patient

		safety. Assist with the booking for ultrasound patients. Perform reception and other administrative duties as required Deal with grievances and labour relations issues in terms of laid policies. Give factual information to patients/ clients on ultra sound. Promote Batho Pele principles in the execution of all duties for effective and efficient service delivery. Provide Basic supervisory skills.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Dr SF Simelane Tel No: 034-4134000
<u>APPLICATIONS</u>	:	All applications must be addressed to Itshelejuba Hospital, Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae only. Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. 2. The correct reference number must be indicated in the column provided on z83.E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/167</u>	:	<u>OPERATIONAL MANAGER-GENERAL NURSING MALE WARD-REF NO: CBH21/2022</u>
<u>SALARY</u>	:	R450 939 - R507 531 per annum. Other Benefits: 8% rural allowance, 13 th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
<u>CENTRE</u>	:	Catherine Booth Hospital
<u>REQUIREMENTS</u>	:	Standard10, Senior certificate or Grade12. Diploma/Degree in Nursing Science. Current registration with SANC 2022 as a Professional nurse and Midwife. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Verifiable certificate of service endorsed and stamped by HR. Demonstrate good communication with staff and multidisciplinary team, supervisors and patients. Ability to work as a team. Knowledge of policies and protocols related to patient care, human resource, IPC, Health and Safety, code of ethics in nursing. Knowledge of Batho Pele principles, nurses pledge of service and Patients' Rights.
<u>DUTIES</u>	:	Participate in the analysis, formulation and implementation of nursing guidelines, SOP's, standards and procedures. Manage and monitor proper utilisation of human resource, financial and physical resources. Maintain constructive working relationships with nursing and other stakeholders' e.g. multidisciplinary team and other. Provide relevant information to health care users and assist in achieving optimal health status care and rehabilitation of patients. Coordinate and monitor implementation of nursing care plan and evaluation thereof. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.
<u>ENQUIRIES</u>	:	Mrs. P.Z Mbonambi Tel No: 035 474 8407/8/9
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801
<u>NOTE</u>	:	Preference will be given to African Male. The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za

and a comprehensive CV only indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR), A. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out.

CLOSING DATE

:

04 November 2022

POST 40/168

:

OPERATIONAL MANAGER-GENERAL NURSING NIGHT SUPERVISOR (ALL WARDS) REF NO: CBH22/2022

SALARY

:

R450 939 - R507 531 per annum. Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)

CENTRE REQUIREMENTS

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Catherine Booth Hospital

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Standard10, Senior certificate or Grade12. Diploma/Degree in Nursing Science. Current registration with SANC 2022 as a Professional nurse and Midwife. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Verifiable certificate of service endorsed and stamped by HR. Demonstrate good communication with staff and multidisciplinary team, supervisors and patients. Ability to work as a team. Knowledge of policies and protocols related to patient care, human resource, IPC, Health and Safety, code of ethics in nursing. Knowledge of Batho Pele principles, nurses pledge of service and Patients' Rights.

DUTIES

:

Participate in the analysis, formulation and implementation of nursing guidelines, SOP's, standards and procedures. Manage and monitor proper utilisation of human resource, financial and physical resources. Implement a comprehensive nursing care plan/ program for the promotion of health, self-care, treatment and rehabilitation of patients. Provide relevant information to health care users and assist in achieving optimal health status care and rehabilitation of patients. Create and maintain a complete and accurate nursing record for individual health care users. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care in all nursing units. Maintain therapeutic relationship and environment in which health care can be provided optimally and safely. Participate in health promotion and illness prevention initiative and contribute to their evaluation. Supervise nursing care services at night and communicate with doctors and other stakeholders as per need.

ENQUIRIES APPLICATIONS

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Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9

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All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801

NOTE

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Preference will be given to African Male. The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV only indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR), A. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out.

CLOSING DATE

:

04 November 2022

<u>POST 40/169</u>	:	<u>CLINICAL PROGRAM COORDINATOR GRADE 1 – (PMTCT) REF NO: AMAJ12/2022</u>
		Component: Amajuba Health District Office (Those who previously applied may re- apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R450 930 per annum. Other Benefits: Rural allowance on a claim basis
	:	Amajuba Health District Office
	:	Valid Grade 12 or National Certificate plus, Bachelor's Degree /Diploma in Nursing. Current registration with the South African Nursing Council. Minimum of 7 years appropriate /recognizable experience in nursing after registration as a Professional Nurse of which 5 years of the period must be appropriate/recognizable experience in PMCTC. Registration with SANC as a Midwife. Proof of detailed current and previous work experience endorsed by Human Resource (only when shortlisted). Recommendations: Computer certificate: MS Office Software application. National Diploma in advanced Midwifery and Neonatal Nursing science. Valid Code EB Driver's license (code 8). Knowledge, Skills, Behavioural Attributes and Competencies Required: Strong interpersonal and communication skills. Presentation /Facilitation skills. Knowledge of HIV and AIDS Comprehensive plan. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the public Health sector. Ability to translate and transform objectives into practical plans. Ability to prioritize work related matters and to comply with the time frames. Financial management skills. Project management skills. Ability to make independent decision.
<u>DUTIES</u>	:	Evaluate PMTCT (Prevention of Mother to Child Transmission) systems and recommend system improvements and management and oversight of patient care activities within the facility related to the PMTCT programme. Implement Standard Operating Procedures for: bookings, antenatal follow –up, care and drug delivery intra-partum. Improve clinical record keeping, data collection and transformation flow of PMTCT activities. Identify gaps in service and plan and implement quality improvement initiatives on an on-going basis. Effective communication, supervisor, training, performance management and relations with staff, policy implementation and quality improvement initiatives. Ensure that clinical strategies to manage health conditions contained under the PMTCT are implemented in all institutions/Facilities. Monitor PMTCT indicators which measure health practices in institutions and communities and provide support and report on findings to district health management team by conducting support visits. Participate in District and sub-district perinatal meetings. Assist facilities develop quality improvement plans for the PMTCT and ensure their implementation. Participate in quality improvement programmes reviews eg. Ideal Clinic, Mother Baby Friendly Initiative, etc. Contribute to the development, implementation and monitoring of integrated District Operational plan for the MNCWH programme. Participate in the development of the District HAST Business plan. Ensure efficient use of PMTCT budget by participating in the finance meetings. Represent the district in PMTCT meetings. Plan, organize and conduct community rallies and events that convey health messages and practices which support elimination of vertical transmission of HIV quarterly.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. MP Langa Tel No: 034 328 7000
	:	All applications should be forwarded to: Ms. M.B Sikhakhane: KZN Department of Health, Private Bag X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street, Newcastle.
<u>FOR ATTENTION NOTE</u>	:	Mr V.J Khumalo
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum Vitae only. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendation of the advert (only when shortlisted) The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are

subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male, and people with disability may feel free to apply.

CLOSING DATE

:

04 November 2022

POST 40/170

:

ARTISAN CHIEF REF NO: NKAH 24/2022 (X1 POST)

SALARY

:

R392 283 per annum

CENTRE

:

Nkandla Hospital

REQUIREMENTS

:

Senior Certificate (Grade12), N3 or equivalent certificate in Maintenance Trade, Electrician Approved Trade Test certificate in terms of section 13(2)(h) of Manpower Act of 1981 as amended, Valid Driver's License, Ten (10) years post of working experience required as an Artisan/Artisan Foreman, Shortlisted candidate must submit proof of working experience endorsed by Human Resource Department, Sound knowledge of the Occupational Health and Safety Act 85 of 1983, Public Finance Management Act with Treasury Regulations and Practice Notes., Good communication skills, Interpersonal skills and negotiation and planning, Technical and practical skills and experience of the Trade, Good knowledge of the hospital plant and machinery, equipment, air condition, as well as gas applications and gas equipment, Good knowledge of technical design and analysis, Creativity and analytical thinking management and team building, Computer literacy: MS Office software package and Presentation skills.

DUTIES

:

Manage technical services and support in conjunction with technicians. Manage Artisans and associates in the field, workshop and technical office activities, ensure the promotion of safety in line statutory and regulatory requirements and ensure quality assurance in the line with specification. Manage human resource effectively and promote sound labour relations, Provide inputs into existing technical manuals, Standard drawings and procedures to incorporate new technology ensuring quality assurance in the line with specification. Provide and consolidate inputs to the technical operational plan, update registration and manage artisans and related personnel. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage subordinates key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve hospitals objective. Maintain and advance expertise: continuous individual development to keep up with new technologies and procedures. Liaise with relevant bodies/council on technical/engineering-related matters.

ENQUIRIES

:

Mr. SM Mthembu Tel No: 035 833 5000 ext: 5094

APPLICATIONS

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

FOR ATTENTION

:

Human Resource Manager

NOTE

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The applicants must include only completed and signed new Z83, obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE

:

04 November 2022

POST 40/171

:

CHIEF ARTISAN GRADE A REF NO: SYS 03/2022 (X1 POST)

SALARY

:

R392 283 – R448 518 per annum, (all-inclusive package), plus Medical Aid: Optional, Home Owners Allowance (Employee must meet the prescribed requirements)

CENTRE

:

Harry Gwala Regional Hospital

REQUIREMENTS

:

Grade 12 (senior certificate), Appropriate Trade Test certificate in (Electrical) terms of section 13(2)(h) of the Manpower Act of 1981 as amended. Valid

Driver's License. Experience: Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Project Management. Technical design and analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making. Change management. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities .Provide technical & specialized support to all trades within the institution ensuring compliance with the OHS act. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology ensuring quality assurance in line with specification. Manage artisans, related personnel and assets in terms of their job outputs in the Maintenance Section. Manage human resources effectively & efficiently and promote sound labour relations. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Control and monitor expenditure according to budget to ensure efficient cash flow management. Implement and monitor the maintenance department internal audit system in order to exercise financial control over allocated budget. Maintain standards on plant control networks for the different trades whilst ensure their cost effectiveness. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Mr L.D.Memela Tel No: 033 395 4364
APPLICATIONS : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

FOR ATTENTION : Mr. T.C. Manyoni
NOTE : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022). Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that 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 advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Indian Male, White Male. White Female Coloured Male and Coloured Female.

CLOSING DATE : 04 November 2022

POST 40/172 : **PROFESSIONAL NURSE SPECIALTY-ORTHOPEADIC REF NO: ITSH 18/2022**

SALARY : Grade 1: R388 974 per annum
 Grade 2: R478 404 per annum

Other benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance (employee must meet prescribed requirements and Medical Aid (optional)

**CENTRE
REQUIREMENTS**

: Itshelejuba Hospital (Out Patient Department)
: Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in General nursing and Midwifery. One year Post Basic Qualification in the Specialty- Diploma in Orthopaedic Nursing. A minimum of four years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Orthopaedic Nursing Speciality after obtaining the 1 year Post Basic qualification in relevant specialty. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Good communication skills, verbal and written leadership, interpersonal skills problem solving, conflict management and decision making skills. Co-ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labour Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act of 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

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

NOTE

: Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae only. Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview

following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The correct reference number must be indicated in the column provided on z83.E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.

<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/173</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: KDC 02/2022 (X3 POSTS)</u> Component: Kwadukuza Clinic
<u>SALARY</u>	:	Grade 1: R388 974 per annum, Plus 8% rural allowance Grade 2: R478 404 per annum, Plus 8% rural allowance Benefit: 13thCheque, homeowner's, allowance, and Medical aid optional (Employee must meet prescribed conditions)
<u>CENTRE REQUIREMENTS</u>	:	Ilembe Health District Office Grade 1: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General 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 and Primary Health Care plus, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
<u>DUTIES</u>	:	Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Assist with capturing patients on patient registration

	(HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.
<u>ENQUIRIES</u>	: Mrs R. Bhagwandin (Operational Manager Nursing: Phc Supervisor) Tel No: 032 – 5513686
<u>APPLICATIONS</u>	: All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 Or Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.
<u>NOTE</u>	: This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department." Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za , The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. 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). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).
<u>CLOSING DATE</u>	: 04 November 2022
<u>POST 40/174</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 REF NO: ITSH 19/2022</u>
<u>SALARY</u>	: Grade 1: R388 974 per annum Grade 2: R478 404 per annum Other benefit: 13 th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)
<u>CENTRE REQUIREMENTS</u>	: Itshelejuba Hospital : Senior Certificate/ Grade 12 or Equivalent qualification, Degree/National Diploma in general nursing and Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Professional Nurse and Primary Health care plus, a minimum of four (4) years appropriate/ recognizable Nursing Experience as a General Nurse. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience as General Nurse. Grade 2: A minimum of fourteen (14) years appropriate/recognizable experiences as General Nurse. At least ten (10) of period must be appropriate/recognizable experience in PHC after obtaining the one year post basic qualification for the relevant specialty. Knowledge, Skills and Competences Required: Knowledge and experience of Public Service Policies and Regulations. Sound Management and negotiation skills. Knowledge of Labour Relations. Clinical Competences. Knowledge of nursing care delivery approaches.
<u>DUTIES</u>	: Provide quality comprehensive Primary Health Care by promoting, preventative, Curative and rehabilitative services for the clients in community in line with PHC engineering. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Provide administrative services such as providing accurate statistics for evaluation and future planning identifying needs for financial planning and

indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Acts, Occupational Health and Safety Acts and all other applicable prescripts. Plan and organise own work and that of support personnel to ensure proper nursing care, able to implement the institutional major incident (disaster) plan as required. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give the guidance in support of the operational manager. Order and monitor appropriate level of consumables. Participate in clinical record audit and acts on GAPS identified. Work effectively, co-operatively and amicably with person of diverse intellectual, culture, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's need and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. The incumbent will be expected to work extended hours: after hour on call services.

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

NOTE : Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae only. Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The correct reference number must be indicated in the column provided on z83.E.g. Reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.

CLOSING DATE : 04 November 2022

POST 40/175 : **ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION REF NO: ILE/03/2022 (X1 POST)**
 Component: FIN/SCM & Planning

SALARY : R382 245 per annum (Level 09). Benefit: 13th Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE : Ilembe Health District Office
REQUIREMENTS : Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Bachelor degree/ National Diploma in Financial Management, Accounting, Cost and Management Accounting, or Equivalent qualification with major subjects in Accounting, Economics and Financial Management, plus, 3-5 years supervisory experience in public service within financial administration component (Accounts payable & revenue, voucher control, budget & expenditure management and reporting) Valid code 8 driver's license. NB: In-service employees currently employed in the Public Service who holds the rank of Accountant and who are in possession of a three year degree/diploma and have 3 years' supervisory experience in a financial environment may apply".

The incumbent of this post will report to the Deputy Director: Finance Reporting, and will be responsible to report on activities to ensure effective and efficient production of reliable information on the District financial Management of the Department and as such the ideal candidate must have: Detailed knowledge of budgeting control and financial management area of operation and associated processes. Ability to communicate with all stakeholders and role –players at all levels in clear and unambiguous language. Good knowledge of Public Finance Management as well as relevant Acts and Regulations .Sound Management, negotiation, Interpersonal and problem solving skills .Knowledge of Labour Relations, discipline and grievance procedure. Good organizational, etc.) and planning skills and ability to make independent decision. Knowledge of departmental and transversal systems e.g. (PERSAL, BAS, Vulindlela. Understanding of the challenges facing the public health sector. Knowledge of MS office Software applications.

DUTIES

: Coordinate, manage and collate/ consolidate budget estimates for all programmes in the District Office, EMS & Forensic Pathology Services, Kwadukuza sub-district. Facilitate the division of the District Office Budget allocation between all programmes. Manage, coordinate and provide guidance to cash flow meetings within the District. Prepare, collect and report on expenditure versus budget for all programmes in the District Office including EMS, NGOs & Forensic and KwaDukuza PHC sub-district. Identify risks and institute control measures to minimize financial risks in all departments that deal with financial matters. Conduct analysis on the expenditure trend to determine whether budgetary allocations are in line with the envisaged output performance and target. Authorise all transactions captured on BAS in the district. Manage the transactions authorized on BAS and payments to Creditors within 30 days and ensure voucher control & reporting. Manage the journaling process within the institutions/ responsibilities. Manage suspense accounts, debt management and staff linking and do certification of payrolls. Ensure compilation of monthly CEO Financial Management Reporting Pack and conduct monthly validation of disclosure items (returns).Form part of the district M&E Finance Team discipline and grievance procedures as per the Labour Relations Act. Act as the clients' advocate, explains the available options to the clients, keeps records of the services. Monitor and Assess performance of staff as per EPMDS and implement discipline and grievance procedures as per the Labour Relations Act.

ENQUIRIES APPLICATIONS

: Ms H.V Zulu: Deputy District Director: Finance Tel No: 032 – 437 3500
: All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza 4450

NOTE

: This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department." Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. 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). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3

months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).
04 November 2022

CLOSING DATE

:

POST 40/176

:

ASSISTANT DIRECTOR: DISTRICT ADHERENCE FACILITATOR (HAST)
REF NO: ILE/02/2022 (X1 POST)

Component: ILE

Div: HIV AIDS, STI&ARV

SALARY

:

R382 245 per annum (Level 09). Benefit: 13th Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE

:

Ilembe Health District Office

REQUIREMENTS

:

Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) A Diploma in Nursing and Midwifery or Bachelor's degree in Social Sciences; with current proof of registration with the professional body (only when shortlisted). Valid Driver's license. Computer literacy (MS Office programmes). At least five – seven years' experience in public health, and social services or community advocacy. Recommendation Public health sector experience in adherence to care and treatment and disclosure policies would be an advantage. Coordination and Facilitation skills for coaching, training and development. Strong written and verbal communication skills; ability to design and implement client centered interventions/services. Ability to maintain a higher level /Professional confidentiality. Strong record-keeping, analytical and report writing skills. Knowledge of HIV Testing Services and Patient Literacy guidelines. Knowledge of community structures and local government structures. Sound knowledge of psycho-social support (on treatment) concepts. Sound knowledge of Monitoring and evaluation concepts.

