



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 44 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](http://www.thensg.gov.za).

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE**  
**NOTE**

- : 05 December 2022 at 16:00
- : 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

<b><u>POST 44/01</u></b>	:	<b><u>DIRECTOR: FOOD IMPORT AND EXPORT STANDARDS REF NO: 3/2/1/2022/640</u></b> Directorate: Food Import and Export Standards: (1 Year Contract post)
<b><u>SALARY</u></b>	:	R1 105 383 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<b><u>CENTRE REQUIREMENTS</u></b>	:	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 or Advanced Diploma (NQF Level 7) qualification in Agriculture, Food Science / Food Technology. Minimum of 5 years of experience at a middle / senior managerial level within the agricultural or food regulatory field. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Finance Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Extensive knowledge of the regulatory environment i.e. World Trade Organisation (WTO) Agreements on the application of sanitary and phytosanitary measures (SPS) Agreements, International Agricultural Trade, SPS import and export regulatory systems, WTO - Technical Barriers to Trade (TBT), Cannabidiol (CBD) and other related agreements. Extensive knowledge of the following legislations e.g. Agricultural Pests Act, 1983 (Act No. 36 of 1983), Animal Diseases Act, 1984 (Act No. 35 of 1984), Meat Safety Act, 2000 (Act No. 40 of 2000), Plant Improvement Act, 1976 (Act No. 53 of 1976), Liquor Products Act, 1989 (Act No. 60 of 1989), Genetically Modified Organisms Act, 1997 (Act No. 15 of 1997), Agricultural Product Standards Act, 1990 (Act No. 119 of 1990), Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) as well as various relevant international guidelines and rules. Knowledge and understanding of government priorities and imperatives. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job related skills: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem solving and analysis skills. People management and empowerment skills. Client orientation and customer focus skills. Communication skills. Honesty and integrity. A valid driver's licence. Willing to work extended hours and to travel extensively.
<b><u>DUTIES</u></b>	:	Provide support and guidance in the development of policies, norms, standards and strategies to reduce risks in the import and export of plant and animal products. Facilitate and co-ordinate the review, development and implementation of relevant cross-cutting policies for import and export standards (plant and animal product bio-security and safety). Facilitate and co-ordinate the development and implementation of SPS norms, standards and regulations pertaining to plant and animal biosecurity and safety. Facilitate the development of a framework to ensure the effective implementation of developed policies, norms, standards, regulations and strategies. Manage the development of broad systems to undertake the promotion and awareness of bio-security, safety, quality and risk management in communities and other areas. Manage SPS information to maximize stakeholder interest and involvement. Ensure impact analysis of SPS notifications. Lead and manage the SPS committee and interactions with the relevant stakeholders. Manage and promote cross cutting SPS information flow as well as information sharing between the public and the private sector. Facilitate inputs into proposed new international standards, country legislation and SPS actions. Facilitate the sourcing of further details from trading partners on SPS notifications. Represent DALRRD on the relevant SPS forums in developing SPS policies. Manage and coordinate all programmes / activities relating to awareness creation about the Branch. Coordinate risk awareness / information sessions with relevant stakeholders. Liaise with relevant stakeholders and obtain required technical inputs prior to compilation of materials. Manage and coordinate the development of material used for communicating food risk management measures. Manage and coordinate the development of material

used for communicating animal health and production and plant health and production matters. Develop and implement programmes for the creation of awareness of food safety risks. Develop and implement programmes for the creation of awareness relating to animal health and production and plant health and production matters. Create awareness of food safety (including zoonoses control), primary animal health and welfare through appropriate programmes. Ensure that issues relating to food safety are communicated to stakeholders such as the food industry, consumers and other departments dealing with food safety. Provide strategic advisory services to clients and other stakeholders in terms of import and export control standards. Provide scientific advice and support in the reduction of risks in import and export of products in compliance with health and safety obligations. Co-ordinate and manage the provision of policy advice and support to other countries. Provide information and support to departmental representatives on risk management of import and export products/plant and animal product security and safety. Provide strategic advice and input in conferences, meetings and negotiations of regional and international standard setting bodies. Promote a culture of reporting back to all the relevant stakeholders' meetings, conferences and negotiations. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate, and report on the performance of the Directorate. Manage client relations. Ensure the management and development of human resources.

**ENQUIRIES  
APPLICATIONS**

- : Mr D Serage Tel No: (012) 319 6530
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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.