DUTIES

:

Act as the clients' advocate, explains the available options to the clients, keeps records of the services offered and work closely with the District HAST Coordinator. They shall be responsible to coordinate community mobilization for linkage and retention in care activities. Champion eLABS and Results for Action where applicable as well as viral load management in general .Be responsible for the supervision of all OTLs and other adherence cadres that are already operating whether from department or from social development partners and other stakeholders. Promote the delivery of services offered to different groups with the aim to enhance quality, efficiency and client satisfaction. The goal is to place the recipient of care at the centre of service delivery while maximizing health system efficiency. Coordinate and manage the communication of end user/customer deliveries, including scheduling, transportation, delivery equipment and labour. Ensure that the facility develop a system for tracking and tracing clients who do not attend their club meetings and follows up within seven - fourteen days to determine whether they have collected their medication. Ensure that the service needs of clients are met and linking them to the appropriate resources and providers. Develop a stakeholder directory of adherence care and support service agencies and providers for referral processes; ensure that health talks and health education in the facility's waiting room, informing patients of available options for Differentiated Care are conducted. Ensure that the club schedule is made available to the facility, and that club venues and dates are shared with decanting Clinicians for cohorting purposes .Ensure continuous utilization of adherence plan for the individuals and support groups. Ensure that monthly schedule of health talks/adherence classes for the facilities, club meetings, in line with the AGL SOPs is developed. Evaluate the quality of all adherence, care and support services and identifying areas that need improvements. Compile report to inform the coverage and uptake of patients (HIV, TB and NCDs) decanted to Facility Pick up Points (Fac Pups), Adherence Clubs and External Pick up Points (Ext PuPs).

ENQUIRIES

:

APPLICATIONS

:

Ms T.M Banda: Deputy District Director: IDHSD Tel No: 032 – 437 3500
All applications should be forwarded to: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.

NOTE

:

This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department." Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is

obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. 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). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

CLOSING DATE

: 04 November 2022

POST 40/177

: **DIAGNOSTIC RADIOGRAPHER GRADE 1, 2 & 3 REF NO: EGUM 05/2022 (X1 POST)**

Applicants that applied before must re-apply for the post

SALARY

: Grade 1: R322 746 – R367 299 per annum
Grade 2: R378 402 – R432 684 per annum
Grade 3: R445 752 – R540 954 per annum
Plus 13th cheque/service bonus plus Rural allowance 12% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE REQUIREMENTS

: E G & Usher Memorial Hospital
: Matric/Senior Certificate or Grade 12 certificate. National Diploma/Degree in Diagnostic Radiography. Registration certificate with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Current registration practice receipt/certificate (2022/2023) with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate). All the attachments /proof will be submitted by shortlisted candidates only). **Grade 1:** No experience required after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of eleven (11) years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** Minimum of twenty (20) years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of twenty-one (21) years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound knowledge of radiation protections. Sound knowledge of diagnostic radiography practice and ethos. Knowledge of relevant Health and Safety Acts. Good communication and interpersonal skills.

<u>DUTIES</u>	:	To provide high quality diagnostic radiography services observing safe radiation protection standards. Execute all clinical procedures competently to prevent complications. Provide and participate in 24 hours Radiographic services e.g. Standby duty, Night duty, weekends and Public Holidays. Participate in quality assurance and quality improvement programs. Promote good health practices and ensure optimal care of patients. Assist junior personnel and student radiographers on radiography related matters. Perform clerical duties when necessary. Participate on the implementation of National Core Standards, Quality Assurance and Quality Improvement programmes, In-service trainings and Ideal Hospitalization Maintenance Framework. Promote Batho Pele Principles in the execution of duties for effective service delivery.
<u>ENQUIRIES</u>	:	Ms. NB Dladla Tel No: 039 - 797 8100
<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za , updated and fully detailed Curriculum Vitae only. In addition, only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews
<u>CLOSING DATE</u>	:	04 November 2022 at 16H00 afternoon
<u>POST 40/178</u>	:	<u>EMPLOYEE WELLNESS PRACTITIONER REF NO: PSH 29/2022 (X1 POST)</u>
<u>SALARY</u>	:	R321 543 per annum. Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Port Shepstone Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Bachelor's Degree/Diploma in Social Science/Social Work/ Industrial / Behavioural / Counselling / Psychology or National Diploma in Employee Wellness Must have at least 1 -2 years' verifiable experience in a relevant field, preferably, under Employee Wellness Computer literacy would be an added advantage All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills and Experience: Sound knowledge of the Public Sector; Employee Wellness, guidelines and standards; Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILLIR, Stress Management etc. Proficiency in Counselling, HIV/AIDS Counselling, Crisis intervention, conflict

	management Problem Solving, Analytical Thinking, Research and Analysis, Project Planning and Management, Change Management, Time management, Policy Development, Tact and Diplomacy, Planning and Organisational skills Good interpersonal relations, communication, facilitation, presentation and report writing, innovation, skills Ability to work under pressure with good tact and diplomacy, Sound professional and ethical behaviour including professionalism, team orientation, reliability, confidentiality, etc.
<u>DUITES</u>	: Develop and ensure implementation of the unit plan in line with facility operational and provincial plans, including annual calendar. Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at Institutional level. Conduct assessments to identify personal and/or work related problems of employees Provide short-term interventions and referring legible clients to appropriate professionals and other resources. Establish, facilitate, monitor and evaluate the impact of Employee Wellness Programmes (EWP). Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees at the Institutions based on relevant qualifications and experience. Marketing and Promotion of EWP within institution. Ensure the implementation of Special and Support Programmes such as HCT; Financial Wellness, that is, retirement planning, garnishee management, financial education, as well as Substance abuse and absenteeism management.
<u>ENQUIRIES</u>	: Mr ZM Zulu Tel No: (039) 688 6230
<u>APPLICATIONS</u>	: Applications should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, Private Bag X5706, Port Shepstone, 4240.
<u>FOR ATTENTION</u>	: Mr. ZM Zulu
<u>NOTE</u>	: Application for employment (Z83) detailed, Curriculum vitae only (with detailed experience). Certified Copies – must not be submitted when applying for employment (Only short listed candidates will submit) NB: Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>APPLICATIONS</u>	: 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.
<u>FOR ATTENTION</u>	: Human Resource Manager
<u>NOTE</u>	: Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications.ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. 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.
<u>CLOSING DATE</u>	: 04 November 2022 at 16:00
<u>POST 40/179</u>	: <u>SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: EMS/08/2022</u>
<u>SALARY</u>	: R321 543 per annum, (other benefits: Medical Aid (Optional) 13 th Cheque, Housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	: Emmaus Hospital
<u>REQUIREMENTS</u>	: Senior Certificate (Grade 12). Degree/ Diploma in Public Management or Administration. 3-5 years' experience of clerical /administrative in system component. Certificate of service of previous and current experience obtainable and endorsed by Human Resource Management. Valid driver's

		license. NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted). Knowledge & Skills: Knowledge of CHC process and procedures. Organization skills, Decision making skills. Problem solving skills. Sound analytical and communication skills. Co-ordination and liaison skills.
<u>DUTIES</u>	:	Check mortuary register regularly to ensure proper maintenance. Maintain overall control of the following section: Registry /Reprographic services, Telecommunication services, Transport services, pottering services, Mortuary services and staff Accommodation .Ensure that secretarial services are provided at management meetings. Provide advice to management and heads of sections on matters relating to administrative support services. Monitor staff attendance; identify developmental needs and training of staff. Maintain adequate availability and efficient utilization of staff in all sub-sections. Provision of staff accommodation. Availability of work plans and job description in all systems components. Supervise staff under systems component and ensure compliance with EPMDS policy. Deputize in the absence of Assistant Director Systems.
<u>ENQUIRIES</u>	:	Mr. LL Makhaye Tel No: 036 488 1570 EXT 8209
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. 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, resettlement allowance will be paid for interview attendance
<u>CLOSING DATE</u>	:	04 November 2022 at 16:00
<u>POST 40/180</u>	:	<u>FINANCE CLERK SUPERVISOR REF NO: EMS/07/2022</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum, (other benefits: Medical Aid (Optional) 13 th Cheque, Housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Emmaus Hospital
<u>REQUIREMENTS</u>	:	(Grade 12 certificate or equivalent. Computer literacy. A minimum of 3 -5 years' Clerical Administrative Experience in Finance environment. Certificate of service of previous and current experience obtainable and endorsed by Human Resource Management. NB: Certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted). Recommendations: Degree/National Diploma in Finance management, Cost and Management .Accounting/Business Management Accounting as major subject. Advance computer Knowledge. Unendorsed valid Code B driver's license (Code 8/10). Relevant experience in Finance Management within the Hospital environment. Knowledge & Skills Knowledge and understanding of Public Finance Management service, Treasure Regulations, Supply Chain Management, HR prescripts and Policies. Expert knowledge and understanding of operational framework and linkage thereof within the financial system of the Department. Sound Management, negotiation, interpersonal and problem solving skills. Good verbal and communication skills. Supervisory, communication and interpersonal skills. Ability to work under pressure and meet required deadlines. Ability to prioritize issues and comply with time frame.
<u>DUTIES</u>	:	Provide effective and efficient expenditure Management with Hospital. Monitor Expenditure performance and prepare Cash Flow projections. Allocate and

		align budget with approved procurement plan and human resource plan. Ensure timeous submission of monthly, quarterly and year monitoring report. Ensure payment of supplies within 30 days. Authorize expenditure on BAS. Draw report on BAS. Analysis and interpretation of expenditure report and provides variance reasons. Link and interpret financials and non – financial performance for institution. Collate CEO Management pack report s from various units and prepare accurate report for Assistant Director: Finance. Authorizations of journals for miss allocated expenditure. Develop and implement register for payment and other related correspondences. Manage suspense accounts and maintain Debt files. Follow up with SCM on outstanding overdue commitments for payments. Ensure the effective, efficient and economical management of allocated resources.
<u>ENQUIRES APPLICATIONS</u>	:	Mr. S.W Muphi Tel No: 036 488 1570 EXT 8213
	:	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.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. 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, resettlement allowance will be paid for interview attendance.
<u>CLOSING DATE</u>	:	04 November 2022 at 16:00
<u>POST 40/181</u>	:	<u>FACILITY INFORMATION OFFICER REF NO: ITSH 20/2022</u>
<u>SALARY</u>	:	R261 372 per annum. Other Benefits: 13 th cheque, housing allowance: employee must meet prescribed requirements and medical aid: optional.
<u>CENTRE REQUIREMENTS</u>	:	Itshelejuba Hospital
	:	Senior Certificate (Grade 12) or qualification plus. National Diploma/ Degree in Information Technology/ Information Management/Systems Statistics / Computer Science, Valid driver's license (Minimum code EB), A minimum of 1 year experience in Routine Health Information System (Anti-Retroviral Therapy (ART) TIER. NET/ District Health Information System (DHIS) Electronic TB Register (ETR.net), web DHIS and Synchronized National Communication in Health. Knowledge, Skills, Training and Competencies Required: Strong communication and interpersonal skills. In- depth knowledge and skills in Information Health System and Data Management. Sound organizing, Planning and problem solving skills. The ability to compile meaningful presentation and /or graphic presentation of statistics and to compare strategic objectives with report results. High level of accuracy. Technical knowledge in the information Technology Environment. Ability to work under pressure and to meet tight deadlines.
<u>DUTIES</u>	:	Roll out (install) TB/HIV Information System (ART TIER.NET) in health facilities with the sub-district. Conduct Training on routine Health Information System (ART TIET.NET/ETR.net/ (EDR Web/ DHIS)/ HPRS/Synchronised National Communication in Health. Maintain and provide technical support to all route Health Information system (ART TIER.NET/ETR.net/ District Health information System (DHIS)/Electronic Drug Resistant (EDR Web. Ensure accurate, consistent and timeous reporting of Health programs data from all facilities with the sub-district. Ensure that the data is collected from the different service points at the facility as well as the feeder clinics, captured onto DHIS and validated using the tools provided. Follow up on all outstanding / revised /incomplete data from the service points of the institution as well as the feeder clinics before submission to the District Office. Export the data electronically to the District Office on or before the deadline. Prepare monthly feedback reports

for the unit managers as well as senior managers and respond to adhoc requests. Ensure that ongoing in-service training regarding data management process at the institution takes place with guidance from the facility M&E Manager. Responsible for improving and maintaining the quality of data at that institution. Develop data and information management procedures within the facility with guidance from the facility M&E Manager, which are aligned to the District Provincial Guidelines. Ensure that all current data collection tools as prescribed by the Provincial Data Management Component are distributed to all services within institution during its correct period of validity. Support the feeder clinics that are attached to the hospital in relation to data management issues. Responsible for the maintenance of databases that are implemented by the Provincial Data management Component. Ensure that backups of the data files are copied onto an external hard drive or cd and stored in secure location. Ensure that all summary and tally sheets are filled in a methodical manner and in line with the archiving procedures and policies. Render the utilization of resource allocation to the unit. Actively participate in the sub-district performance review activities. Actively participate in the sub-district monthly and report compilation processes. Conduct data audits at PHC and Hospital level. Be willing to work night shift, weekends and sometimes extended hours during the week, but not exceeding 40 hours per week.

ENQUIRIES
APPLICATIONS

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

NOTE

: Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae only. Documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with the above instructions will disqualify the applicants. The correct reference number must be indicated in the column provided on z83.E.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post. Shortlisted candidates will be subjected to a computer test.

CLOSING DATE

: 04 November 2022

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**

Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment

**APPLICATIONS**

: **The Head of Department**, Limpopo Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at 113 Biccard Street, Polokwane at Records Management Directorate – Office No. H03 (Registry) Name of District Postal Address Physical Address Enquiries
Capricorn North. Private Bag x 9711 Corner Yster & Ledwaba CM Polokwane, 0700 Blaauwberg Streets, 015 285 7300 Ladanna, Polokwane
Capricorn South Private Bag X03 Old Parliament Campus Ms. Ntoane J.Chuenespoort, 0745 Lebowakgomo Tel No: 015 – 633 9500
Mogalakwena Private Bag X 601 805 Rufus Seakamela Street, Mr Maliavusa M Mahwelereng, 0626 Mokopane EMPC, Mahwelereng Tel No: 015 – 483 7500
Mopani East Private Bag x 578 Old Parliament Campus Ms Ndzumeri PM Giyani, 0826 Giyani Tel no: 015 811 7802
Mopani West Private Bag x 4032 27 Peace Street Mr Raholane MW Tzaneen, 0850 Tzaneen 015 306 1600
Sekhukhune East Private Bag x 9041 83 Aloe Street Ms. Zungu NB Burgersfort, 1150 Aloeridge West Tel No: 013 – 231 0100
Burgersfort Sekhukhune South Private Bag x 70 Old Parliament Campus Ms. Mageza MP Lebowakgomo, Lebowakgomo Tel No: 015 – 633 2800 0737
Vhembe East Private Bag x 2250 Old Parliament Campus Ms. Sivhabu AB Sibasa, 0970 Thohoyandou Tel No: 015 – 962 1313
Vhembe West Private Bag x 2250 Makwarela Government Campus Ms. Makhari MV Sibasa, 0970 Makwarela Tel No: 015 – 963 1895
Waterberg Private Bag X1040 84 Limpopo Street Ms. Songwane K Modimolle, 0510 Modimolle Tel No: 014 – 718 1500 Please note that applications submitted or posted contrary to paragraphs 16.1 and 16.2 above will be disqualified.

CLOSING DATE

: 04 November 2022 at 14H00.

NOTE

: Applications are hereby invited from suitably qualified candidates for the filling of the vacant posts, which exists in the Limpopo Department of Education. The details of the post are outlined on the attached Annexure A. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. The form is obtainable from all Public Service Departments/ Institutions or on the Internet at www.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B all fields should be completed in full except the following: South African applicants need not provide passport numbers;(ii) If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable; and(iii) A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”, if you are not in possession of such registration Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the formation is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment on Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re - appointment under Part F must be answered. The declaration should be completed and signed. For Public