**POST 44/02**

- : **DIRECTOR: PLANT PRODUCTION REF NO: 3/2/1/2022/641**  
Directorate: Plant Production

**SALARY**

- : R1 105 383 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

**CENTRE  
REQUIREMENTS**

- : 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 of Science Degree, Bachelor of Technology or Advanced Diploma with majors in either Plant Sciences, Plant Production, Agronomy or Horticulture (NQF Level 7). Minimum of 5 years relevant experience in a middle / senior managerial position. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act (PFMA) and Treasury Regulations, the Public Service Act, the Labour Relations Act, etc. Knowledge of Good Manufacturing Practices (GMP). Knowledge of the Plant Improvement Act, 1976. Knowledge of Plant Variety Protection and Plant Breeders Rights Act, 1976. Knowledge of the Fertilizers, Farm Feeds, Stock Remedies and Agricultural Remedies Act, 1947 (Act No. 36 of 1947). Knowledge of the relevant regional and international agreements and treaties. Knowledge and understanding of government priorities and imperatives. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele). Job related skills: Strategic capability and leadership skills, Programme and project management skills, Financial management skills, Change management skills, Knowledge management skills, Service delivery innovation skills, Problem solving and analysis skills, People management and empowerment skills, Client orientation and customer focus skills, Communication skills (verbal and written), Honesty and integrity. A valid driver's licence. Willingness to work extended hours and travel extensively.

**DUTIES**

- : Manage plant production through the development and implementation of policies, strategies and programmes. Co-ordinate and manage the development of national policies, norms and standards for sustainable plant

production. Facilitate the development and implementation of a regulatory framework for policies and legislation. Facilitate and manage the development and implementation of strategies and guidelines for supporting sustainable production system and practices. Co-ordinate and manage the development of national commodity specific programmes for plant production practices in the sector. Facilitate the development and implementation of monitoring and evaluation system for programmes, projects, technologies, and other initiatives. Ensure effective administration of the Plant Improvement Act, compliance and accountability to government legislation and regulations. Manage the administration of the Plant Improvement Act. Manage the development and implementation of policies, regulations, strategies, norms and standards to support the administration of the Plant Improvement Act. Facilitate legislative and regulatory amendments for the Plant Improvement Act as applicable. Manage a knowledge and information system for the Plant Improvement Act (including a filing system, updating of relevant webpages, maintenance of registers and publication of variety lists etc). Provide leadership, guidance and advice on relevant and emerging matters within the scope of the Plant Improvement Act. Provide a management system for seed testing services, quality assurance systems and international accreditation. Manage and co-ordinate the provision of effective and efficient laboratory testing services for the regulation of seed exports. Manage the issuance of export certificates to seed companies. Manage and co-ordinate laboratory audits every three years and in order to issue certificates of accreditation by international seed testing associations. Co-ordinate and manage testing of imported seed for quality assurance. Management and co-ordination of effective knowledge and information management systems on plant production, including technical support, advisory services and technology development. Provide technical support on plant production matters to DALRRD priority programmes, value chain roundtables, provincial initiatives, etc. Render technical support on plant production matters to public-private partnerships between DALRRD and the private sector as well as other stakeholders. Manage and support research and technology development programmes on plant production. Co-ordinate education and awareness programmes on plant production and related matters. Liaise with national, regional and international stakeholders and partners on plant production and related matters. Respond to queries from clients, stakeholders, media, parliamentary committees and interest groups. Provide advice and support to senior management on plant production matters. Manage collaborations with relevant partner institutions, including entering into memorandum of understanding (MoU), Letter of Authorization (LOA) and Service Level Agreement (SLA). Represent the Department at appropriate stakeholder fora. Provide support and inputs to other government initiatives relating to plant production practices. Provide advice to African Countries, Southern African Development Community (SADC) on bilateral agreements in terms of developing the agriculture sector. Manage the resources of the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Interpret the Branch's business strategy and how priority actions should contribute to it from the perspective of the Directorate. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the Directorate. Manage client relations. Ensure the management and development of human resources.

**ENQUIRIES**  
**APPLICATIONS**

- : Dr J Jaftha Tel No: (012) 319 6536
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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

<b><u>POST 44/03</u></b>	:	<b><u>CHIEF TOWN AND REGIONAL PLANNER (GRADE A – B) REF NO: 3/2/1/2022/675</u></b> Directorate: Spatial Planning and Land Use Management Services
<b><u>SALARY</u></b>	:	R939 408 – R1 755 627 per annum, (Salary will be in accordance with the OSD requirements)
<b><u>CENTRE</u></b>	:	North West (Mmabatho)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Town and Regional planning / City and Regional planning / Urban and Regional Planning. Compulsory registration with the South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment. Minimum of 6 years post qualification Town and Regional Planning experience required. Job related knowledge: Programme and project management. Town and Regional legal and operational compliance. Town and Regional principles and methodologies. Town and Regional planning processes and procedures. Research and development. Computer-aided applications. Town and Regional knowledge of compliance. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction skills, Analytical skills, Creative skills, Self-management skills, Communication skills, Language proficiency, Computer literacy, Change management skills, Negotiation skills and Knowledge management skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide town and regional planning forecasting. Estimate the future needs for housing, business and industrial sites, community facilities and open spaces in order to meet the needs of expansion and renewal. Lead and direct the projections for future needs in traffic and transportation to inform appropriate town and regional planning. Provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Lead and manage the application of town and regional planning principles in land development. Ensure adherence to legal issues and requirements involving community development and changes in Spatial Planning and Land Use Management. Monitor the implementation of development in compliance with applicable legislations and town and regional planning standards and guidelines. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislations, guidelines, policies and regulations. Manage site clearance standards as agree with Project Managers. Plan and design sustainable human settlement. Compile Spatial Development Frameworks (SDFs) as part of the Integrated Development Plan (IDP) processes. Compile guidelines and evaluate Land Use Management Schemes (LUMS). Provide governance. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practices and organisational requirements. Provide technical consulting services for the operation of architectural related matters to minimise possible architectural risk. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide financial management. Ensure the availability and management of funds to meet Medium-Term Expenditure Framework (MTEF) objectives within the architectural environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value added to the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cashflow management. Provide people management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements. Manage sub-ordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<b><u>ENQUIRIES</u></b>	:	Mr KE Sebitiele Tel No: (018) 388 7115