Service Act posts: Only shortlisted candidates will be informed or requested to submit certified copies of educational qualifications and other relevant documents. The Technical Competency Exercise Test is meant to test their ability to use MS Word, MS Excel and MS PowerPoint. The successful candidates must be willing to sign a performance contract with the Department. Successful candidates will be subjected to - personal suitability checks, verification of educational qualifications and reference checks. Applications received after the closing date, whether posted, or hand-submitted will not be considered. Fax applications will not be considered. Applicants who apply for more than one [01] position are requested to submit separate applications for each position they wish to apply for. Due to a large number of applications, we envisage, correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months after closing date, consider your application as being unsuccessful. Accommodation and travelling expenses for the interview process is not catered for by the Department [shortlisted candidates will attend interviews at their own expenses]. Applicants who applied for the post of Assistant Director Risk Management in the previous advertisement must re – apply. Applications should be forwarded as follows: The applications for all the posts except District Assistant Director, Occupational Therapist, Speech Therapist, Physiotherapist, Professional Nurse and Social Worker) should be submitted to - The applications for District Assistant Director posts and the Occupational Therapist, Speech Therapist, Physiotherapist, Professional Nurse and Social Worker posts should be submitted at the respective Districts or posted to the respective Districts. The addresses for the respective Districts are as follows: equity targets. Women and people with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 40/182</u>	:	<u>ASSISTANT DIRECTOR: BOOKKEEPING & ACCOUNTING SERVICES</u> <u>REF NO: LDOE 01/08/2022 (X2 POSTS)</u> Directorate: Financial Administration & Accounting Permanent
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management / Accounting / Auditing / Cost Management & Accounting / Commerce will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge of the Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives. Knowledge of the Departments Reconciliation processes. Understanding of Governments financial delegations. Management of government's department's chart of accounts. Knowledge of the Government Financial Systems (BAS and PERSAL). Knowledge of Modified Cash Standards (MCS) Skills. Advanced interpersonal and diplomacy skills. Decision making skills. Creativity. Resourcefulness. Ability to work under Stressful situations. People orientated. Ability to establish and maintain networks. Hard-working. Ability to work independently. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook).
<u>DUTIES</u>	:	Assist in the Coordination of the revision of policies, internal controls, and improved processes. Assist in the review of efficiency and effectiveness of systems of internal controls at the district offices to improve the integrity of financial information. Monitor compliance with financial prescripts. Manage the information on the inflow and outflow of funds. Ensure that all transactions are supported by authentic and verifiable source documents. Investigate and clear suspense account balances. Compile financial statements and review financial statement inputs from other directorates. Implement measures for improving audit outcomes and risk management. Review of audit files and annual financial statements to ensure compliance with Modified Cash Standards (MCS). Manage request for Information (RFIs) and submission of audit evidence to AGSA. Assist in resolving audit queries Assess risks of the

		sub-directorate and update the risk register. Control documentation and safeguard source documents. Manage performance and development of subordinates. Establish, implement, and maintain efficient and effective communication arrangements. Quality control of work delivered by employees.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/183</u>	:	<u>ASSISTANT DIRECTOR: BUDGET REF NO: LDOE 02/08/2022 (X2 POSTS)</u> Directorate: Financial Planning, Budgeting, Monitoring & Reporting Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Head Office (Polokwane)
	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management / Accounting / Auditing / Cost Management / Commerce will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability) Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge of Basic Accounting System (BAS) and Standard Chart of Accounts, Relevant Acts / Guidelines, Policy Directives and Resolutions. Financial management (Budget formulation and analysis). Diversity Management. Honesty and integrity. Presentation and organization. Research skills. Strategic planning and change management. Management and leadership. Analytical thinking skills. Negotiation skills. Policy development skills. Conflict management and problem-solving skills. Interpersonal relations and networking abilities Innovative Teamwork Work under Pressure Pay attention to details Self –management and motivation. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Coordinate the preparation and consultation for the MTEF budget process. Develop templates for the collection of budget information from line functionaries. Compile, prepare and capture budget. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Compile, prepare and capture adjustment budget. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Provide information for the preparation of the annual financial statements. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Compile and prepare IYM report, Variance report and other reports. Compile information for the interim and annual performance reports. Develop and review departmental policies and procedures applicable to management Accounting (planning and Budgeting). Checking and Signing of Requisition forms. Monitor Performance of employees and determine training needs. Ensure that records are updated timeously and kept safe.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/184</u>	:	<u>ASSISTANT DIRECTOR: BAS SYSTEMS CONTROL REF NO: LDOE 03/08/2022</u> Directorate Financial Administration & Accounting Permanent
<u>SALARY CENTRE</u>	:	R382 245 per annum (Level 09)
	:	Head Office (Polokwane)

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management/ Accounting will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field / BAS System Controller.Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge of the Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives. Knowledge of the Departments' Reconciliation processes. Understanding of Governments financial delegations. Management of government's department's chart of accounts. Government Financial systems (BAS). Skills. Advanced interpersonal and diplomacy skills. Decision making skills. Creativity. Resourcefulness. Ability to work under stressful situations. People orientated. Ability to establish and maintain networks. Hard – working. Ability to work independently. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Assist in the Coordination of the revision of policies, internal controls, and improved Processes. Assist in the review of efficiency and effectiveness of systems of internal controls at the district offices to improve the integrity of financial information. Monitor compliance with financial prescripts. Provide support for All BAS users, Head office & districts. Manage training of BAS users. Manage request for Information (RFIs) and submission of audit evidence to AGSA. Assist in resolving audit queries Assess risks of the sub-directorate and update the risk register. Control documentation and safeguard source documents. Manage performance and development of subordinates. Establish, implement, and maintain efficient and effective communication arrangements. Quality control of work delivered by employees.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527.Please do not post or courier applications to the above listed officials!
<u>POST 40/185</u>	:	<u>ASSISTANT DIRECTOR: DEBT MANAGEMENT & REVENUE SERVICES</u> <u>REF NO: LDOE 04/08/2022 (X2 POSTS)</u> Directorate: Financial Administration & Accounting Permanent
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management/ Accounting / Auditing / Cost Management / Commerce will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability).Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge of the Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives. Knowledge of the Departments' Reconciliation processes. Understanding of Governments financial delegations. Management of government's department's chart of accounts. Government Financial Systems (BAS). Skills. Advanced interpersonal and diplomacy skills. Decision making skills. Creativity. Resourcefulness. Ability to work under stressful situations. Ability to communicate at all levels. People orientated. Ability to establish and maintain networks. Hard – working. Ability to work independently. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Assist in the Coordination and the revision of policies, internal controls, and improved Processes. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Provide assistance in the review of efficiency and effectiveness of systems of internal controls at the district offices to improve the integrity of financial information. Monitor compliance with financial prescripts (Head office and district offices). Assist in the Management of the Department's debt book. Provide assistance in the

		management the collection and depositing of cash collected through the cashier's office (Head office). Provide oversight support and management of the district offices cashier's offices. Manage the staff related inter-departmental payables for the department. Prepare monthly and quarterly reports for submission to Provincial Treasury. Manage performance and development. Establish, implement, and maintain efficient and effective communication arrangements. Quality control of work delivered by employees. Implement measures for improving audit outcomes and risk management:- Assess management report and implement audit plan. Report progress on the audit plan. Provide the required debt information to the Sub-directorate responsible for the preparation of financial statements. Manage request for Information (RFIs) and submission of audit evidence to AGSA. Manage and resolve all audit queries. Control documentation and safeguard source documents.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/186</u>	:	<u>ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO: LDOE 05/08/2022</u> Directorate: Financial Administration & Accounting Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Head Office (Polokwane) An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management/ / Accounting / Auditing / Cost Management / Commerce will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Knowledge of the Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives. Knowledge of the Departments' Reconciliation processes. Understanding of Governments financial delegations. Management of government's department's chart of accounts. Good verbal and written communication skills. Advanced interpersonal and diplomacy skills. Decision making skills, Creativity. Resourcefulness. Ability to work under stressful situations. People orientated. Ability to establish and maintain networks. Hard-working. Ability to work independently. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Provide assistance in the coordination and the revision of policies, internal controls, and improved processes. Review efficiency and effectiveness of systems of internal controls at Head office and at the district offices to improve the integrity of financial information. Monitor compliance with financial rescripts (Head office and district offices). Settle all payments due to creditors within 30 days from receipt of invoice in the case of civil claims, from the date of court judgment. Check payment source documents. Prepare a creditors reconciliation. Check adjustment for misallocation identified on the financial system. Check documentation for sundry and order payments. Provide support and guidance to clients. Assist in the preparation of the disbursement run for submission to Treasury for the release of the payments captured. Prepare credit transfers for the transactions above a million. Analyse and investigate long outstanding invoices and doing follow-up. Monitor commitment control account for the entity. Provide inputs on the preparation of the financial statements. Provide creditor's month-end reports (30 days reports, payables, accruals, fruitless and wasteful expenditure). Maintain and safeguarding of batch payments. Validate that all invoices are stamped paid. Provide assistance in the preparation of monthly and quarterly reports for submission to Provincial Treasury. Manage performance and development of subordinates. Establish, implement, and maintain efficient and effective communication arrangements. Quality control of work delivered by employees.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at

(015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

POST 40/187 : **ASSISTANT DIRECTOR: DISPOSAL MANAGEMENT REF NO: LDOE 06/08/2022**
Directorate: Assets Management
Permanent

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Finance/Accounting/Assets Management/ Supply Chain Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Leadership, People Management and Empowerment skills. Knowledge Management skills. Service delivery Innovation skills. Client Orientation and Customer Focus skills. Knowledge about Public Service legislative frameworks and policies. Negotiations skills. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

DUTIES : Implement asset management policies. Conduct asset verification of movable assets. Update and report on all unverified assets and ensure that they are accounted for. Prepare a list of all assets earmarked for disposal. Conduct asset disposal. Develop asset disposal and verification plans. Ensure that asset disposals are accurately updated on the asset register. Prepare reports regularly. Support asset management audit. Supervision and management of officials. Ensure management, maintenance and safeguarding of assets.

ENQUIRIES : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

POST 40/188 : **ASSISTANT DIRECTOR: ESTABLISHMENT CONTROL REF NO: LDOE 07/08/2022**
Directorate: HRP, HR Systems & Organisational Development
Permanent

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognised by SAQA. Proof of PERSAL training – PERSAL Certificate Qualification/s in Human Resource Management/ Human Resource Development / Public Administration/ Public Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid South African driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge and understanding of Public Service Act (PSA), Public Service Regulations (PSR), PSCBC Resolutions, Labour Relations Act HR Policy and Procedures, Employment of Educators Act (EEA), Personnel administrative Measures (PAM), PFMA and PERSAL system. Strong organizational and leadership skills. Ability to work under pressure and within deadlines. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

DUTIES : Establishment Administration: Management of matrix. Provide monthly reports. Do audit on establishment matters. Provide PERSAL information, System Administration, Act as HR PERSAL Controller. Register SCC to National Treasury. Conduct District visits on system matters. Create and terminate PERSAL users. Log calls for users via Help Desk. Reset revoked Users. Monitor PERSAL access violations. Attend to AG enquiries on system matters.

<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/189</u>	:	<u>ASSISTANT DIRECTOR: GENERAL RECORDS & AUXILIARY SERVICES</u> Directorate: Auxiliary/Corporate Services Permanent
<u>SALARY CENTRE</u>	:	R382 245 per annum (Level 09)
	:	Head Office (Polokwane) Ref No: LDoE 08/08/2022
	:	Sekhukhune East Ref No: LDoE 09/08/2022
	:	Waterberg Ref No: LDoE 10/08/2022
	:	Capricorn North Ref No: LDoE 11/08/2022
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Information Science/Human Resources (Records Management)/Public Management will an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid South African driver's license (with exception of person with disability), Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Sound knowledge of the integrity of records management. Knowledge of the basic PERSAL system. Knowledge in the development and the usage of File Plans. Knowledge in the development of Records Management policy and procedure Manual. Knowledge in the National Archives and Records Services of South Africa Act (NARSA). Knowledge in Protection of Personal Information Act, (POPIA). Knowledge in the Promotion of Administrative Justice Act (PAJA). Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access, MS Outlook, Teams, and Electronic Records Management System).
<u>DUTIES</u>	:	Reporting requirements in line with Legislative Framework. Implement sound Human Resource Records Management through paper and electronic Records Management System. Plan and Operationalise Human Resource Records Management activities. Providing leadership in creation, usage maintenance, and disposal of Human Resource Records. Development and maintenance of Human Resource Records Classification System (Staff File plan). Develop systematic disposal programme for personnel records and custody by applying and implementing: Limited Authority, Standing Authority and General Authority. Support District, Circuit and Schools in the implementation of Human Resource Records Management. Provide Human Resource Record registry services. Provide training on NARSA, PAIA, PAJA and POPIA. Formulation and Review of Policy, Procedures and processes for creation, usage maintenance and disposal. Account and ensure safe keeping and security of records. Manage records management disaster recovery strategies. Develop and implement Human Resource Records Management internal control systems. Manage performance, procurement plan and budget. Develop Human Resource Records risk register and implement mitigation strategies.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/190</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: LDOE 12/08/2022</u> Directorate: SCM Permanent
<u>SALARY CENTRE</u>	:	R382 245 per annum (Level 09)
	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management/Supply Chain Management will be an added advantage. Five (5) years' experience of which three (3) years must be

		at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Knowledge of SCM legislative frameworks and policies. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Coordinate, review, research, analyse and plan the procurement needs of the department: Research the relevant identified needs (in line with the SC strategy). Analyse requirements, undertake research, determine, and develop proposals for implementation's the results of the research on the market, interprets and develops proposals for procurement methodology Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan: Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required: Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Develop, implement and maintain the supplier database. Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Supervise employees to ensure an effective demand management.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/191</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: LDOE 13/08/2022</u> Directorate: Procurement Management Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09)
	:	Head Office (Polokwane)
	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management/Supply Chain Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Knowledge of SCM legislative frameworks and policies. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Manage the following Acquisition activities processes: Design and develop acquisition management policies processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Execution of the acquisition management plan. Monitor and review the acquisition management activities. Setting up the Bid Evaluation and Bid Adjudication Committees and render a secretariat service. Oversee the bidding process as follows: Compilation of bid documents and advertisements. Invite service providers to quote and/or bid. Publishing of bid documents. Receipt (closing and opening) of bid documents. Receive, evaluate, adjudicate and award quotations. Processing of bid documents. Compile and manage the list of pre-approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required. Supervise employees to ensure an effective demand management.

<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/192</u>	:	<u>ASSISTANT DIRECTOR: SYSTEM ADMINISTRATION, CERTIFICATION & DATA REF NO: LDOE 14/08/2022</u> Directorate: Systems Administration, Certification & Data Processing Permanent
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in the Information Technology / Computer Science will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Good interpersonal skills. Planning and report writing skills. People management skills. Budgeting and Planning skills. Team Builder and Team Worker. Knowledge of PFMA. Knowledge of Examinations systems. Comprehensive knowledge and understanding of Examination and Assessment regulations, as well as Certification Directives. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Registration of examination centres in the systems. Registration, resulting and certification of candidates for National Senior Certificate (NSC), Amended Senior Certificate (ASC), and other qualifications. Administer all processes relating to combination and re-issue of certificates. Data capturing management for NSC, SC (A) and other qualifications. Provide support, monitoring and supervision to all officials falling within the sub-directorate. Render support services to all Examinations Systems at Head Office and districts. Provide IT support and logistical services. Manage the budget and procurement of services and goods of the directorate. Coordination of examination activities across directorates in Examinations and Assessment, and the districts. Liaise with other directorates (like EMIS) to register and manage candidates across the systems.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/193</u>	:	<u>ASSISTANT DIRECTOR: HR PROVISIONING</u> Directorate: Corporate Services/Hr Administration Services Permanent.
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane) Ref No: LDoE 15/08/2022 Mogalakwena Ref No: LDoE 16/08/2022 Vhembe West Ref No: LDoE 17/08/2022 Mopani East Ref No: LDoE 18/08/2022 Mopani West Ref No: LDoE 19/08/2022 Sekhukhune East Ref No: LDoE 20/08/2022 Waterberg Ref No: LDoE 21/08/2022 Sekhukhune South Ref No LDoE 22/08/2022 Capricorn North Ref No LDoE 23/08/2022
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA, Proof of PERSAL training / PERSAL Certificate. Qualification/s in Human Resources Management / Development / Personnel Management / Public Management / Administration will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis,

	Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Extensive knowledge of and ability to operate the PERSAL system. In – depth knowledge of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Good interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	: Supervise and co-ordinate the HRM functions. Ensure the successful implementation of the Departmental/Public Service policies on matters related to HRM to ensure compliance to prescripts/legislation. Supervise the recruitment of Public Service and Employment of Educators' Acts staff. Supervise the transfers of Public Service and Employment of Educators' Acts staff. Supervise the secondment of Public Service and Employment of Educators' Acts staff. Inform, guide and advice line managers or employees on HR policies, legislative frameworks and directives. Approve/Authorise transactions on PERSAL according to delegations.
<u>ENQUIRIES</u>	: All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/194</u>	: <u>ASSISTANT DIRECTOR: IT PROGRAMMER REF NO: LDOE 24/08/2022</u> Directorate: It Services Permanent
<u>SALARY</u>	: R382 245 per annum (Level 09)
<u>CENTRE</u>	: Head Office (Polokwane)
<u>REQUIREMENTS</u>	: An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Information Management/Technology / Computer Science will be an added advantage. Microsoft Office 365 and Microsoft SharePoint certification and/or experience will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability), Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Sound and in-depth knowledge of applicable legislative frameworks in the Public Service. Business process analysis and modelling. Experience in project leading and management. Knowledge of Software Development Life Cycle (SDLC) and Product Development Life Cycle (PDLC). Knowledge of system development and database administration. Negotiation skills. Presentation skills. People management skills. Time management. Interpersonal skills. Responsiveness. Pro-active. Professionalism. Accuracy. Flexibility. Supportive. Willingness to work under pressure. Strategic focused. Basic knowledge on financial administration, Self –management and motivation, Ability to act with tact and discretion, Ability to do research and analyse documents and situations.
<u>DUTIES</u>	: Identify systems in the department, establish user forums of all the systems, Assess the systems and the environment system owners. Identify systems operation, identify problem and modification process, Revise previous documentation, Develop small system and database. Test functionality of the systems and databases, Train system users, Troubleshoot and upgrade the corrupted system and database, Install the systems and database, Update the content management system, Update the scripts and identify the fault, Resolve database and systems problems. Update the IT helpdesk system, Identify the database users, Record the system and database information, Assign user's access rights. Revoke users' access rights. Maintain data system administration, Monitor and assess the existing systems, Implement small database, Installation and upgrading of systems.
<u>ENQUIRIES</u>	: All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

<u>POST 40/195</u>	:	<u>ASSISTANT DIRECTOR: SYSTEMS ANALYST REF NO: LDOE 25/08/2022</u> <u>DIRECTORATE: IT SERVICES</u> Permanent
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Information Technology / Computer Science will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability), Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Strong understanding of project management principles. Broad understanding of IT methodologies, systems management, and IT Applications Management. Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service Proficiency in IT systems terminology. Negotiation skills. Presentation skills. People management skills. Time management. Professionalism. Accuracy. Flexibility. Supportive. Willingness to work under pressure.
<u>DUTIES</u>	:	Identify manual processes to be converted into electronic systems, develop requirements for electronic systems to be developed Perform research and recommend electronic systems to acquired or developed Maintains information systems by planning, monitoring, and coordinating employees. Develop and maintain private intranet and public internet sites. Creates reports, programs as well as add-on applications to enhance existing electronic systems. Offers coaching, leadership, and training to manage staff performance. Assesses information systems results by auditing their application and results. Participates in planning and designing technologies to meet the growing needs of the department Maintains safe and healthy working environment by ensuring that information systems staff complies with organizational policies. Develop and coordinate the information's systems policies. Assisting departments and end users with software issues; Project Portfolio Management, Project Management, requirements gathering. Data management, procuring new applications, improving existing applications and business operations.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/196</u>	:	<u>ASSISTANT DIRECTOR: GRIEVANCES & DISPUTES REF NO: LDOE 26/08/2022</u> Directorate: Labour Relations Management Permanent
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Labour Relations/Labour Law/ LLB will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Knowledge and experience in labour law. Understanding of how the public service functions. Negotiation skills. Presentation skills. People management skills. Time management. Interpersonal skills. Ability to work under pressure. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Conduct investigations on grievances and disputes. Compile investigation reports and make recommendations to the Deputy Director for further processing. Represent the employer during grievance hearings. Facilitate grievance resolution during grievance meetings. Conduct trainings on grievances and disputes. Represent the employer at conciliations and arbitrations in the General Public Service Sector Co-ordinating Bargaining