<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/04</u></b>	:	<b><u>CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO: 3/2/1/2022/682</u></b> Directorate: Examination, State and Land Reform Surveys Services
<b><u>SALARY</u></b>	:	R939 408 – R1 755 627 per annum, (Salary will be in accordance with the OSD requirements)
<b><u>CENTRE</u></b>	:	Limpopo (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and 4-years Bachelor of Science Degree in Survey / Geomatics. Minimum of 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key



		performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<b><u>ENQUIRIES</u></b>	:	Ms M Kekana Tel No: (012) 326 8050
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered to: 61 Biccarrd street, Polokwane, 0700.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/05</u></b>	:	<b><u>LAND INFORMATION SPECIALIST REF NO: 3/2/1/2022/664</u></b> Directorate: Directorate: Property Systems And Data Management
<b><u>SALARY</u></b>	:	R908 502 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Property Valuations or Town and Regional Planning or Geographic Information Systems (GIS). Minimum of 3 years junior management experience in the relevant field. Experience in system development. Experience in compilation of training manuals, presentations and in leading / presenting training sessions. Experience in providing support to users. Extensive experience in Land / property data management. Extensive computer literacy in Microsoft Office and other relevant software (Access, Structured Query Language (SQL)). Job related knowledge: Good data and information management i.e. capturing, preserving and maintenance of data. Knowledge in land administration related legislation and policies. Sound knowledge of land information (Deeds, sub-divisions, vesting, disposals of Surveyor-General diagrams. Etc.). Job related skills: Technical aptitude skills, Training and presentation skills, System development skills, Good project management skills, Good human relation skills, Ability to read and interpret Surveyor-General diagrams, title deeds, map and aerial photographs. Excellent communication skills (written and verbal), Research skills, Accuracy and attention to detail. A valid driver's licence. Ability to work within a team and independently.
<b><u>DUTIES</u></b>	:	Develop, refine and maintain existing land administrative systems. Continuous refinement and maintenance of Land Administration Web (LAW) system and additional work related thereto. Development of new and refinement of existing functionality of LAW via enhancements. Compile change requests. Oversee compilation of system development life cycle documentation (e.g. user requirements and functional requirements specifications, user acceptance testing documents). Participate in joint applications design sessions. Render technical user support for system and application modification on LAW. Render technical support for system development and normalising data structures. Capacity building on property management systems. Develop training plan and schedule for Land Administrative Web (LAW). Review and update training manuals. Compile training manuals and training presentation. Coordinate logistical arrangements for training. Facilitate and present capacity building programme. Provide technical support to users on LAW and other property management systems. Compile property management systems related technical documentation and provide inputs on such documentation. Comment on documents e.g. audit findings, draft policies / procedures. Draft internal procedures. Research and motivate upgrades on equipment, software and software maintenance. Draft relevant memoranda / documents on continuous basis (e.g. approval documentation to supply chain management). Liaise with service providers / suppliers where necessary. Compile and update system user manual(s) applicable and obtain sign off. Maintain state and public database on Land Administration Web. Verify land Data for accuracy and completeness. Update land data continuously based on vesting certificates, disposals and custodian immovable asset registers. Update property description and related information in the state and public land database continuously based on Surveyor-General Diagram and title deed information.
<b><u>ENQUIRIES</u></b>	:	Mr A Erasmus Tel No: (012) 312-9183
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