		Council (GPSSBC), the Education Labour Relations Council (ELRC) and the Commission for Conciliation and Arbitration. Compile reports and analyse trends on grievances and disputes, on a monthly, Quarterly and annual basis.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/197</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: LDOE 27/08/2022</u> Directorate: HRP, HR Systems & Organisational Development Permanent
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Organisation & Work Study Management Service / Operations Management / Product Management / Industrial & Organisation will be an added advantage. Certificate in Job Evaluation Analysis will also be an added advantage. Proof of PERSAL training – PERSAL Certificate. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge and understanding of Public Service Act (PSA), Public Service Regulations (PSR), relevant DPSA prescripts on organizational development and job evaluation, Public Finance Management Act (PFMA), Departmental policies and procedures and/or government relevant legislative frameworks. Management skills. Negotiating skills. Decision making, leadership and team building skills. Policy development, planning and organising skills. Ability to work long hours when required. Willingness to travel. Computer literacy in MS Office (Word, Excel, Power Point, Org plus, Equate or Evaluate).
<u>DUTIES</u>	:	Assist with the coordination and implementation of departmental organizational structures and job evaluation. Assist with work study within the department. Assist with Organisational, Review and redesign processes. Facilitate the development of Job Description for all job categories. Assist with Job Evaluation. Facilitate Business Process Engineering Services.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/198</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE ASSISTANCE PROGRAMMES REF NO: LDOE 28/08/2022</u> Directorate: Wellness Programmes Permanent
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in EAP will be added an advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. In-depth knowledge of the public service prescripts including the Employee Health & Wellness Strategic Framework. Ability to administer counselling. People Management skills. Service Delivery Innovation skills. Problem Solving and analytical thinking skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Responsible to develop and implement EAP programmes. Manage all resources of the section (physical, human and financials). Develop partnership and network with stakeholders. Manage and analyse data and other wellness

		information for reporting purposes and produce report thereof. Co-ordinates events related to EAP in line with the departmental strategic objectives. Co-ordinate physical wellness for departmental officials.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/199</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS, HEALTH & WELLNESS</u> Directorate: Wellness Programmes Permanent
<u>SALARY CENTRE</u>	:	R382 245 per annum (Level 09)
	:	Vhembe West District Ref No: LDoE 29/08/2022
	:	Waterberg District Ref No: LDoE 30/08/2022
	:	Mogalakwena District Ref No: LDoE 31/08/2022
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in EAP/Labour Relations will be added as an advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. In-depth knowledge of the public service prescripts including the Employee Health & Wellness Strategic Framework. Knowledge and experience in labour law. Understanding of how the public service functions. Ability to administer counselling. People Management skills. Service Delivery Innovation skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Conduct investigations on grievances and disputes. Compile investigation reports and make recommendations to the Deputy Director for further processing. Represent the employer during grievance hearings. Facilitate grievance resolution during grievance meetings. Conduct trainings on grievances and disputes. Responsible to develop and implement EAP programmes. Manage all resources of the section (physical, human and financials). Develop partnership and network with stakeholders. Manage and analyse data and other wellness information for reporting purposes and produce report thereof. Co-ordinates events related to EAP in line with the departmental strategic objectives.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/200</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY REF NO: LDOE 32/08/2022</u> Directorate: Wellness Programmes Permanent
<u>SALARY CENTRE</u>	:	R382 245 per annum (Level 09)
	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Safety Management Training Course (SAMTRAC) will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. An in-depth knowledge of OHS legislation, COIDA and Public Service Regulation. Ability to gather and analyse information, apply policies, directive and prescripts, Strategic Capability and Leadership skills. People Management and Empowerment skills. Knowledge of the Public Service environment. Service Delivery Innovation, Negotiations skills. Policy formulation skills. Report writing skills. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

<u>DUTIES</u>	:	Provide compliance to Occupational Health and Safety and ensure that schools, circuit Offices, districts offices provincial offices are safe without risks. Manage the elimination or mitigate any potential hazard to the safety of health of employees before resorting to protective equipment. Formulate and ensure that policies and procedure manuals are implemented. Facilitate appointments and training of health and safety committees. Conduct OHS workplace audits. Carry out building inspections to enforce healthy and safety regulations within LDoE work environment.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/201</u>	:	<u>ASSISTANT DIRECTOR: HIV & AIDS REF NO: LDOE 33/08/2022</u> Directorate: Corporate Services/Hr Administration Services Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Head Office (Polokwane) An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Psychology / HIV, STI, TB management / EAP will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. In-depth knowledge of the public service prescripts including the Employee Health & Wellness Strategic Framework. Knowledge of Public Service Act. Knowledge of the National Strategic Plan on HIV & AIDS, STI & TB. Ability to administer counselling. People Management skills. Service Delivery Innovation skills. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).
<u>DUTIES</u>	:	Implement an integrate HIV & AIDS programmes, administer/ manage the HIV/AIDS referrals and follow up all types of personal problems that can interfere with job performance and overall employee well-being, Establish and maintain partnerships with internal and external stakeholders. Conduct advocacy campaigns at the districts and Provincial office, Train and provide support to peer educators. Generation, consolidation and submission of Reports and Statistics. Promotion of health awareness and the facilitation of health-related events, activities and interventions.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/202</u>	:	<u>ASSISTANT DIRECTOR: PMDS REF NO: LDOE 34/08/2022</u> Directorate: HRD & PMDS Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Head Office (Polokwane) An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Human Resources Management / Development / Performance Management will an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Strategic Capability and Leadership, Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. People Management and Empowerment skills. Public Service Knowledge, Negotiation skills. Policy formulation and Analytical thinking skills. Knowledge on Service Delivery Innovation. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).
<u>DUTIES</u>	:	Ensure the implementation of PMDS in the department. Build adequate capacity on PMDS in the entire department. Conduct research. Coordinate the

		moderation of performance evaluation results, recommend and implement rewards after approval. Liaise with statutory organizations and stakeholders regarding PMDS implementation in the province. Manage the performance of employees within the sub-directorate.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/203</u>	:	<u>ASSISTANT DIRECTOR: HRD & PMDS</u> Directorate: HRD & PMDS Permanent
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Capricorn North Ref No: LDoE 35/08/2022 Vhembe East Ref No: LDoE 36/08/2022
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Human Resources Management/ Development will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Strategic Capability and Leadership skills. People Management and Empowerment skills. Financial Management skills. Client orientation & and Customer Focus skills. Communication skills. Public Service Knowledge. Negotiation skills. Policy formulation and Analytical skills. Knowledge on Programme and Project Management. Knowledge of Service Delivery Innovation. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).
<u>DUTIES</u>	:	Ensure the implementation of PMDS & HRD in the department. Build adequate capacity on PMDS & HRD in the entire department. Conduct research. Coordinate the moderation and training in the department. Coordinate the moderation of performance evaluation results, recommend and implement rewards after approval. Liaise with statutory organizations and stakeholders regarding PMDS implementation in the province. Manage the performance of employees within the sub-directorate. Authorize /approve transactions in the PERSAL system.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/204</u>	:	<u>ASSISTANT DIRECTOR: INTEGRATED MONITORING & EVALUATION</u> <u>REF NO: LDOE 37/08/2022</u> Directorate: Monitoring & Evaluation Permanent
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Polokwane)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Monitoring Evaluation will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer Focus, Communication. Research skills. People Management and Empowerment skills. Negotiation skills. Knowledge of compiling evaluation and research reports. Ability to identify public problems needing evaluation. Willing to do field work.
<u>DUTIES</u>	:	Development of monitoring and evaluation plans. Conduct M & E activities. Compile M & E Reports. Develop monitoring and evaluation tools. Develop evaluation improvement plans for evaluation findings.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at

(015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

<u>POST 40/205</u>	:	<u>ASSISTANT DIRECTOR: HR CONDITIONS OF SERVICE</u> Directorate: Corporate Services Permanent
<u>SALARY CENTRE</u>	:	R382 245 per annum (Level 09) Vhembe East District Ref No: LDoE 38/08/2022 Vhembe West District Ref No: LDoE 39/08/2022 Mopani East District Ref No: LDoE 41/08/2022 Mopani West District Ref No: LDoE 44/08/2022 Sekhukhune East District Ref No: LDoE 42/08/2022
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in the Human Resources Management/ Development will be an added advantage. PERSAL Training / PERSAL Certificate is compulsory. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge, Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. `Extensive knowledge of and ability to operate the PERSAL system. In – depth knowledge of the Public Service Regulatory Framework. Good interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Supervise and co – ordinate the HR functions. Supervise and manage of leave of absence (annual/Vacation, sick, special, PILIR, etc) Supervise and manage termination of service. Supervise and manage allowances in line with national policies and directives. Informa, guide and advice line managers or employees on HR policies and directives. Authorise/Approve transactions on PERSAL according to departmental delegations.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/206</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION</u> Directorate: District Finance Permanent
<u>SALARY CENTRE</u>	:	R382 245 per annum (Level 09) Mopani East District Ref No: LDoE 43/08/2022 Mopani West District Ref No: LDoE 44/08/2022 Vhembe East District Ref No: LDoE 45/08/2022 Waterberg District Ref No: LDoE 46/08/2022 Capricorn North Ref No: LDoE 47/08/2022
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management / Financial Accounting / Accounting / Commerce / Auditing/ Cost & Management Accounting will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge and understanding of – Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of and ability to operate the PERSAL and BAS systems. Organizing and Co – Ordination skills. Decision – making skills. People management skills. Diversity management skills.
<u>DUTIES</u>	:	Implement financial administration and accounting policies and processes. Reconcile information interfaced into BAS and maintenance of the relevant reports. Ensure that all transactions processed are supported by corresponding accounting Documentation. Check and ensure that the accounting documents supporting transactions are complete and accurately computed. Enforce

		internal controls and compliance with all the enabling acts and regulations. Monitor and ensure the correctness and accuracy of expenditure on a monthly basis and effect that necessary adjustments. Manage proper financial record keeping of documents. Attend to all queries from internal and external clients. Supervision of subordinates' activities. Manage financial deductions. Authorise / approve transactions on PERSAL and BAS system
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527
<u>POST 40/207</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT & REPORTING SERVICES</u> Directorate: Finance Permanent
<u>SALARY CENTRE</u>	:	R382 245 per annum (Level 09) Capricorn North District Ref No: LDoE 48/08/2022 Mopani East District Ref No: LDoE 49/08/2022 Sekhukhune East District Ref No: LDoE 50/08/2022 Vhembe West District Ref No: LDoE 51/08/2022
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management / Financial Accounting/ Accounting / Commerce / Cost Management & Accounting / Auditing will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Organizing and Co – Ordination skills. Decision – making skills. People management skills. Diversity Management skills. Knowledge and understanding of – Public Finance Management Act (PFMA) and Treasury regulations.
<u>DUTIES</u>	:	Coordinate financial planning and budgeting processes. Provide medium long term financial planning in line with MTEF processes. Compile budget estimates focuses and project planning. Monitor and reports on expenditure trends. Coordinate and provide inputs for financial reporting. Monthly reconciliation of Bank accounts, ledger accounts, revenue for the compilation of certificate. Attend and answer audit queries and ensure submission of information on request. Assist in analysing and interpreting monthly management reports in terms of financial performance per programs.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at Tel No: (015)284 6535, Ms Mmowa LS at Tel No: (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527
<u>POST 40/208</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT</u> Directorate: SCM & Assets Management
<u>SALARY CENTRE</u>	:	R382 245 per annum (Level 09) Capricorn North Ref No: LDoE 53/08/2022 Mopani East Ref No: LDoE 54/08/2022 Vhembe East Ref No: LDoE 55/08/2022 Mopani West Ref No: 56/08/2022
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Supply Chain Management/ Assets Management and Financial Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Core & Process Competencies: Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge & Skills: Interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Knowledge of SCM legislative frameworks and policies. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

<u>DUTIES</u>	:	Implementation of Supply Chain Management and Asset management policies and procedures in the Department. Manage the implementation of the standardized inter control measures Administer the BID administration process. Compliance to monthly SCM reports. Management of the SCM Database. Management of Contract appointment process. Compilation of assets management. Management of Asset disposal process in the District. Management of Human Resources in the unit including performance assessment of the official in the unit. Provide training to officials on new developments. Identify and mitigate risk within the unit. Monthly reporting on irregular expenditure. Administer demand management plans for all sub directorates and provide inputs to all programme managers during planning. Manage inventory (stock counts and reports). Management of movable and immovable assets in compliance with relevant legislation, departmental policies and procedures. Development of the movable and immovable asset management strategic plan. Management and authorization of internal transfer and physical verification of movable assts. Management of movable asset register through periodic reviews to ensure proper accountability for transfer of movable assets. Oversee and report on theft, loss, damage or mismanagement of movable the relevant authorities. Ensure implementation of policies, guidelines and procedure manuals pertaining to asset and fleet management. Ensure proper fleet management for government vehicle and subsidized vehicle. Ensure disposal of assets in line with applicable policy.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at Tel No: (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527
<u>POST 40/209</u>	:	<u>ASSISTANT DIRECTOR: SCHOLAR TRANSPORT REF NO: LDOE 57/08/2022</u> Division: Finance Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Vhembe East District An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Transport Management / Finance Management / Supply Chain Management will an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge & Skills: Interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Knowledge of PFMA legislative framework, policies and related prescripts. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Monitor compliance to policy by the contracted service providers. Monitor and support benefiting schools. Monitor budget spending by the District. Liaise with circuits and benefiting schools' Update database on schools benefiting from scholar transport. Conduct workshops on Scholar Transport policy. Check and verify invoices for the payment of Scholar Transport service providers.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/210</u>	:	<u>ASSISTANT DIRECTOR: NORMS & STANDARDS FOR SCHOOL FUNDING REF NO: LDOE 58/08/2022</u> Directorate: Norms & Standards for School Funding Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Head Office (Polokwane) An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management/Accounting will be an added advantage. Five (5) years' experience of which three (3) years must be at

		Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of person with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures etc. Language skills and ability to communicate well with people at different levels and from different backgrounds. People management skills. Time management skills. Sound organizational skills.
<u>DUTIES</u>	:	Provide support for all subsidized schools for the utilization of funds. Verify if the schools spend as per Departmental prescript. Verify if the funds are utilized for curriculum purpose. Ensure that school financial books and finance policy are in place. Allocation of funds according to school ranking: Ensure and confirm school is allocated per quantile per school. Ensure and confirm allocation according to the rankings. Check and verify the correctness of payment advice as per allocations to be transferred to schools. Monitor and reporting on school budgets: Ensure compliance per school according to the PFMA. Evaluation and Analysis of Annual Financial Statements: Ensure that Financial Annual Statement are audited by qualified auditor. Ensure that Financial Annual Statement are signed and stamped.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/211</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: LDOE 37/06/2022</u> Directorate: Risk Management Permanent Re - Advertisement: NB! Applicants who applied before are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09) Head Office (Polokwane) A undergraduate qualification (NQF level 6) as recognised by SAQA. Qualifications in Risk Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. A valid driver's license (with exception of persons living with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Service delivery innovation; Communication. Knowledge And Skills: Knowledge and understanding of Risk Management framework, Treasury regulations King IV report) Public Finance Management Act (PFMA) and Public Service Act. Knowledge of the Barn-Owl system. Ability to work under pressure and to deliver within the agreed time frame. Functional computer literacy (MS Word, MS Excel and MS PowerPoint & MS Outlook).
<u>DUTIES</u>	:	Participate and implement the Risk Management framework. Monitor and review the identified risk response activities. Maintain the Risk register. Maintain efficient and effective Communication. Implement the Risk Management Plan. Facilitate and advice on the risk management processes. Capture the risk register on Barn-Owl system.
<u>ENQUIRIES</u>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/212</u>	:	<u>SOCIAL WORKER (X27 POSTS)</u> Directorate: Inclusive Education & Special Schools Permanent
<u>SALARY</u>	:	R261 456 per annum (Level 07)

CENTRE

- : LDoE 111/08/2022 Botlokwa - Capricorn North (Sekgosese West)
Ref No: LDoE 112/08/2022 Helene Franz - Capricorn North (Bochum West)
Ref No: LDoE 113/08/2022 Phatlaphadima Capricorn North (Maune)
Ref No: LDoE 114/08/2022 Ratanang - Capricorn North (Bochum West)
Ref No: LDoE 115/08/2022 Rethuseng - Capricorn North (Vlakfontein)
Ref No: LDoE 116/08/2022 Bana -ba- Thari - Capricorn South (Dimamo)
Ref No: LDoE 117/08/2022 Benedict & Hope - Capricorn South (Kgakotlou)
Ref No: LDoE 118/08/2022 Grace & Hope - Capricorn South (Seshego)
Ref No: LDoE 119/08/2022 Mahlasedi - Capricorn South (Lebowakgomo)
Ref No: LDoE 120/08/2022 Siloe - Capricorn South (Mogodumo)
Ref No: LDoE 121/08/2022 Tsoga -O- Itirele- Capricorn South (Lebowakgomo)
Ref No: LDoE 122/08/2022 Nthabiseng - Mopani East (Namakgale)
Ref No: LDoE 123/08/2022 Pfunanani - Mopani East (Mangombe)
Ref No: LDoE 124/08/2022 Ramakgwakgwa - Mopani East (Modjadjji)
Ref No: LDoE 125/08/2022 Yingisani - Mopani West (Nkowankowa)
Ref No: LDoE 126/08/2022 Letaba - Mopani West (Nkowankowa)
Ref No: LDoE 127/08/2022 Jane Furse - Sekhukhune East (Mmashadi)
Ref No: LDoE 128/08/2022 Rehlahleng - Sekhukhune East (Ngwaabe)
Ref No: LDoE 129/08/2022 Asiphumelele - Sekhukhune South (Groblersdal)
Ref No: LDoE 130/08/2022 Ipelegeng - Sekhukhune South (Motetema)
Ref No: LDoE 131/08/2022 Matobule - Sekhukhune South (Ngwaritsi)
Ref No: LDoE 132/08/2022 Fulufhelo - Vhembe East (Mvudi)
Ref No: LDoE 133/08/2022 Grace & Love - Vhembe East (Tshinane)
Ref No: LDoE 134/08/2022 Mhinga - Vhembe East (Malamulele NE)
Ref No: LDoE 135/08/2022 Rivoni - Vhembe West (Elim)
Ref No: LDoE 136/08/2022 Tshilwavhusiku Razwimisani - Vhembe West (Soutpansberg East)
Ref No: LDoE 137/08/2022 Susan Strijdom – Waterberg (Nylstroom)

REQUIREMENTS

- : An undergraduate qualification (NQF level 6 or 7) in Social Work as recognized by SAQA. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker and registration status should be active. Three (3) years' appropriate experience in Social Work after registration as a Social Worker with the SACSSP. Experience in coordinating education and other support for learners with disabilities will be an added advantage. A valid driver's license (with exception of persons living with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis Programme & Project Management, Change Management, Client orientation & Customer care focus, Honesty and Integrity. Interpersonal relations Knowledge & Skills: Function as part of the School-Based Support Team (SBST) with specific responsibility of providing psychosocial support services to learners who experience barriers to learning. Knowledge and understanding of education legislation and policies. Knowledge and understanding of social work policies, legislation and related legal and ethical social work practices. Must understand and be able to provide social work services towards protecting learners who are vulnerable, at risk and unable to protect themselves. Ability to work in a multi-disciplinary team. Ability to promote inclusive education in the education sector which includes promoting access to quality public funded education for all learners. Ability to work under pressure and problem-solve as and when necessary. Knowledge of disability legislative framework and policies. Project management skills. Planning and organizing skills. Networking skills. Coordination skills. Communication (verbal and written) skills. Professional counselling skills. Presentation skills. Monitoring and valuation skills. Ability to compile complex reports. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently with minimum supervision. Functional computer literacy (MS Word, MS Excel and MS Power point & MS Outlook).

DUTIES

- : As a member of the school-based support team (SBST), the incumbent will collaborate with teachers, learners, parents and other stakeholders in the provisioning of support services. Support to be provided will include: Assessment of learners; provision of relevant therapeutic and psychosocial support interventions to learners who experience barriers to learning inherent to societal factors; monitoring and reporting on these learners' progress; supporting teachers in the classroom; monitoring and reporting on learners' progress; training and supporting teachers to ensure learners access the curriculum; advocating for access to quality public funded education for all learners and carrying out administrative functions related to the support provided. Provision of casework and group work in the school environment by

	providing counselling and advocacy awareness campaigns on substance abuse, teenage pregnancy, bullying, abuse & neglect, and HIV/AIDS.
<u>ENQUIRIES</u>	: All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<u>POST 40/213</u>	: <u>PROFESSIONAL NURSE (X27 POSTS)</u> Directorate: Inclusive Education & Special Schools Permanent
<u>SALARY CENTRE</u>	: R260 760 per annum : LDoE 84/08/2022 Botlokwa - Capricorn North (Sekgosese West) Ref No: LDoE 85/08/2022 Helene Franz - Capricorn North (Bochum West) Ref No: LDoE 86/08/2022 Phatlaphadima - Capricorn North (Maune) Ref No: LDoE 87/08/2022 Ratanang - Capricorn North (Bochum West) Ref No: LDoE 88/08/2022 Rethuseng - Capricorn North (Vlakfontein) Ref No: LDoE 89/08/2022 Benedict & Hope - Capricorn South (Kgakotlou) Ref No: LDoE 90/08/2022 General Piet Joubert - Capricorn South (Pietersburg) Ref No: LDoE 91/08/2022 Mahlasedi - Capricorn South (Lebowakgomo) Ref No: LDoE 92/08/2022 Setotolwane - Capricorn South (Maraba) Ref No: LDoE 93/08/2022 Siloe - Capricorn South (Mogodumo) Ref No: LDoE 94/08/2022 Tsoga – O – Itirele - Capricorn South (Lebowakgomo) Ref No: LDoE 95/08/2022 Nthabiseng - Mopani East (Namakgale) Ref No: LDoE 96/08/2022 Pfunanani - Mopani East (Mangombe) Ref No: LDoE 97/08/2022 Ramakgwakgwa - Mopani East (Modjadj) Ref No: LDoE 98/08/2022 Letaba Mopani West (Nkowankowa) Ref No: LDoE 99/08/2022 Jane Furse - Sekhukhune East (Mmashadi) Ref No: LDoE 100/08/2022 Rehlahleng - Sekhukhune East (Ngwaabe) Ref No: LDoE 101/08/2022 Asiphumelele - Sekhukhune South (Groblersdal) Ref No: LDoE 102/08/2022 Bosele - Sekhukhune South (Hlogotlou) Ref No: LDoE 103/08/2022 Ipelegeng - Sekhukhune South (Motetema) Ref No: LDoE 104/08/2022 Mhinga - Vhembe East (Malamulele North East) Ref No: LDoE 105/08/2022 Tshilidzini - Vhembe East (Dzindi) Ref No: LDoE 106/08/2022 Grace & Love - Vhembe East (Tshinane) Ref No: LDoE 107/08/2022 Rivoni - Vhembe West (Elim) Ref No: LDoE 108/08/2022 Susan Strijdom – Waterberg (Nylstroom) Ref No: LDoE 109/08/2022 Sedibeng – Waterberg (Ellisras) Ref No: LDoE 110/08/2022 Thusanang – Waterberg (Nylstroom)
<u>REQUIREMENTS</u>	: An undergraduate qualification (NQF level 6 or 7) in Nursing as recognised by SAQA. A post - basic nursing qualification as recognised by SAQA will be an added advantage. Registration with the South African Nursing Council (SANC). Four (4) years' appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Experience in coordinating education and other support for learners with disabilities will be an added advantage. A valid driver's license (with exception of persons living with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis Programme & Project Management, Change Management, Client orientation & Customer care focus, Honesty and Integrity. Interpersonal relations Knowledge & Skills: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills. Problem - solving and decision - making skills. Good supervisory and teaching skills. Ability to work in a multi-disciplinary team. Ability to prioritize, coordinate activities of learner management according to protocols. Ability to work in a multi-disciplinary team. Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Functional computer literacy (MS Word, MS Excel and MS Power point & MS Outlook).
<u>DUTIES</u>	: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services to learners in special schools. Ensure effective and efficient management of health resources. Dispense and prescribe medication to learners according to the required standards Provide quality patient care, follow norms and standards. Participate in quality health promotion programmes. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing

profession, labour and health care. Ensure compliance of Infection Prevention and Control policies. Ensure that health equipments are functional and ready for use at all times. Participate in staff development and performance management. Report learner safety incidence, challenges and deficiencies at the school. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious difference. Work in collaboration with other stake holders. Perform any other duties as delegated.

ENQUIRIES

: All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows:
The Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand delivered to MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 31 October 2022
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za <<http://www.gov.za>>, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Only shortlisted candidates will submit proof of residence and SAQA qualifications. The specific reference number of the post must be quoted: Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. 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. The department reserves the right not to make appointments to the advertised posts. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign a performance agreement. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. Kindly note that copies of qualifications, certificates, ID and driver's license etc. such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the HRA unit.

OTHER POSTS

- POST 40/214** : **ASSISTANT DIRECTOR: RISK MANAGEMENT AND INTEGRITY**
MANAGEMENT REF NO: NCDEDAT/2022/07
- SALARY** : R382 245 - R450 255 per annum, plus benefits. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE** : Kimberley Office
- REQUIREMENTS** : Three year recognized tertiary qualification (National Diploma NQF 6 or Degree NQF 7) in Risk Management / Internal Auditing. 3 - 5 years' experience in risk management, auditing, accounting and consulting services. Valid driver's license.
- DUTIES** : Facilitate and coordinate the development/ review of organizational risk management policies, strategies and frameworks. Assist in managing continuous organizational risk management processes. Assist with compilation of report on risk management to the Accounting Officer, Management and Risk Management Committee. Assist in Managing and facilitating the development/ review of Fraud Prevention and Anti-Corruption strategies and programmes. Promote risk awareness culture throughout the Department. Coordinate the audit functions. Skills & Knowledge: Problem solving, communication,

presentation, computer literacy, interpersonal, policy development, stakeholder relations and report writing skills. Knowledge of PFMA and Treasury Regulations, National Treasury Risk Management Framework and other risk management best practices, Prevention and Combating of Corrupt Activities Act 2004 (Act of 2004), Financial Intelligence Centre Act 2001 (Act 38 of 2001), Foreign Corrupt Practices Act 2004, Prevention of Organized Crime Act 1998 (Act 121 of 1998)

ENQUIRIES : Ms KS Mazimba Tel No: (053) 839 4081

POST 40/215 : **ASSISTANT DIRECTOR: RESEARCH AND POLICY COORDINATION REF NO: NCDEDAT/2022/08**

SALARY : R382 245 - R450 255 per annum, plus benefits. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

CENTRE : Kimberley Office
REQUIREMENTS : Three year recognized tertiary qualification (National Diploma NQF 6 or Degree NQF 7) in Economics or Statistics or equivalent. 3-5 Years relevant experience. Valid driver's licence. Added advantage: A post graduate qualification in economics or statistics.

DUTIES : Research, review and analyse existing and new economic policies to inform economic planning. Manage the co-ordination of the Departmental Economic cluster Plans. Coordinate internal and external stakeholders to monitor the implementation of provincial strategies and plans and ensure alignment to national policies. Assist in conducting Economic analysis to inform policy and strategy formulation. Coordinate the departmental inputs to SOPA and Budget Speech and monitor implementation of commitments. Supervise and mentor junior staff. Monthly and quarterly reporting. Skills & Knowledge: Problem solving, communication, computer Literacy, interpersonal, policy development, stakeholder relations, analytical, mathematics, conflict management report writing skills. Knowledge of Research Methodology, Financial Management, Planning, Organizing and economic analysis.

ENQUIRIES : Ms KS Mazimba Tel No: (053) 839 4081

POST 40/216 : **ASSISTANT DIRECTOR: ORGANIZATIONAL DESIGN AND JOB EVALUATION REF NO: NCDEDAT/2022/09**

SALARY : R382 245 - R450 255 per annum, plus benefits. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.

CENTRE : Kimberley Office
REQUIREMENTS : Degree or National Diploma in Public Administration. 3- 5 Years' experience in organizational operations and design. Knowledge of Operations Management Framework (OMF) and Organizational Functionality Assessment (OFA) will be an added advantage. Computer Literate. Valid Driver's License.

DUTIES : Assist with the development of the Organizational Structure of the department. Assist with post establishment within the department. Render Job Evaluation Services. Render Operations Management Framework Functions inclusive of the Service Delivery Plans, Service Charters, Service Standards and Service Delivery Model. Mapping of Standard Operating Policies. Assist with the compilation of Departmental Annual Reports, HR Plans, HR Implementation Reports, Organizational Functionality Assessment Reports, Business Plans, Costing Analysis, EE Plans and reports. Service Supervise and mentor junior staff. Skills & Knowledge: Plan, organize, lead and control. Facilitation, project management, financial management, presentation, conflict management, report writing and time management skills. Confidentiality. Coaching and mentoring. Understanding of Public Service Policy and legislative framework. Communication, decision- making and problem solving, networking/liaison with stakeholders and negotiation skills.

ENQUIRIES : Ms KS Mazimba Tel No: (053) 839 4081

OFFICE OF THE PREMIER

APPLICATIONS : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security).

FOR ATTENTION
CLOSING DATE
NOTE

: Mrs. R. Booysen
 : 04 November 2022
 : The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at this level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by a comprehensive CV only specifying all qualifications, experience with respective dates and copies of qualifications. Applications submitted using the old Z83 form will not be accepted. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No faxed, e-mailed or late applications will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification.

OTHER POST

POST 40/217

: **OFFICE MANAGER REF NO: OM/PRPM&E/2022**

SALARY
CENTRE
REQUIREMENTS

: R744 255 per annum
 : Kimberley
 : Applicants must be in possession of an appropriate Bachelors Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Public Administration as recognised by SAQA. Candidates must also have a minimum of three (3) years' Office administration/ management experience on a junior management level in the Policy Research and Performance Monitoring and Evaluation field. Competencies And Skills: Extensive knowledge of the functioning of Provincial Government; Knowledge of the , Public Service Act and Regulations, Financial Management, Human Resources, Public Administration, Reporting procedures, compilation of management reports, Research Methodology, Project Management, Policy Research, and Analysis. The ability to interpret and apply policies, and manage conflict situations effectively; Good leadership and managerial skills; planning and organisational skills; formal presentation skills, good communication skills and report writing; Research methodology, computer literacy. Ability to communicate ideas and issues in a tactful, influential manner and to work under pressure.

DUTIES

: Undertake policy or line function tasks as required: Execute research, analyze information and compile complex documents for the DDG; Source information and compile memoranda as required; Scrutinize submissions/reports; make notes and recommendations to present to the DDG; Draft responses for submission to internal and external stakeholders; Co-ordinate, follow-up and compile reports of a transverse nature for the DDG and advise/sensitize the DDG on reports to be submitted (for example by Components etc).Compile presentations for the DDG. Provide support to the Deputy Director General: Scrutinize documents to determine actions/information/documents required; Collect and compile information with regard to issues that needs to be discussed; Record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation; Compile the agenda of meetings chaired by the Provincial Branch Head and ensure circulation of accompanying memoranda; Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc, Co-ordinate the performance agreements/assessments and financial disclosures with regard to SMS in the relevant branch. Manage general support services in the office of the Deputy Director General: Set up and maintain systems in the Office that will ensure efficiency in the office; Establish, implement and maintain effective processes/procedures for information and documents flow to and from the Office; Ensure the safekeeping of all documentation in the

Office; Manage the engagements of the DDG. Manage the resources of the office of the Deputy Director General: Determine and collate information with regard to the budget needs of the Office; Keep record of expenditure commitments, monitor expenditure and alert the DDG with regard to possible over and under spending; Identify the need to move funds between items compile submissions for this purpose; Monitor and evaluate the performance of the Staff in the Office; Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc, Quality assurance responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES

:

Dr. S. Jonkers Tel No: 053 838 2541

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 07 November 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS

- POST 40/218** : **STATE VETERINARIAN: EXPORT CONTROL (VETERINARY SERVICES), REF NO. AGR 45/2021 R1**

- SALARY** : R744 255 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Masters degree (or higher qualification); Experience in the following: Database design; Video editing and YouTube. Competencies: Knowledge of the following: Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Ante-mortem and post-mortem examinations of animals/birds, with special reference to zoonotic or other conditions that may affect humans; International requirements regarding meat safety, in particular requirements of the Codex Alimentarius Commission; Animal Disease Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology; Asset management; Personnel management; Proven Communication (written and verbal) skills; Ability to: Work independently in a team; Work accurately and precisely; Work under stressful conditions.

- DUTIES** : Monitoring of the procedures and processes at the abattoirs, food processing and animal by-product processing establishments to ensure compliance with national and international requirements for export; Certification of exports of live animals, meat, meat products and animal products; Implementation of remedial and control actions if export requirements are not met; Record keeping and reporting of activities and export data as required; Participation in provincial export product safety programmes.

- ENQUIRIES** : Dr V Henwood at Tel No: (021) 808 5377

- POST 40/219** : **SCIENTIST (PRODUCTION LEVEL): ENTOMOLOGY REF NO: AGR 10/2022 R1**

- SALARY** : Grade A: R628 014 - R676 539 per annum, (as per OSD prescripts)
Grade B: R718 062 - R766 278 per annum, (as per OSD prescripts)
Grade C: R809 634 - R953 715 per annum, (as per OSD prescripts)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate Science degree BSc (Hons) or a 4-year BSc Agric degree, with Entomology as a major subject; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Professional Natural Scientist in the appropriate field of practice; 3 years post qualification natural scientific experience in Entomology; A valid (Code B or higher) driving licence. Recommendation: MSc degree or higher qualification in Entomology; Experience in crops and production systems in the Western Cape (grain

systems, vegetables and alternative crops). Competencies: Knowledge of the following: Integrated pest management in cropping systems of the Western Cape and the management of entomology trials in cropping systems for optimal production and sustainability; Insect and pest management is required; Record of participation in the scientific process, as indicated by contributions at local and overseas scientific conferences, peer reviewed papers published in scientific journals and accredited conference proceedings and papers in the popular press in the research area; Communication skills at production and scientific level; Research connections with academic institutes involved in entomology and agronomy; Contact with industry and producers; Planning skills that involves managing a complex pest and insect management trial within cropping systems as well as the large data sets involved; Computer literacy in MS Office (Word, Excel, PowerPoint).

DUTIES : Participate with problem identification, problem definition and the prioritization of research needs in the field of entomology in accordance with the departmental strategic plan to ensure that relevant and applicable research is conducted; Conduct scientifically accountable, innovative and advanced research trials (on-site) to ensure that cutting edge research is conducted and an information source is available for sustainable agricultural practices; Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries; Perform all administrative and related functions; Keep up to date with applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective research services.

ENQUIRIES : Ms A Swanepoel at Tel No: (021) 808 5320

POST 40/220 : **CANDIDATE SCIENTIFIC TECHNICIAN: PLANT SCIENCES - WORCESTER REF NO: AGR 13/2022 R1**
(3-Year Contract Position)

SALARY CENTRE REQUIREMENTS : R272 745 per annum, (OSD as prescribed)
: Department of Agriculture, Western Cape Government
: An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) in Rangeland Science, Ecology, Nature Conservation or equivalent qualification; Registration with SACNASP as a Candidate Natural Scientist in training Or applied for registrations with SACNASP as a Candidate Natural Scientist (proof attached) as registration is compulsory within six calendar months after appointment.; A valid driving license (Code B or higher). Recommendation: Knowledge of the indigenous plant species of the arid areas in the Western Cape. Competencies: Knowledge of the following: Scientific methodologies; Research and development; Computer-aided scientific applications; Legal compliance; Technical report writing. Skills needed: Decision making; Analytical; Creativity; Self-management; Customer focus and responsiveness; Communication (Written and verbal); Computer literacy; Planning and organising; Conflict management; Problem solving and analysis.