<b><u>POST 44/06</u></b>	:	<b><u>DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: 3/2/1/2022/680</u></b> Directorate: Human Resource Administration Re-advertisement, applicants who applied previously are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management (NQF Level 6). Minimum of 3 years junior management experience in Recruitment and Selection environment. Job related knowledge: Knowledge of human resource strategy, planning and systems. Human resource transformation, monitoring and evaluation. Public Service Act. Public Service Regulations and Public Service and Departmental prescripts and policies. Basic knowledge of budgeting and financial management. Job related skills: Communication skills (verbal and written). Good Interpersonal skills. Good interpretation of relevant documents. Good telephone and email etiquette. Ability to communicate well with people at different levels. Strategic planning and leadership. Presentation and Facilitation skills. Report writing skills. People management skills. Monitoring and evaluation skills. Problem solving skills. Negotiation and conflict resolutions skills. Ability to act with tact and discretion. Customer focus. Computer literacy. A valid driver's licence and willing to working irregular hours.
<b><u>DUTIES</u></b>	:	Manage and monitor the recruitment, selection and placement processes in the Department. Facilitate the recruitment, selection and placement of all employees in the Department. Review and align recruitment selection policy and procedures. Ensure compliance and adherence to recruitment and selection policy, procedures and prescripts. Manage the vacancy rate, statistics and other related issues. Monitor vacancy progress in the Department. Provide secretarial services during shortlisting and interviews selection committee meetings. Report to management on all recruitment and selection statistics and progress. Facilitate media selection, advertisement design and response handling. Co-ordinate Personnel Suitability Checks. Facilitate Competency Assessments. Facilitate the filling of all vacancies in the Department. Communicate with line management to determine staff requirements. Provide support in developing job advertisements. Manage placement of advertisement in relevant media platforms (newspaper, Department of Public Service Administration (DPSA) vacancy circular, recruitment agencies and notice board). Coordinate the receiving of job applications. Manage the verification processes of candidates (qualifications checks, employment confirmation, financial checks, citizen and criminal checks). Compile contracts of employment and offer letters. Manage the advertisement and response handling. Provide recruitment and selection advisory and administrative services. Respond to audit, cabinet or presidential hot lines. Provide advice, guidance and training to the Department's line functionaries and Senior Management Services (SMS) Members. Identify and advise line managers on critical and priority posts in the Department. Advise line management on Employment Equity and other legislative requirements. Conduct regular workshops and information sessions with regards to recruitment and selection. Ensure proper maintenance of recruitment and selection databases. Conduct regular guidance and training of trade union representatives and line management on recruitment and selection processes. Provide regular guidance and training to all Provincial and Regional offices on recruitment and selection processes. Manage the administration of recruitment and selection related information. Maintain and update a vacancy database on the progress on the filling of all vacancies. Maintain and update the Service Delivery Feedback Systems and provide a quarterly report in this regard. Avail monthly statistics on the vacancy rate in the Department per Branch. Provide recruitment and selection information to DPSA, Public Service Commission (PSC), Auditor-General etc. Maintain database on all outstanding verifications. Manage the resources of the sub-directorate (physical, human and financial). Ensure procurement of goods and services and proper utilization of the budget by monitoring and reporting expenditure. Compile tender for the appointment of advertisement and response handling service provider. Compile tender documents for the appointment of verification's services provider for the

		financial and employment checks. Serve as a Project Manager for all recruitment and selection related tenders. Ensure compliance with the specifications in terms of the bid. Monitor and ensure proper utilisation of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity development of staff. Manage discipline in the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr C Mathebula Tel No: (012) 319 6824
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and African and Coloured Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/07</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE COORDINATION REF NO: 3/2/1/2022/696</u></b> Chief Directorate: Human Resource Management and Development
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Public Management / Public Administration. Minimum of 3 years junior management level working experience in Office Administration / Management at an operational and strategic level. Job related knowledge: Office administration and management. Job related skills: Communication (verbal and written), Report writing skills, People management skills, Financial management skills, Business management skills, Monitoring and evaluation skills, Negotiation and conflict resolution skills, Customer focus and Computer literacy. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage the coordination and consolidation of the Chief Directorate: Human Resource Management and Development monthly reports for various stakeholders (Director-General Tasks, Auditor-General findings, Risks, Parliamentary Questions, Operational plan and any other report. Coordinate and consolidate Request for Information (RFIs) received from the Auditor-General office for the Chief Directorate: Human Resource Management and Development. Coordinate and consolidate all Risk Registers for the Chief Directorate: Human Resource Management and Development. Coordinate and consolidate monthly operational plans for the Chief Directorate: Human Resource Management and Development. Manage coordination of the Departmental Human Resource Forum and Human Resource strategy sessions. Coordinate and consolidate the Human Resource Forum meeting. Facilitate all logistical services, booking of venue, minutes taking. Draft action list and make follow ups with all stakeholders. Manage the control and quality assurance of submissions submitted to the Office of the Chief Director: Human Resource Management and Development. Quality assures all submissions. Inform the Chief Directorate: Human Resource Management and Development of any corrections on the submissions. Manage the capturing and maintenance of the documents control database. Manage the financial management and administration support for the Chief Directorate. Manage the compilation of Demand Management Plan, Medium-Term Expenditure Framework (MTEF), Adjustment Estimates and Estimates of National Expenditure (ENE). Manage and oversee the effective and efficient economical utilisation of the Chief Directorate's funds.
<b><u>ENQUIRIES</u></b>	:	Ms K Kgang Tel No: (012) 319 7333
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