DUTIES : Assist in the implementation of methodologies, policies, systems and procedures; Provide technical support and recommendations/advice; Assist in development of databases, data management and subsequent analysis; Assist with administrative and related functions.

ENQUIRIES : Ms A. Swanepoel at Tel No: (021) 808 5320

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 07 November 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries

relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS

<u>POST 40/221</u>	:	<u>ASSISTANT DIRECTOR: PHYSICAL PROTECTION REF NO: CS 29/2022</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Department of Community Safety, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant supervisory level experience. Competencies: Knowledge of the following: Administrative processes; Public service Policies, regulations and procedures; Human resource management. Skills needed: Computer literacy (MS office package: Word, Excel, PowerPoint); Analytic; Communication (Written and verbal).
<u>DUTIES</u>	:	Manage, co-ordinate and ensure optimal functioning of the administrative processes within the Directorate; Co-ordinate strategic planning documentation for the Directorate; Manage resources effectively and efficiently to enhance physical security systems and processes; People management.
<u>ENQUIRIES</u>	:	Ms E. Thorne at Tel No: (021) 483 5506
<u>POST 40/222</u>	:	<u>ASSISTANT DIRECTOR: SECURITY SUPPORT SERVICES REF NO: CS 30/2022</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Department of Community Safety, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant supervisory level experience. Competencies: Knowledge of the following: Administrative management; Financial management; Public service Policies, regulations and procedures; Human resource management; Human Resource Development. Skills needed: Computer literacy (MS office package: Word, Excel, PowerPoint); Project Management; Data Analysis; Communication (Written and verbal).
<u>DUTIES</u>	:	To develop and maintain security methodologies that facilitates improved management, risk management and security information management practices and processes; Develop and maintain a security information system for utilization by the organization Provide strategic support in relation to strategy and planning process documentation for the Program; Human Resource Development and Human Resource Management.
<u>ENQUIRIES</u>	:	Ms. C Buys at Tel No: (021) 483 7830

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

<u>CLOSING DATE</u>	:	07 November 2022
<u>NOTE</u>	:	Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link:

<https://www.thensg.gov.za/training-course/sms-preentryprogramme/>

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

MANAGEMENT ECHELON

<u>POST 40/223</u>	:	<u>DIRECTOR: SPORT DEVELOPMENT REF NO: CAS 39/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive salary package). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA; A minimum of 6 years' middle management experience; The successful completion of the Senior Management Pre-entry Programme. Recommendation: A valid code B drivers' license; and Additional studies in the sport and recreation sector. Competencies: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies, and best practices that have a bearing on the line functions; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Proven knowledge and understanding of programme and project management; Proven knowledge and understanding of procurement and tendering processes; Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes; Proven knowledge and understanding of modern systems of governance and administration; Proven knowledge and understanding of public service procedures, processes, and systems; Proven knowledge and understanding of the global, regional, and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources, and discourse management processes; Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Proven knowledge and understanding of the functioning of the Province and the activities of sister departments.
<u>DUTIES</u>	:	Line Management; Strategic Management (including change management); People Management; Financial Management.
<u>ENQUIRIES</u>	:	Dr. Lyndon Bouah (Lyndon.Bouah@westerncape.gov.za)
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

OTHER POSTS

<u>POST 40/224</u>	:	<u>SCHOOL SPORT COORDINATOR: RECREATION REF NO: CAS 43/2021 R1</u> (3-Year Contract Position)
<u>SALARY</u>	:	R176 310 per annum (Level 05), plus 37% in lieu of benefits
<u>CENTRE REQUIREMENTS</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years experience in coaching or administration in at least one of the specific codes: Diketo, Kgati and/or Ncuva; A valid (code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; Indigenous Games priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
<u>DUTIES</u>	:	Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective

federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.

ENQUIRIES : Philasande Macwili at Tel No: (021) 483 9517
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 40/225 : **LIBRARY MATERIAL PROCESSOR: TECHNICAL SERVICES REF NO: CAS 41/2022**

SALARY : R104 073 per annum (Level 02)
CENTRE : Department of Cultural Affairs and Sports, Western Cape Government
REQUIREMENTS : Grade 10 (Junior certificate or equivalent qualification). Recommendation: Proven computer literacy. Competencies: A good understanding of the following: Processing of books and materials; Skills needed: Numeracy and literacy; Written and verbal communication; Organising; Interpersonal relations.

DUTIES : Conduct physical processing of books, this will include the following tasks: Collect, count and check titles of books in the stores; Paste pockets and dates slips to the books and submit master copy of completed list to machine room; Dispatch books to various regions; Ensure that books are boxed, weighed and submitted to courier; Ensure that spine labels are pasted on the books; Write and count titles after completion; Bar code, laminate books and record in file; Cover books, count copies and record in file.

ENQUIRIES : Ms M Hendricks Tel No: (021) 483 2436
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervally Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm)
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439
 Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. The post being applied for and the reference number must be clearly indicated on the Z83 application form.

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 07 November 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes.

These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS

POST 40/226 : **DEPUTY DIRECTOR: TOURISM REGULATION REF NO: DEDAT 16/2022**

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)

<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (B-Degree or higher) in Commerce or Law degree (Tourism/Law/Public Administration); A minimum of 3 years management level experience. Recommendation: Experience in the following: Project management relating to tourism, economic development, public administration or law; The tourism industry; Regulatory environment; Working with SMMEs; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Stakeholder management and facilitation; Database management and record keeping; Facilitating Training Programmes within the tourism industry; Financial management relating to the PFMA; Skills needed: Decision making; Problem solving; Creative thinking; Project management; Team work; Conflict resolution; Report writing; Planning; Communication (written and verbal); Computer literacy.
<u>DUTIES</u>	:	Manage the development of work plans relating to the tourist guide unit; Build and maintain networks with key stakeholders and ensure horizontal and vertical alignment within the tourism sector and in particular the tourist guide associations etc; Develop, support, and implement the relevant aspects of destination management functions relating to tourism and in particular the tourist guiding mandate; Fulfil the role as the Western Cape Tourist Guide Registrar; Oversee, co-develop and support programmes to drive recovery, improve sector competitiveness and development of the tourism sector focussing on tourism regulation; Human Resource Management of the sub-programme; Management of financial resources of the sub-programme.
<u>ENQUIRIES</u>	:	Mr J. Stoltz at Tel No: (021) 483 9463
<u>POST 40/227</u>	:	<u>DEPUTY DIRECTOR: TOURISM SAFETY REF NO: DEDAT 17/2022</u>
<u>SALARY CENTRE</u>	:	R744 255 per annum (Level 11), (all-inclusive salary package)
	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (B-Degree or higher) in Commerce, Humanities or Built environment (Tourism/Urban Planning); A minimum of 3 years management level experience. Recommendation: Experience in the following: Project management experience relating to tourism, economic development, urban planning and management, property management or infrastructure management; Working in the tourism industry, public safety and urban management; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: People Management processes; Applicable policies and procedures; Financial management; Project management; Labour Relations; Capacity Building; Relationship management. Skills needed: Analytical thinking; Planning and Organisational; Communication (written and verbal); Accuracy and numeracy; Computer Literacy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving. Ability to analyse, conceptualise and implement policy.
<u>DUTIES</u>	:	Manage the development of work plans relating to the tourism safety unit; Develop and implement the tourism safety strategy for the province; Develop and implement a tourism safety communication plan and projects or programmes to support tourism safety infrastructure such as signage; Oversee the tourism safety and support programme; Provide support and develop capacity within the tourism safety ecosystem; Maintain networks with key stakeholders and ensure vertical and horizontal alignment; Human Resource Management of the sub-programme.
<u>ENQUIRIES</u>	:	Mr J. Stoltz at Tel No: (021) 483 9463
<u>POST 40/228</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: DEDAT 15/2022</u>
<u>SALARY CENTRE</u>	:	R321 543 per annum (Level 08)
	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year Tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years administrative experience in a Supply Chain Management environment. Competencies: Knowledge of the

- following: Public Finance Management Act; Supply Chain Management; Procurement prescripts; Skills needed: Communication (written and verbal); Ability to work independently and as part of a team; Report writing; Problem solving; Analytical; Planning and organising.
- DUTIES** : Provide the following services: Demand management; Acquisition management; Contract management; Logistics and payment; File and Database management; General administration.
- ENQUIRIES** : Mr M Hartman at Tel No: (021) 483 9148

DEPARTMENT OF HEALTH AND WELLNESS

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

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

OTHER POSTS

- POST 40/229** : **CLINICAL MANAGER (MEDICAL) GRADE 1**
West Coast District
- SALARY** : R1 191 510 per annum, (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE REQUIREMENTS** : Vredendal Hospital, Matzikama Sub-district
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent practice). Experience: Appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent Requirements of the job: A valid Code B/EB/C1 driver's license and willingness to travel. Willingness and skills to do after hour's clinical work. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet, and Email). Appropriate experience of managing clinical and support services.
- DUTIES** : Strategic and operational management of the Health Services in the Matzikama Sub-district. Management and governance of clinical and clinical support services. Effective and sustainable management of finances and supply chain processes, human resources, and non-clinical support services. Provide clinical services on district hospital and primary health care level including forensic services. Involved in training and development and research support.
- ENQUIRIES APPLICATIONS** : Dr E Ockhuis Tel No: (027) 213-2039
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency test.
- CLOSING DATE** : 04 November 2022
- POST 40/230** : **MEDICAL OFFICER GRADE 1: MEDICO-LEGAL SERVICES**
Directorate: Assurance
(6 Month Contract)
- SALARY** : Grade 1: R833 523 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Head Office, Cape Town
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Current registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in

		respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid code B/EB Driver's License. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Knowledge of good clinical practice guidelines. Knowledge of Western Cape Health and Wellness Policies.
<u>DUTIES</u>	:	Manage medico-legal malpractice claims that are brought against the WCGHW. This includes investigation, communication with health facilities, legal teams and expert witnesses. Medico-Legal advisory service and risk management service to the Department and Employees. Assessment of incapacity leave applications. Management of Medico-Legal office including appropriate prioritisation and task allocation to administrative team.
<u>ENQUIRIES</u>	:	Dr A Nitzsche Tel No: (021) 483-8851
<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." Please note that the afore-said concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for a change in registration status)"
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/231</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Overberg District
<u>SALARY</u>	:	R571 242 (PN-B3) per annum, (Plus a non-pensionable rural allowance of 8% of basic annual salary)
<u>CENTRE</u>	:	Kleinmond Clinic Overstrand Sub-district and Hermanus CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least one-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Proof of current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Responsible for the management and coordination of PHC services and delivery of person-centered quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective satellite Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPC, HAST School Health) and Quality Assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate PHC, CBS and HAST data, including security, cleaning, infection control and ground services reports monthly. Organise a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.
<u>ENQUIRIES</u>	:	Ms MA Samuels Tel No: (028) 313-5200

<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. Short-listed candidates may be required to do a practical test. Shortlisted candidates may be required to a competency assessment.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/232</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND OPD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R571 242 (PN-B3) per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma/Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays, night duty, and perform overtime as required. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of three official languages of the Western Cape. Good managerial, supervisory, motivation, negotiation, interpersonal, problem solving, change management, decision making, disciplinary and conflict management skills. Good leadership and organizational skills and ability to function under pressure. Sound knowledge and understanding of the Emergency and Trauma department policies, guidelines and SOP's, and Nursing and Health Services related Acts, Legislation and Policies. Computer literacy (MS Word, Outlook, Excel, and PowerPoint). Knowledge and skills in conducting research and compiling comprehensive reports.
<u>DUTIES</u>	:	Supervise, support, guide, and lead staff to render quality care in the trauma and emergency department at your facility. Manage and monitor proper utilization of human, financial and physical resources Participate in the formulation, monitoring and implementation of policies, guidelines, practices, standards operating procedures, programmes and regulations pertaining to Nursing Care Initiate and participate in training and development and research within the Trauma and Emergency unit and nursing department, and provision of support to Nursing Services.
<u>ENQUIRIES</u>	:	Ms MM Luphondo Tel No: (021) 902-8010/57
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/233</u>	:	<u>ASSISTANT DIRECTOR: FINANCE</u> Directorate: Management Accounting Sub-directorate: Billing System Support
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Compliance Auditing and Training (Based at Stikland Hospital)
<u>REQUIREMENTS</u>	:	Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in a financial environment. Appropriate experience especially in respect of Patient Fees, Patient Reception, Patient Administration, Billing and Pharmacy systems. Inherent requirement of the job: A valid Code B/EB driver's license. Willingness to travel between Health institutions. Competencies (knowledge/skills): Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Firm

		understanding of Chapter 18: Procedure Manual: Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent interpersonal relations & conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to manage subordinates. Ability to analyse information and work with figures.
<u>DUTIES</u>	:	Ensure effective and efficient compliance auditing regarding Billing Systems, Hospital Fees policies and procedures to clients. Analyse and reconcile the data between the Financial and Billing Systems. Manage the compliance auditing of Hospital Fees policies and procedures. Ensure effective and efficient use of the Billing Systems and monitoring the data quality. Effective and efficient supervision, planning and co-ordination of activities in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms S Daniels Tel No: (021) 940-4456
<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. Short listed candidates must be prepared to do a test as part of the evaluation process.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/234</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources related field. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Strong managerial and supervisory skills. Excellent computer skills in MS Office packages.
<u>DUTIES</u>	:	Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plan (HR AAP). Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Workplace Skills Plans. Manage sound Labour Relations and provide expert advice and guidance to Management and staff. Management and development of staff in the Human Resource Component.
<u>ENQUIRIES</u>	:	Mr JI Engel Tel No: (044) 802-4358
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/235</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (LOGIS SUPPORT)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate experience and advanced knowledge in Supply Chain Management system Logis with LOGIS system experience. Experience: Appropriate experience and advanced knowledge in Supply Chain Management system Logis with LOGIS system experience. Inherent requirements of the job: A valid (Code E/EB) drivers' licence. Willingness to travel, office base at Bellville. Competencies (knowledge/skills): Computer Literacy particularly in Word and Excel. Data analysis & reporting

	Organizing Skills. Knowledge of procurement systems – LOGIS (Logis experience). Knowledge of LOGIS asset application. Conversant with the Department's procurement prescripts. Ability to communicate effectively (written and spoken) in at least two of the three official languages of the Western Cape. High level of excellence in accurate data capturing and recording. Teamwork and project management. Excellent human relations abilities and telephone skills.
<u>DUTIES</u>	: Compilation and Maintenance of departmental manuals and procedures on LOGIS. Assist Hospitals with problems identified on LOGIS store as per Balance Scorecard of the department. Cleaning and maintenance of Departmental Item Records on LOGIS. Setup new asset structure for LOGIS barcoding project per facility as per Departmental policy. Rollout, implementation and support to SCM projects. Ensuring efficient reporting for LOGIS system Departmentally. Provide training and guiding staff on new application and scanning hardware. Represent Western Cape Department of Health in working groups related to any Supply Chain Management systems integration. On-going reporting on Projects.
<u>ENQUIRIES</u>	: Mr J Coetzee Tel No: (021) 483-4302
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 04 November 2022
<u>POST 40/236</u>	: <u>PRINCIPAL PERSONNEL OFFICER (TRANSVERSAL EMPLOYMENT MATTERS AND COIDA)</u> Directorate: People Management Planning and Practices
<u>SALARY</u>	: R261 372 per annum
<u>CENTRE</u>	: Head Office, Cape Town
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience in COIDA and Basic Conditions of Employment Act. Appropriate experience in BAS system transaction processing. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Advanced computer literacy (MS Word, Excel and Outlook) and ability to communicate in at least two of the three official languages of the Western Cape. Excellent verbal and written communication skills. Good communication, conflict management, interpersonal leadership and supervisory skills. Ability to deal with high volumes of work and to work under pressure.
<u>DUTIES</u>	: The successful candidate will undertake supervisory functions as well as the performance management of the section and will be responsible for COIDA administration and transversal matters that will include the following: Administer all aspects of Injury on Duty. Ensure effective application of COIDA cases. Administer capturing of applications on CompEasy and maintain COID in-house programme. Provide COIDA stats to various role-players. Assist with COIDA training and information sessions to various Institutions/Districts. Liaise with various role players (internal and external). Overtime, commuted overtime, resettlement costs, acting and other allowances. Applications for foreign travel and sabbatical leave. Handle telephonic and written enquiries as well as rendering advice and support to line managers.
<u>ENQUIRIES</u>	: Mr TJ Kwatala Tel No: (021) 483-3174
<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. Candidate who are shortlisted for interviews will be expected to complete a practical test.
<u>CLOSING DATE</u>	: 04 November 2022
<u>POST 40/237</u>	: <u>PROFESSIONAL NURSE (PALLIATIVE CARE) GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	: Grade 1: R260 760 (PN –A2) per annum Grade 2: R320 703 (PN –A3) per annum Grade 3: R388 974 (PN –A4) per annum
<u>CENTRE</u>	: Vredenburg hospital, Saldanha bay Sub-district