<b><u>POST 44/08</u></b>	:	<b><u>PROJECT MANAGER REF NO: 3/2/1/2022/666</u></b> Directorate: Information Communication Technology (ICT) Planning and Governance
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Computer Science / Information Technology (IT). Minimum of 3 years junior management experience in IT Project Management. Job related knowledge: Knowledge of Project Management (scope, time, cost, quality, resource, risk). Knowledge of Information Systems, hardware and software and Business Information. Project Management Body of Knowledge (PMBOK) / Projects IN Controlled Environments (Prince2). Job related skills: Management, Planning, Organising, Analysing, Interpersonal, Leadership, Report writing and Communication skills (verbal and written). A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage ICT projects. Coordinate internal resources and third parties for the execution of ICT projects. Ensure that all ICT projects are delivered on time within scope and within budget. Assist in the definition of project scope and objectives. Ensure resource availability and allocation. Develop a comprehensive project plan to monitor and track progress. Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques. Meet budgetary objectives and make adjustments to project constraints based on financial analysis. Perform risk management to minimize potential risks. Ensure alignment of ICT projects to business objectives. Review the ICT project and ensure alignment to the departmental strategy. Manage the relationship with the client and relevant stakeholders. Provide ICT project monitoring and reporting. Track project performance. Analyse the successful completion of project goals. Provide detailed project reports. Provide projects standards and frameworks. Assist in drafting project reporting templates. Create and maintain comprehensive project documentation. Establish project governance structures. Measure performance using appropriate project management tools and techniques. Ensure full compliance with the ICT governance policies, processes, standards and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms N Jonas Tel No: (012) 407 4524
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post 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 Agriculture Place, 20 Steve Biko (formerly Beatrix Street), Arcadia, Pretoria 0001.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/09</u></b>	:	<b><u>DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/694</u></b> Directorate: District Office Re-advertisement, applicants who applied previously are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), (all- inclusive package to be structured in accordance with the rules for MMS)
<b><u>CENTRE</u></b>	:	Kwazulu Natal (Richards Bay)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 3 years experience at junior management level in relevant field. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitoring and evaluation. Understanding of Comprehensive Rural Development Programme (CRDP). Strategic planning. Knowledge of economics. Job related skills: Communication skills (verbal and written), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus. Statistical forecasting. A valid driver's licence. Willingness to travel.
<b><u>DUTIES</u></b>	:	Manage the identification and facilitation of the development of cooperatives. Manage the advancement of primary cooperatives into secondary cooperatives. Coordinate liaison with commodity association and other

stakeholders for data collection. This in order to create and maintain cooperatives databases. Oversee engagement with organs of the state, private sector and building partnerships. Oversee the development of business plans for funding. Manage the development of a monitoring tool and strategy for cooperatives. Provide support in setting up of internal / cooperative governance and constitution, and facilitation of training in adherence and compliance with Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Provide training on governance issues of cooperatives and business management. Manage the identification and ensure support for the development of enterprise operational and compliance system. Oversee partnerships arrangements. Ensure that cooperatives comply with Cooperative Act. Among others by ensuring that holding Annual General Meeting (AGM) are held and financial records are submitted to South African Revenue Service (SARS). Provide support in the identification of market opportunities for co-operatives development in the Department. Manage the identification of local, national and international markets for cooperatives. Ensure that cooperatives get marketing tools for their business through Small Enterprise Development Agency (SEDA). Ensure that cooperatives get export certificate to sell their products. Support cooperatives to produce good quality and quantity goods / produce at correct time. Oversee the development of co-operative Financing Institutions towards the formation of a Co-operative Bank. Coordinate workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Ensure that cooperatives develop the culture of saving. Manage linkage of cooperatives with relevant institutions towards establishment of banking facility. Manage the development of rural enterprise and industries. Manage identification of entrepreneurs and linkage with various entities to support them with development e.g. Financial and non-financial. Coordinate workshops for Small, Medium and Micro Enterprises (SMMEs). Oversee the development of small and medium scale Agro-processing programmes. Manage identification of business entities with potential for Agro-processing. Ensure that potential business entities are linked with relevant institutions for assistance and development. Manage skills development programmes with relevant institutions e.g. Sector Education and Training Authorities (SETAs). Ensure compliance with relevant legislation.

<b><u>ENQUIRIES</u></b>	:	Mr N S Myeza Tel No: (035) 789 1035
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/10</u></b>	:	<b><u>LAW LECTURER REF NO: 3/2/1/2022/700</u></b> Office of the Chief Registrar of Deeds
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Deeds Registration / National Diploma Law / Estate Planning. Burs / B Proc / LLB. Minimum of 4 years' experience at junior management level in Deeds environment. Knowledge on registration of Deeds. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Research and information analysis, Legislation governing the Deeds Registry. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Supervisory skills. Policy analysis and development. Good judgment and assertive skills. Time management. Analytical skills. Financial Management skills. Project Management skills.
<b><u>DUTIES</u></b>	:	Facilitate functional training. Determine the training needs and requirements of the branch. Draft or Provide inputs and update study material. Present training. Assess all evaluations for training presented and compile report. Consolidate and analyse presenters report. Conduct research on training / legislation / case law / practice and procedures. Determine the purpose of research and the methodology to be used when conducting research. Research on topics. Analyse information gathered during research. Update study material / training manuals. Compile or quality assure research report. Provide inputs and advice on legal matters. Make inputs on case law/legislation / practices and