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): The ability to function in a multi-disciplinary team (including the NPO sector). Experience in direct patient care. Understanding and knowledge of the core package of services for PHC and Level 1 hospitals. Excellent report writing skills. Experience with analysing statistical and patient data and management allocated resources. Good communication skills in two of the three official languages of the Western Cape. Computer literacy (Ms Word, PowerPoint and Excel).
<u>DUTIES</u>	:	Provide direct client care through provision of optimal, holistic nursing care compliant with the standards set by the service and professional and legal framework. Internal and external interface management with all stakeholders and staff. Support and capacity building of staff in wards and on-line advisory support across the district health service platform. Administration and service delivery design and support, resource management and report writing. Monitoring and evaluation of quality of services, health data, information, and policy implementation.
<u>ENQUIRIES</u>	:	Ms J de Nobrega Tel No: (022) 709-7214
<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."
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/238</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL: WELLNESS PROGRAM)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R260 760 (PN-A2) per annum Grade 2: R320 703 (PN-A3) per annum Grade 3: R388 974 (PN-A4) per annum
<u>CENTRE</u>	:	Vredenburg Community Clinic, Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse (Receipt and evidence to practise). Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours, travel and to meet the operational requirements. Valid (Code B/EB) driver's License. Ability to work in a team across service platforms. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills, Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft office programs Verbal and written communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	External interface management by planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface

		management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions e.g. Diabetes, hypertension, TB, HIV, mental health. Coordinate and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.
<u>ENQUIRIES</u>	:	Ms AR Louw Tel No: (022) 709-5066
<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."
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/239</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL) (PALLIATIVE CARE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R260 760 per annum Grade 2: R320 703 per annum Grade 3: R388 974 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to work shifts, weekends, public holidays and overtime when required. Competencies (knowledge/skills): Ability to function independently and in collaboration with the multi-disciplinary team to assess patient eligibility for palliative care and direct the team to ensure quality palliative care. Ability to manage own work, craft care plans and make the necessary referrals to the appropriate Health Facilities for continuity of care. Computer literacy (Microsoft Office).
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care provided within set standards and a professional/legal framework. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Maintain a constructive working relationship with nursing and other stakeholders Participation in training and research. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms J Ehlers Tel No: (044) 802-4356/7
<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."
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/240</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Central Karoo District
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Beaufort West Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience. Inherent requirement of the job: Do relieve duties and Admissions which will require you to work 12-hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Ability to execute duties accurately and thoroughly. Effective communication in at least two of the three official languages of the Western Cape. Computer literate. Knowledge of BAS, CLINICOM & UPFS systems.
<u>DUTIES</u>	:	Handling of all state monies (revenue and petty cash) Accountability for state monies Clinicom account duties Responsible for RAF and COID account maintenance, submissions and enquiries. BAS duties (Compiling & Capturing of BAS Transactions) Keeps record of payment of telephone debt Filing and general administrative duties. Relieve Admission and Fees Clerks.
<u>ENQUIRIES</u>	:	Mr R Maritz Tel No: (023) 414-8200
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/241</u>	:	<u>DENTAL ASSISTANT: GRADE 1 TO 2</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R170 955 per annum Grade 2: R201 372 per annum
<u>CENTRE</u>	:	Support & Outreach, Saldanha Bay PHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than two (2) years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Registration with the HPCSA as Dental Assistant and proof of current registration. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Grade 2: A minimum of ten (10) years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Competencies (knowledge/skills): Knowledge of policies and protocols Knowledge of the correct names, uses, care and handling of all equipment, instruments and procedure. Knowledge of occupational hazards, e.g. Mercury poisoning, Hepatitis B, HIV/AIDS, Radiation Cross infection.
<u>DUTIES</u>	:	Clinical assistance with oral health procedures at all sites within sub-district where services are rendered. Preparation of dental rooms, instruments, and patients for procedures. Patient administration, as well as collation and submission of statistics. Monitoring and control of inventory, including ordering of stock. Efficient and effective management of patient administration, statistics and stock. Ensuring optimal quality of care for patients and adhering to all protocols with regard to infection control. Oral health promotion and provision of relevant oral health education and pre- and post-operative instructions.
<u>ENQUIRIES</u>	:	Mr RA Janoodien Tel No: (022) 713-1805
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/242</u>	:	<u>HOUSEKEEPING SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R147 459 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning, Linen and housekeeping experience in a hospital environment. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Overtime

		and relief work in other wards to ensure effective provision of services. Competencies (knowledge/skills): Proper working knowledge of all cleaning, linen and housekeeping policies, protocols, procedures and good work ethics. Good interpersonal, organising and decision-making skills. Knowledge of safety and hygiene standards. Ability to communicate (verbally and written) in at least two of the three official languages of the Western Cape. Knowledge of inventory/stock control. Ability to work in a team and independently.
<u>DUTIES</u>	:	Responsible for overall control, organising, performing and coordinating of tasks related to food, linen and hygiene services. Ensure the control of cleaning, sorting, counting, unpacking and wash/sluice linen and patient clothing. Effective management with regard to ordering, utilization, control of cleaning, household items and equipment. Responsible for record-keeping and compilation of reports. Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilisation and supervision of resources as well related HR matters.
<u>ENQUIRIES</u>	:	Mr Z Gayiya / Ms B McKay Tel No: (021) 370-1341/ 1404/1248
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/243</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R104 173 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirement of the job: A Valid (Code B/EB) driver's licence and Valid Public Drivers Permit (PDP). Physically fit to lift and load heavy items. Willingness to work overtime and perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least 2(two) of the 3(three) official languages of the Western Cape. Knowledge of transport regulations. Knowledge of routine, maintenance, inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	Compile headcount daily, weekly, and monthly data. Capturing of data and compliments and complains on SINJANI. Appointments list for follow up clients be generated from Tier.net. Folder drawn according to Tier.net appointment list. Folders prepared for next day (blood results filed/ stickers printed). If new client facility folder to be opened- correct stationary placed in folder and stickers to be printed.
<u>ENQUIRIES</u>	:	Ms GP Storm Tel No: (021) 860-2844
<u>APPLICATIONS</u>	:	Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.
<u>FOR ATTENTION</u>	:	Mr K. Cornelissen
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/244</u>	:	<u>FOOD SERVICES AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a hospital Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage, and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees.

<u>ENQUIRIES</u>	:	Mr R Cupido Tel No: (021) 571-8040
<u>APPLICATIONS</u>	:	The Manager: Medical Services, Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.
<u>FOR ATTENTION</u>	:	Mr L Johnson
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates with disabilities are to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/245</u>	:	<u>LINEN STORES ASSISTANT (CSSD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience as Linen Stores Assistant in CSSD. Inherent requirements of the job: Willingness to work shifts and overtime, including public holidays and weekends. Willingness to relieve in other departments. Ability to do physical hard work and stand for long hours. Competencies (knowledge/skills): Appropriate experience in assembling and packing of different theatre and ward linen packs. Good interpersonal relations with supervisor, colleagues and the public. Ability to function in a group. Ability to read, speak and write in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Demonstrate knowledge of folding linen, assemble and pack for theatre and wards. Sort and bag soiled linen and monthly linen stock count of all theatre linen. Check linen received from laundry daily. Ability to sort out and count soiled linen daily. Mop and dust Main Central Sterilisation Services Department (CSSD) and the linen room.
<u>ENQUIRIES</u>	:	Ms AC Theron Tel No: (021) 850-4708
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129.
<u>FOR ATTENTION</u>	:	Ms JL Julies
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 November 2022

DEPARTMENT OF LOCAL GOVERNMENT

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	07 November 2022
<u>NOTE</u>	:	Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme/

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

MANAGEMENT ECHELON

<u>POST 40/246</u>	:	<u>DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 29/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive salary package). Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Department of Local Government, Western Cape Government
	:	An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Town Planning/ Development Planning/ Development Studies/ Public Management or related field; A minimum of 6 years relevant middle-management experience in a local government planning or integrated development planning or relevant working environment; A valid code B driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Note: A requirement for appointment at Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Registration with the South African Council for Planners as a professional planner. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in reference of local government; Constitutional, Institutional and Development circumstances of municipalities in the Western Cape; IDP Policy, legislation and guidelines; Municipal integrated development planning, people centered development, community based partnership processes; Strategic Management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Ability to interpret and apply relevant policies and procedures; Ability to analyse, promote, facilitate and implement strategic planning; Ability to communicate at all levels and across sectors using various media, stakeholder engagement and to build and maintain working partnerships.
<u>DUTIES</u>	:	Liaise with national government, provincial departments, municipalities and related institutions in order to co-ordinate integrated development planning, monitoring and support to municipalities; Develop and maintain the Integrated Development Planning Support Programme; Capacity building and training of municipal staff and individual municipal support actions; Assistance in improving national and provincial planning integration with municipal integrated development plans and assistance in sector planning support actions by national and provincial departments that support integrated development planning in municipalities; Develop and maintain an effective Integrated Development Planning Monitoring System for municipal planning; Assessment of the quality of municipal integrated development plans; Monitoring annual Integrated Development Plans implementation (including budget linkage) compliance to IDP prescripts and maintaining a provincial IDP database; Responsible for providing strategic management , human resources management and financial management for the Directorate.
<u>ENQUIRIES</u>	:	Ms N Zamxaka at Tel No: (021) 483 4449

OTHER POSTS

<u>POST 40/247</u>	:	<u>ASSISTANT DIRECTOR: DISASTER MANAGEMENT AND FIRE BRIGADE SERVICES REF NO: LG 24/2022</u> (2 Positions Available For a 3 Year Contract),
<u>SALARY</u>	:	R382 245 per annum (Level 09), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government

REQUIREMENTS

: An appropriate 3-year fire fighting tertiary qualification; A minimum of 5 years practical experience in a management position in a Fire Brigade; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Incident Command Systems Training. Experience in the following: Creation of new contracts and Service Level Agreements (SLAs); Project financial projections; GIS implementation and strategies. Competencies: Knowledge of the following: Fire operations, command and control and inspection programs; GIS Tools; Incident Command Training; The Department's financial directives and instructions (PMFA); Procurement requirements; Human resources management; Budgeting procedures; Expenditure control; Relevant Acts: Fire Brigade Services Act; National Veld and Forest Fire Act; National Building Regulations and Standards Act; Road Traffic Act; Hazardous Substances Act; Occupational Health and Safety Act; Disaster Management Act; NFPA, BS, ISO, SANS and SABS Standards and Codes for fire service; Communication skills (Written and verbal).

DUTIES

: Provides the following: Leadership for developing, implementing, and evaluating activities intended to prevent or reduce the negative consequences of fire and improve life safety of citizens; Technical guidance and assistance to Local Government Fire and Rescue Services to improve fire prevention, protection, and life safety of citizens; Information about fire service prevention, protection and life safety interventions and capabilities and performs Category of Authorized Persons investigations. Develop and maintain cooperative agreements between Local Government, Designated services, and other fire agencies; Develop new or proposed plans, policies, procedures, and guidelines and makes recommendations on the need for new or modified policies regarding fire prevention, protection, and life safety; Determine fire prevention, protection and life safety priorities, goals, and objectives and the subsequent strategies and methods and monitors interventions appropriately; Maintain specialized workgroups and assist with maintenance of fire protection associations to enhance fire prevention, protection and life safety initiatives; Present training programmes and information sessions to enhance fire prevention, protection, and life safety interventions; Evaluate the effectiveness of public fire prevention, protection and life safety programmes by collecting and analysing relevant data and statistics; Co-ordinate and network as appropriate with counterparts in adjoining jurisdictions and with officials at the regional, provincial and national levels; Coordinate and prepares a variety of plans, project plans, budgets, reports, presentations, and records; Participates in continuing education programmes, conferences, seminars to strengthen individual knowledge and skills.

ENQUIRIES

: Mr. E. Du Toit at Tel No: 021-9376357 or 0739951609

DEPARTMENT OF THE PREMIER**APPLICATIONS**

: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE
NOTE

: 07 November 2022
: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS**POST 40/248**

: **CHIEF NETWORK TECHNOLOGIST: SECURITY AND COLLABORATION SERVICES (IT SECURITY) REF NO: DOTP 05/2022 R1**

SALARY
CENTRE

: R382 245 per annum (Level 09)
: Department of the Premier, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in IT or related; A minimum of 3 years' experience in the IT environment. A valid (Code B or higher) driving license. Recommendation: Experience in: The support and maintenance of information security on a large network with multiple Local Area Networks (LANs) and Wide Area Networks (WANs); The implementation of security controls; The management of security risks. Training and applicable courses in security technologies, products and solutions. Competencies: Knowledge of the following: Information Security; Cloud solutions and services; Microsoft products, solutions and services; Cisco Edge products, solution and service. Skills needed: Planning and co-ordination; Problem solving; Conflict management; Analytical thinking; Networking; Good writing; Research; Project Management; Computer utilization; Financial Management; Communication (written and verbal). Ability to: Identify security gaps, evaluate and implement enhancements; Implement and support secure access solution and security mobility toolsets; Take initiative and be pro-active.
<u>DUTIES</u>	:	Plans, organizes and controls activities of staff and contractors who are responsible for the support and maintenance of network security infrastructure and security software systems and the implementation of the information security management system; Maintenance and operational support of Cisco and Microsoft security products and solutions; Perform software updates and patch management; Apply security controls to mitigating threats and vulnerabilities on the network; Management of security incidents and vulnerabilities; Liaising with client departments; Provide status reports on security risks, policy reviews and advance malware.
<u>ENQUIRIES</u>	:	Mr A. Coleman at Tel No: (021) 483 4178
<u>POST 40/249</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT</u> <u>REF NO. DOTP 38/2022 R1</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory experience in a Supply Chain Management working environment. Recommendation: Working experience in a supply chain management. Competencies: Knowledge of the following: Tender and Contract Administration; Policy Development; Financial norms and standards; Public Finance Management Act (PFMA); National Treasury regulations (NTR's); Provincial Treasury Directives/Instructions (PTI's); National and Provincial instruments and legislation pertaining to human resources; Strategic Sourcing and Preferential Procurement Policy Framework Act; Broad knowledge on procurement activities; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies and procedures; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting. Skills needed: Communication (written and verbal); Computer literacy; Supervisory; Planning and organizing; People management; Analytical and strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research. Ability to develop and maintain networks relevant to the task environment.
<u>DUTIES</u>	:	Manage and supervise staff who perform the following function and perform the more complex work in that regard: Policy and implementation; Demand Management; Acquisition Management; Contract management and administration; Reporting and databases; Performance and compliance management; Management of transversal contracts and operating and finance leases; Providing inputs into AFS and IFS.
<u>ENQUIRIES</u>	:	Mr R. Williams at Tel No: (021) 483 0598

PROVINCIAL TREASURY

<u>CLOSING DATE</u>	:	07 November 2022
<u>NOTE</u>	:	Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The

selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 40/250</u>	:	<u>DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE REF NO: PT 24/2022</u>
<u>SALARY</u>	:	R1 073 187 per annum (Level 13), (all-inclusive salary package). Please note that the remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Treasury, Western Cape Government
	:	Master's degree in Economics/Finance/Business Administration/Public Policy; 6 years appropriate middle management experience; and A valid unendorsed driver's license, or alternative mode of transport for people with disabilities; and The successful completion of the Senior Management Pre-entry Programme. Competencies: Computer literacy; Analytical skills; Problem solving skills; Conflict resolution skills; Presentation skills; Sound organising and planning skills; Research and econometric skills; and Negotiation skills.
<u>DUTIES</u>	:	Programme delivery; Assessment of municipal budget policy documents as part of the annual Strategic Integrated Municipal Engagement Process; Assessment of Service Delivery and Budget Implementation Plans, Quarterly Non-Financial Reports, Mid-Year Budget Reports and Annual Reports of municipalities; Socio-Economic research which includes the publication of the Municipal Economic Review and Outlook and Socio-Economic Profiles which assist municipalities in planning and budgeting; People Management; and Financial and non-financial performance sustainability and accountability.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Damons Tel No: (021 483 6127)
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

OTHER POSTS

<u>POST 40/251</u>	:	<u>DEPUTY DIRECTOR: PUBLIC PRIVATE PARTNERSHIP (PPP) REF NO: PT 18/2022</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Treasury, Western Cape Government
	:	An appropriate B-Degree (or equivalent qualification) in finance, economics, commerce or the built environment; A minimum of 5 years management level experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience in the following: Property,

Infrastructure, Built environment or public private partnership; Contract law; Qualification in Project Management. Competencies: Knowledge of the following: Framework for Infrastructure Delivery and Procurement Management (FIDPM) and the One Infrastructure Delivery Management System (IDMS); Public Finance Management Act (PFMA); Treasury Regulations; Division of Revenue Act (DoRA); Construction Industry Development Board (CIDB) Act; Government Immovable Asset Management Act (GIAMA); Western Cape Land Administration Act; Asset Management guidelines; National Treasury Regulations; Financial and econometric modelling; PPP projects; Property management; Skills needed: Written and verbal communication; Proven computer literacy; Report writing; Strategic planning and analytical.

DUTIES : Promoting PPP and building capacity in client department of municipal (provincial departments and municipalities); Provision of technical assistance (provincial departments and municipalities); Monitoring and compliance with relevant regulations governing PPPs; Financial management; Effective human resource management.

ENQUIRIES : Mr K Langenhoven at Tel No: (021) 483 6849
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 07 November 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS

POST 40/252 : **ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: DSD 59/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape Government. Skills needed: Policies and procedures interpretation and application; Problem solving; Facilitation; Presentation; Policy formulation and analysis; Monitoring and evaluation; Communication (written and verbal); Organising; Information and knowledge management and Dispute resolution/conflict management.

DUTIES : Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite, BizProjects, BizPerformance, BizBrain).

ENQUIRIES : Ms S Nieftagodien at Tel No: (021) 483 6279
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

<u>POST 40/253</u>	:	<u>COMMUNITY DEVELOPMENT SUPERVISOR: COMMUNITY DEVELOPMENT PROGRAM IMPLEMENTATION AND COORDINATION (METRO SOUTH) REF NO: DSD 58/2022</u>
<u>SALARY</u>	:	Grade 1: R369 258 - R413 739 per annum Grade 2: R438 945 - R524 121 per annum (OSD as prescribed), based on recognisable prior experience
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 7 years experience in Community Development or similar environment after obtaining the required qualification. Competencies: Community development knowledge, skills, attitudes and values to engage in the social development of communities; Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The understanding of social dynamics of communities. Skills needed: Presentation; Problem solving; Computer literacy; Communication (Written and verbal); Research and report writing; Financial Management and Supervisory. Ability and competence to: Coordinate community development structures and manage projects; Influence individuals and group to participate in their own self-empowerment ventures.
<u>DUTIES</u>	:	To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems; Supervise and support community development practitioners to ensure that there is communication and coordination with all relevant role players, internal and external (e.g. in Departments / Provinces, NGO's, Local Community structures and Faith based Organisations) and stakeholders to facilitate intersectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community; Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery; Supervise and advise community development practitioners to ensure and efficient and effective service.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Q Arendse at Tel No: (021) 763 6206 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 40/254</u>	:	<u>SOCIAL WORK POLICY DEVELOPER: SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 61/2022</u>
<u>SALARY</u>	:	Grade 1: R369 258 – R413 739 per annum, (OSD as prescribed) Grade 2: R438 945 - R589 896 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving and analytical ability; Financial management; Monitoring and evaluation; Contract management; Proven computer literacy; Written and verbal communication.
<u>DUTIES</u>	:	Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPOs compliance against signed Transfer Payment Agreement (TPA) and compliance against Legislative, Programme Specific Norms and Standards/ Regulatory frameworks; Rapid response following

complaint/enquiries about NPOs, or a concern raised by a programme, regions, executive authority or head of department; Registration and or designation of facilities, NPO's, child headed households, shelters and drop-in centres in terms of the relevant legislation; Accreditation/registration and monitoring of Programme Specific Programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Stakeholder management / Relationship management (international, national, provincial, local and regional); Keep up to date with new developments in the social work field; Administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES
APPLICATIONS**

: Ms P Momoza at Tel No: (021) 483 4015
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 40/255

: **SOCIAL WORKER (1 POST IN ATHLONE AND 3 POSTS IN WYNBERG),
REF NO: DSD 62/2022**

SALARY

: Grade 1: R261 456 – R303 093 per annum, (OSD as prescribed)
Grade 2: R321 546 – R369 258 per annum, (OSD as prescribed)
Grade 3: R389 991 – R452 106 per annum, (OSD as prescribed)
Grade 4: R479 640 – R589 896 per annum, (OSD as prescribed)

**CENTRE
REQUIREMENTS**

: Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; The following skills: Proven computer literacy; Report writing; Self-Management; Good planning and organisational; Presentation and facilitation; Written and verbal communication; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES

: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES APPLICATIONS : Mr Q Arendse at Tel No: (021) 763 6206
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 40/256 : **SOCIAL WORKER: MONITORING AND EVALUATION (CHILD PROTECTION) REF NO: DSD 60/2022**

SALARY : Grade 1: R261 456 – R303 093 per annum
Grade 2: R321 546 – R369 258 per annum
Grade 3: R389 991 – R452 106 per annum
Grade 4: R479 640 – R589 896 per annum (OSD as prescribed).

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; The following skills: Proven computer literacy; Report writing; Self-Management; Good planning and organisational; Presentation and facilitation; Written and verbal communication; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES APPLICATIONS : Mr T Kwakwini Tel No: (021) 483 4115
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 07 November 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will

be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00 you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

OTHER POSTS

POST 40/257 : **CANDIDATE ENGINEER: CANDIDATE PROGRAMME AND PROFESSIONAL DEVELOPMENT REF NO: TPW 127/2022**
(3 Contract Positions Available For 2-Years)

SALARY CENTRE REQUIREMENTS : R628 014 per annum, (all-inclusive salary package), (OSD as prescribed)
: Department of Transport and Public Works, Western Cape Government
: Engineering Degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Recommendation: Further post qualification studies and publications. Design and Construction (site) or Contract Management experience. Experience in Road infrastructure Projects. Mature candidate engineer. Completed ECSA Group A Outcomes (Description to be provided in CV). Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.

DUTIES : Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety: Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.

ENQUIRIES APPLICATIONS : Ms M Hofmeyr at Tel No: (021) 483 2427
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 40/258 : **CANDIDATE ENGINEERING TECHNOLOGIST: PROFESSIONAL AND PROJECT MANAGEMENT SERVICES IN PAARL AND OUDTSHOORN REF NO: TPW 128/2022**
(8 Contract Positions for 2-Years)

SALARY CENTRE REQUIREMENTS : R321 279 per annum, OSD as prescribed
: Department of Transport and Public Works, Western Cape Government
: Bachelor of Technology in Engineering (B Tech) or relevant qualification; Registration with ECSA as a Candidate Engineering Technologist is compulsory upon appointment; A valid code B driving licence. Recommendation: Further post qualification studies and publications; Mature candidate engineer; Completed ECSA Group A Outcomes (Description to be provided in CV); Experience in the following: Design and Construction (site) or Contract Management; Road infrastructure Projects. Competencies: Knowledge of the following: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Networking; Professional judgement; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Self-management; Customer focus and

		responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising.
<u>DUTIES</u>	:	Provide technological advisory services; Support Technologists and associates in field, workshop and office activities; Adhere to safety standards in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures; Provide technical assistance to solve broadly defined technological challenges through application of proven techniques and procedures; Provide inputs into the development, maintenance and management of current technologies; Support the identification and optimization of solutions by applying engineering principles; Perform administrative and related functions; Compile and submit reports as required; Provide inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Research and development; Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Hofmeyr at Tel No: (021) 483 2427
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 40/259</u>	:	<u>CANDIDATE ENGINEERING TECHNOLOGIST: PROFESSIONAL AND PROJECT MANAGEMENT SERVICES REF NO: TPW 129/2022</u> (2 Contract Positions for 2-Years)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 279 per annum, OSD as prescribed
	:	Department of Transport and Public Works, Western Cape Government
	:	Bachelor of Technology in Engineering (B Tech) or relevant qualification; Registration with ECSA as a Candidate Engineering Technologist is compulsory upon appointment; A valid code B driving licence. Recommendation: Further post qualification studies and publications; Experience in the following: Design and Construction (site) or Contract Management; Road infrastructure Projects; Geometric/Traffic experience and have worked with Traffic and Geometric Software; Mature candidate engineer; Completed ECSA Group A Outcomes (Description to be provided in CV). Competencies: Knowledge of the following: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Networking; Professional judgement; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Self-management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising.
<u>DUTIES</u>	:	Provide technological advisory services; Support Technologists and associates in field, workshop and office activities; Adhere to safety standards in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures; Provide technical assistance to solve broadly defined technological challenges through application of proven techniques and procedures; Provide inputs into the development, maintenance and management of current technologies; Support the identification and optimization of solutions by applying engineering principles; Perform administrative and related functions; Compile and submit reports as required; Provide inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Research and development; Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Hofmeyr at Tel No: (021) 483 2427
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 40/260 : **ASSISTANT DIRECTOR: TRAFFIC LAW FEE COLLECTION AND DISBURSEMENT REF NO: TPW 125/2022**

SALARY : R 382 245 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory level experience; A valid Code B (08) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Client Services; Budget and Financial Management; Human Resource Management. Willingness to regularly travel as required; Knowledge of Road Traffic legislation. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Western Cape Provincial Road Traffic Administration Act, 2012 (Act 6 of 2012), Revenue and debt management; Public Finance Management, 1999 (Act 1 of 1999); National Treasury Regulations and Provincial Treasury Directives and Instructions; Municipal Finance Management Act, 2003 (Act 56 of 2003). Analytical thinking, problem solving and decision making; Proven computer literacy (Ms Office suite) with advanced proficiency in MS Excel; Planning, organising; Decision making; Communication (Verbal and written); Client service orientated; Budget and Financial management; Human Resource Management.

DUTIES : Develop and regularly revisit policy documents and standard operating procedures in line with legislative and financial requirements regarding fees collection and disbursement pertaining to motor vehicle registration & licensing, driver and vehicle fitness testing fees, driving licence card production fees (payable to DLCA), vehicle transaction fees (payable to RTMC), and traffic infringement fees (payable to the RTIA); Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Human Resource Management; Implementation of policies and standard operating procedures, developed in line with legislative requirements and financial prescripts; Provide inputs to compile Service Level Agreements regarding fees collection and disbursement; Attend to audit, RTMC, DLCA and RTIA queries regarding fees collection and disbursement; Address over and underpayments by agents; Liaison with various clients and stakeholders by means of written and verbal communications as well as attendance of meetings.

ENQUIRIES : Mr R.W. Barreiro at Tel No: (021) 483 2061
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 40/261 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES (GMT FLEET FINANCE) REF NO: TPW 126/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Accounting Science; A minimum of 5 years relevant supervisory experience in a financial accounting environment; A valid driving licence (Code B or Higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards; Financial delegations, procedures and Instructions; Standard Chart of Accounts (SCOA). Skills needed: Computer literacy in MS Office package (Word, Excel and PowerPoint); Written and verbal communication; Numerical; Systematic approach.

DUTIES : Maintain programmes to maintain the Standard Chart of Accounts (SCOA); Prepare financial reports; Accounting for assets, liabilities, revenue, expenditure, budget statement, disclosure notes and accounting policies; Regulatory, policy, governance frameworks and tactical advice; Change management in operating and systematic processes.

ENQUIRIES : Mrs K. Proctor-Fourie at Tel No: (061) 884 6572
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

<u>POST 40/262</u>	:	<u>TRANSPORT SAFETY FACILITATOR: LAND TRANSPORT SAFETY PROMOTIONS REF NO: TPW 134/2022 (X2 POSTS)</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher); A minimum of 3 years relevant supervisory level experience in road safety awareness campaigns; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Project Management; Project facilitation; Transport Safety environment; Willingness to travel and work irregular hours. Competencies: Knowledge of the following: Legislation, regulations and policies impacting on land transport safety (NITA, RTA); Public Financial Management Act and its application thereof; Project management and coordination. Skills needed: Communication (written and verbal); Proven computer literacy; Planning and organising; Problem solving; Financial management; Report writing and formulation; Sound organization and planning; Excellent presentation. Ability to: Work under pressure; Communicate at all levels and across spheres of government.
<u>DUTIES</u>	:	Initiate land transport safety interventions through the provincial corridors or provincial wide; Coordinate, facilitate and implement land transport safety interventions in support of strategic goals; Convene project planning meetings with relevant stakeholder; Development of project plans with detailed budget plans; Monitoring, evaluating, and assessing performance in various projects; Compiling of executive reports, submissions and development of educational material; Facilitate advocating of land transport safety intervention through various media platforms; Conducting staff performance reviews; Ensure procurement and follow prescripts as prescribed practices; Establish, maintain and develop effective and efficient data management systems and tools that will enhance service delivery.
<u>ENQUIRIES</u>	:	Ms B. Mboya at Tel No: (021) 483 7853
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 40/263</u>	:	<u>ADMINISTRATIVE OFFICER: KNOWLEDGE MANAGEMENT AND INFORMATION SERVICES REF NO: TPW 120/2022</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher); A minimum of 1 year administration experience. Recommendation: Certified Enterprise Content Management (ECM) or Knowledge Management qualification. Competencies: Knowledge of the following: Information and Knowledge management; Records management; Enterprise content management; Training; Technical proficiency; OpenText ECM software. Skill needed: Basic computer skill; Communication (Written and verbal); Presentation; Facilitation. Ability to work under pressure, meet strict deadlines and work in a team.
<u>DUTIES</u>	:	Render administrative services to users of the MyContent - Enterprise Content Management (ECM) system by providing first line technical support; Render user support and guidance in the use of the MyContent tool through daily visits to users, one-on-one support, and act as advocates for change management; Monitor and evaluate compliance to MyContent processes, policies and systems by regular visits to users, attendance of component meetings; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, collect, store and disseminate records of the department, produce reports, enhance service delivery, support transparency, and support integration / collaboration across departments / government spheres; Communicate and apply the Batho Pele principles in service delivery; Assist with PAIA requests (complete documents within the required timeframe) and render PAIA process support; Assist in the Mentorship Programme by facilitating Mentor / Mentee relationships; Assist in arranging Lunch and Learn sessions for the Department; Assist in conducting the annual Knowledge Management Maturity Assessment.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms C. Jurd at Tel No: (021) 483 9983
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 40/264</u>	:	<u>PERSONAL ASSISTANT: DEPARTMENTAL STRATEGIC MANAGEMENT SUPPORT REF NO: TPW 115/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07)
	:	Department of Transport and Public Works, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Financial administration; Skills needed: Proven computer literacy; Organising; Good people skills; Communication (written, verbal and presentation) skills. Ability to: Communicate well with various stakeholders at different levels and from different backgrounds; Act with tact and discretion; Do research and analyse documents and situations.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts, policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K. Booysen at Tel No: (021) 483 2403
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 40/265</u>	:	<u>ADMINISTRATIVE OFFICER: LAND TRANSPORT SAFETY OPERATIONS REF NO: TPW 133/2022 (2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Administration; Financial administration (e.g. Basic Accounting System payments, Subsistence and Travel claims, payment of expenditure accounts); Competencies: Knowledge of the following: Public Financial Management Act; Supply Chain Management; Information Management; Quality Control. Skills needed: Communication (Written and verbal); Report writing; Proven computer literacy (MS Office); Ability to work under pressure, meet strict deadlines and work in a team.
<u>DUTIES</u>	:	Coordination and management of project logistics and related administrative functions; Ensure that document management and information management are up to date; Coordination of project meetings; Responsible for the development of databases; Ensure that all finance matters such as invoices are timeously completed; Conduct research on transport related matters and maintain databases.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G. Spannenberg at Tel No: (021) 483 6925
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 40/266</u>	:	<u>ADMINISTRATION CLERK: CONTRACT MANAGEMENT REF NO: TPW 131/2022 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 per annum (Level 05)
	:	Department of Transport and Public Works, Western Cape Government

<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative experience; A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Clerical duties and practices; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Meet deadlines; Record keeping; Written and verbal communication; Ability to: Work under pressure; Work independently and in a team; Capture data, computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Render general administrative support service; Assist with the following: Obtaining and verifying data on operator system; Public transport monitoring; Verification of timetable change; Verification of scheduled trips; Ensuring system compliance and system health checks; The administration of operator payments.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R. Collins at Tel No: (021) 483 8940
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 40/267</u>	:	<u>ADMINISTRATION CLERK: LAND TRANSPORT SAFETY PROMOTION REF NO: TPW 132/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05)
	:	Department of Transport and Public Works, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Administrative experience; Computer Literate; Willingness to travel and work irregular hours. Competencies: Knowledge of the following: Administrative and clerical procedures; Information management systems; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Meet deadlines; Record keeping; Written and verbal communication; Ability to: Work under pressure; Work independently and in a team; Capture data, computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Updating of sub directorates projects; Maintain proper filing system and referencing of documents; Assist with organizing safety campaigns; Assist with taking minutes at meetings; Compiling and processing payments within the 30-day turnaround time; Assist with all travel arrangements within the directorate; Handling queries and tracking submissions relating to the directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B. Mboya at Tel No: (021) 483 7853
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 40/268</u>	:	<u>ADMINISTRATION CLERK: EPWP COMPLIANCE MONITORING REF NO: TPW 135/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05)
	:	Department of Transport and Public Works, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in data capturing on a Reporting System; A valid manual driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Internal office procedures, e.g. copy, sort, fax and verify document legibility; National, Provincial and Departmental policies, prescripts and practices regarding EPWP and Public Service reporting procedures; Principles and processes for providing customer and personal services (e.g. quality standards, etc); Disciplinary knowledge in Public administration; Administrative and clerical procedures and systems such as word processing, managing data, files and records, designing forms and other office procedures and terminology; Applicable EPWP systems knowledge; Procedures for receiving, responding to and managing data; Operation and maintenance of office machines and other equipment. Skills needed: Communication (written and verbal); Record keeping; Applying technology; Data capturing; Computer literacy.
<u>DUTIES</u>	:	Capturing of EPWP project data received from the various provincial departments and municipalities; Conduct compliance checks before commencement of capturing; Transfer raw project data to the relevant EPWP

	offline template; Ensure that work opportunities are accurately captured on the relevant EPWP system; Authorise registration form, business plan and monthly progress report; Report timeously on capturing progress and challenges; Display high levels of EPWP system knowledge. Keep portfolio of evidence of projects received and work captured: Maintain proper records of all reporting as well as beneficiary details; Ensure that tracking matrix is up to date with all work received; Display high levels of accuracy with record keeping process.
<u>ENQUIRIES APPLICATIONS</u>	<p>: Mr J .Smit at Tel No: (021) 483 8533</p> <p>: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co</p>
<u>POST 40/269</u>	<u>TECHNICAL AID: FLEET PLANNING AND ACQUISITION (GEORGE) REF NO: TPW 130/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R104 073 per annum (Level 02)</p> <p>: Department of Transport and Public Works, Western Cape Government</p> <p>: Ability to read and write/Adult Basic Education and Training (ABET); A valid driving license (Code B or higher). Recommendation: Basic Education (Grade 10 or equivalent qualification); Experience operating hand tools and equipment in a workshop environment; Willingness to utilise a government vehicle in the execution of official duties. Competencies: Have a good understanding of the following: As a driver, of the Road Traffic Act, AARTO/Traffic violations Act and reporting procedures regarding accidents, hijacking/vehicle theft and vehicle maintenance; Jumpstart a vehicle and change a wheel; Able to complete forms and operate a cellphone with a hands-free kit, digital camera and two-way radio; Excellent customer service; Able to multitask and perform well in stressful situations; Work independently as well as in a team; Ability to perform routine tasks; Communication skills.</p>
<u>DUTIES</u>	: Fitment of vehicle decals and removal thereof; Fitment of number plates, licence and COF disks, GMT Toll free number sticker and punching key rings; On request to jumpstarting vehicles and charge vehicle batteries; Assist with moving vehicles onsite, and between the GMT premises based in Cape Town, Maitland and George; Perform general workshop duties, cleaning of vehicles and assist with the movement of office equipment and furniture; Assist with vehicle auction support duties; Assist the Technical Assistants to prepare vehicles for inspections and/or invite to quote.
<u>ENQUIRIES APPLICATIONS</u>	<p>: Mr R Fourie at Tel No: (021) 467 4747</p> <p>: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:</p> <p>1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervally Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm)</p> <p>Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439</p> <p>Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).</p>
<u>NOTE</u>	: NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form.