		procedures. Make inputs for Registrars conferences and amendments to Deeds Registries Act and Sectional Titles Act. Draft articles for publication. Consolidate inputs and distribute agenda for DTAC meetings. Provide opinion on enquiries received from both internal and external clients. Conduct monitoring and evaluation on uniformity in practices and procedures. Assess the standard of examination. Inspect the examination tools. Assets action plan.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr R Saila Tel No: (012) 338 7296
	:	Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. African, Coloured, Indian and White Females, Coloured and Indian Males and Persons with disabilities are encouraged to apply.
<b><u>POST 44/11</u></b>	:	<b><u>ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2022/701 (X4 POSTS)</u></b> Office of the Registrar of Deeds Re-advertisement, applicants who applied previously are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
<b><u>CENTRE REQUIREMENTS</u></b>	:	western Cape (Cape Town)
	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
<b><u>DUTIES</u></b>	:	Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed applier has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to Assistant Registrar of Deeds / Deputy Registrar of Deeds in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr T Clark Tel No: (021) 464 7623
	:	Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure

to do this will result in the application being disqualified. African, Coloured and White Females, and Indian Males and Persons with disabilities are encouraged to apply

<b><u>POST 44/12</u></b>	:	<b><u>ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING, DEVELOPMENT SUPPORT AND LIBRARY SERVICES REF NO: 3/2/1/2022/702</u></b> Office of the Registrar of Deeds Re-advertisement, applicants who applied previously are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eastern Cape (King Williams Town)
	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act. Sectional Titles Act. Ordinance. Proclamations. Case Law. Common Law. Ability to address a professional audience comfortably. Presentation. Time management skills. Computer literacy. Research. Improvisation skills. Organizing and problem solving. Verbal and written communication skills. Report writing skills.
<b><u>DUTIES</u></b>	:	Determine training needs for deeds. Analyse current and future deeds training needs from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course/ training to officials and stakeholders. Compile and submit course/training report on all deeds training presented for approval. Facilitate the outcome of the training conducted in terms of Quality Management System and provide report. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Co-ordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals and circulars. Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms D Look Tel No: (043) 642 2741
	:	Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. African, Indian and White Males, African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/13</u></b>	:	<b><u>ASSISTANT REGISTRAR OF DEEDS: MECHANISATION REF NO: 3/2/1/2022/703</u></b> Office of the Registrar of Deeds Re-advertisement, applicants who applied previously are encouraged to re-apply
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eastern Cape (King Williams Town)
	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at junior management level in Deeds environment. Appropriate knowledge on Deeds Registration processes. Through knowledge in the interpretation of Deeds Registries Act, Ordinances and other Acts. Computer literacy. Computer software skills. Good written and verbal communication skills. Good judgement and assertiveness skills. Project Management skills. People Management skills. Organise and Planning skills.

<b><u>DUTIES</u></b>	:	Manage data section. Manage workload, workflow, processes and standards and implement corrective measures. Oversee the review of system change request. Recommend debit and credit notes. Extract exception report for data section and implement corrective measure. Quality assure that deeds are captured and verified correctly to meet turnaround times. Manage compliance with Deeds Registration System (DRS) standards. Manage the update of the procedure manual. Manage shortcomings on DRS and the recommendations. Manage data related queries. Investigate and research facts as per request. Manage data errors, provide feedback and take corrective measures. Manage correspondence and give guidance to clients. Manage image scanning section. Manage workload, workflow, processes and standards and implement corrective measures. Extract exception report for image scanning section and implement corrective measures. Manage the scanning of deeds and documents to meet the turnaround times. Manage the update of procedure manuals. Manage the shortcomings on the systems and the recommendations. Manage image scanning related queries. Manage queries and scanning errors and take corrective measures. Approve request for expedite delivery. Manage correspondence and give guidance to clients. Manage archiving of records. Manage archiving of records and microfilm rolls are in accordance with required standards. Manage collection of micro rolls from off-side storage. Manage availability of equipment in the scanning section.
<b><u>ENQUIRIES</u></b>	:	Ms D Looock Tel No: (043) 642 2741
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/14</u></b>	:	<b><u>PROFESSIONAL SURVEYOR (GRADE A - C) REF NO: 3/2/1/2022/681</u></b> Directorate: Examination, State and Land Reform Surveys Services
<b><u>SALARY</u></b>	:	R646 854 – R982 326 per annum, (Salary will be in accordance with the OSD requirements)
<b><u>CENTRE</u></b>	:	Limpopo (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Creating high performance culture. Technical report writing. Networking. Professional judgement. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management skills, Financial management skills, Customer focus and responsiveness, Communication skills (verbal and written), Computer literacy, Planning and organising, Conflict management skills, Problem solving analysis skills, People management skills, Change management skills and Innovation skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budgeting planning. Manage resources, prepare and



		consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey related matters.
<b><u>ENQUIRIES</u></b>	:	Ms M Kekana Tel No: (012) 326 8050
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered to: 61 Biccard street, Polokwane, 0700.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/15</u></b>	:	<b><u>PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/691</u></b> Directorate: District Office
<b><u>SALARY</u></b>	:	R491 403 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Limpopo (Vhembe)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Business Management / Financial Management / Economics. Minimum of 3 years' supervisory experience in a related field. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written), People management skills, Negotiation skills, Performance management skills, Conflict resolution skills, Facilitation skills, Capacity building skills, Financial management skills, Map reading, analysis and interpretation. A valid driver's licence. Willingness to travel and work irregular hours.
<b><u>DUTIES</u></b>	:	Coordinate identification, establishment, and development support of Cooperatives. Conduct needs assessments as well as scoping and auditing of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, to create and maintain primary, secondary and tertiary cooperatives database. Liaise with organs of the state, private sector where partnerships. Facilitate development of business plans and funding requests. Implement the monitoring tool and strategy for cooperatives. Coordinate the establishment cooperatives, setting up of internal / cooperative governance, drafting of constitution and facilitate training in adherence and compliance with the Co-operatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (facilitate pre-establishment, constitution, registration, training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Identify training needs for the development of training plans for cooperatives. Coordination of the partnership arrangements and / or agreements. Facilitate and consolidate reports on provided templates. Ensure market opportunities are identified for co-operative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get marketing tools for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Coordinate the development and support of co-operative Financing Institutions towards the formation of a Co-operative Bank. Organise workshops for cooperatives on understanding functioning of the cooperatives Financial Institution. Facilitate savings and credit workshops for cooperatives to develop the culture of saving. Facilitate registration and compliance with the Cooperatives Financial Institution (CFI). Coordinate the development and support of agro-processing, rural enterprises and industries. Facilitate processes of business plans development in liaison with stakeholders including SEDA. Coordinate the development and support of Small and Medium scale Agro-processing projects. Conduct technical training needs assessments and engage training institutions. Facilitate provision of technical training on production, processing and mechanisation operations to Rural Enterprises and Industries.
<b><u>ENQUIRIES</u></b>	:	Mr LS Mahasha at 082 947 8491
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered to: 61 Biccard street, Polokwane, 0700.

<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/16</u></b>	:	<b><u>PROJECT COORDINATOR: PRE-SETTLEMENT MANAGEMENT (X4 POSTS)</u></b> Directorate: Operational Management
<b><u>SALARY CENTRE</u></b>	:	R491 403 per annum (Level 10)
	:	Limpopo: Polokwane Ref No: 3/2/1/2022/683 re-advertisement, applicants who applied previously are encouraged to re-apply. (X3 Posts)
	:	North West: Mmabatho Ref No: 3/2/1/2022/678 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Commerce / Agriculture / Development Studies / Social Science / Law / Economics. Minimum of 3 years' experience in Restitution or Land Restitution environment. Job related knowledge: Development management including strategic management, Research methods and techniques. Community facilitation. Understanding and interpretation of business plan. Thorough knowledge in land reform and development related issues. Job related skills: Project management skills, Negotiation skills, Contract management skills, Leadership skills, Computer literacy skills, Communication skills, Ability to draft terms of reference for service providers and manage consultants. A valid driver's licence. Willingness to travel, to spend extended periods in the field and work irregular hours.
<b><u>DUTIES</u></b>	:	Coordinate the lodgement of land claims. Categorise claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photographs reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claims. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct options exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer-General. Escalate historical valuation for offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42D.
<b><u>ENQUIRIES</u></b>	:	Enquiries for Limpopo Province: Mr M Shai Tel: (015) 284 6303, Enquiries for North West Province: Mr KE Sebitlele Tel: (018) 388 7115
<b><u>APPLICATIONS</u></b>	:	Applications for Limpopo Province: can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered to: 61 Biccard Street, Polokwane, 0700. North West Province: 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.
<b><u>NOTE</u></b>	:	For the position of Limpopo: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply. For the position of North West: African, Coloured, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/17</u></b>	:	<b><u>RESTITUTION ADVISOR REF NO: 3/2/1/2022/688</u></b> Directorate: Legal Support
<b><u>SALARY CENTRE</u></b>	:	R491 403 per annum (Level 10)
<b><u>REQUIREMENTS</u></b>	:	KwaZulu Natal (Pietermaritzburg)
	:	Applicants must be in possession of a Grade 12 Certificate and an appropriate LLB or B Proc Degree. Minimum of 4 years extensive post-qualification legal professional and advisory experience. Admission as an Attorney or Advocate. Post qualification experience in court litigation. Experience in conveyance and vetting documents. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant Acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African Law, in particular Land Reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills, Ability to draft legal opinions and contracts, Negotiation skills, research and

	very good writing skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Communication skills (verbal and written). A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.
<b><u>DUTIES</u></b>	: Check legal compliance. Check research report e.g Rule 3 and Rule 5. Check Section 42D. Check Gazette report. Attend to negotiations with farmer / landowner. Prepare response to the representation for the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check Section 42E expropriation. Check claimant verification. Check Communal Property Association 1 (CPA) to CPA 8 / Trust constitution. Liaise with landowner. Check financial compensation funds. Prepare settlement agreements. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents (deed of sale). Draft settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and documents. Transfer private or state land. Prepare financial compensation submission. Facilitate the registration of transfers. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction of conveyers. Monitor the transfers on a weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from Municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from Municipality. Monitor the transfer process until the end and inform the claimants.
<b><u>ENQUIRIES</u></b>	: Mr S Ndlovu Tel No: (033) 355 8400
<b><u>APPLICATIONS</u></b>	: Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
<b><u>NOTE</u></b>	: Coloured and Indian Males and African Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/18</u></b>	: <b><u>CONTROL SURVEY TECHNICIAN (GRADE A - B) REF NO: 3/2/1/2022/677)</u></b> Directorate: Cadastral Information, Maintenance and Supply Services
<b><u>SALARY</u></b>	: R466 482 – R1 140 018 per annum, (Salary will be in accordance with the OSD requirements)
<b><u>CENTRE</u></b>	: Mpumalanga (Mbombela)
<b><u>REQUIREMENTS</u></b>	: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Surveying or Cartography (NQF 6) or relevant qualification. Minimum of 6 years post qualification technical (surveying / cartography) experience. Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Job related knowledge: Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating. Survey design and analysis. Research and development. Computer-aided survey applications. Creating a high-performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. A valid driver's licence.
<b><u>DUTIES</u></b>	: Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies

according to organisational goals to direct or redirect survey services. Financial management. Ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget for efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs (databases) and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management. Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve departmental objectives.

**ENQUIRIES  
APPLICATIONS**

: Ms M Kekana Tel No: (012) 326 8050  
: 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.

**NOTE**

: Coloured, Indian and White Males and Coloured, Indian and White Females  
: Persons with disabilities are encouraged to apply.

**POST 44/19**

: **PRINCIPAL LIBRARIAN REF NO: 3/2/1/2022/699**  
: Directorate: Geo-Spatial Information and Professional Support

**SALARY  
CENTRE  
REQUIREMENTS**

: R393 711 per annum (Level 09)  
: Western Cape (Mowbray)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Library Sciences or Information Management (NQF Level 6). Minimum of 3 years' experience at a supervisory level in library services environment. Job related knowledge: Knowledge of the interlibrary systems. Knowledge of internet searches. Knowledge of the electronic cataloguing, classification, and indexing. Job related skills: Computer skills. Interpersonal skills.

**DUTIES**

: Acquire library materials (books, journals) for surveys and mapping library. Receive requests for book procurements daily. Process requests to procure new books as required. Subscribe to new journals for clients according to policy. Obtain approval from the library committee to procure the proposed books and journals. Provide information services. Provide information services continually. Perform the necessary research regarding the request for information received. Distribute notification regarding the journals to the organisation as required. Control issue and circulation of library materials. Receive request for information regarding surveys and mapping issues. Circulate journals on an ongoing basis. Control issue of books. Provide museum service for specialized surveying and mapping equipment and methods. Arrange museum display, with changes to items displayed when required. Update system with index. Update system with indexing, barcoding and packing of new books / journals on the shelves as required. Keep register of museum items.

**ENQUIRIES  
APPLICATIONS**

: Mr G Chandler Tel No: (021) 685 4300  
: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001.

**NOTE**

: African and Indian Males and African Females and Persons with Disabilities  
: are encouraged to apply.

<b><u>POST 44/20</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: 3/2/1/2022/690</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	KwaZulu Natal (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Management / Business Administration. Minimum of 3 years' supervisory experience in the relevant working environment. Job related knowledge: Knowledge of Human Resource prescripts. Knowledge of government systems and structure. Public Financial Management Act (PFMA). Archives Act. Minimum Information Security Standard (MISS). Knowledge of Departmental transversal systems (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Job related skills: Computer literacy, Planning and organising skills, Document management skills, Office management skills, Financial management skills, Interpersonal skills, Communication skills (verbal and written), Project management skills and Resource planning skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage resources of the Directorate: Support Services. Compile demand management plan for the Directorate. Manage capturing of requests on LOGIS. Compile requisition in line with the demand management plan. Manage procurement of goods and services for Directorate. Provide administration support services. Coordinate the submission of monthly reports from business units. Compile monthly, quarterly and annual reports. Coordinate quarterly submission of risk register progress reports. Compile and coordinate training requests submissions. Manage and maintain leave requests for all staff in the Directorate. Monitor compliance of attendance register. Receive and record leave plans for all officials in Support services. Circulate leave credits and manage applications for leave utilisation. Utilisation of Persal to generate leave reports to conduct leave audits. Facilitate and monitor compliance with legislative requirements. Keep abreast with changes in policy changes across Support Services. Draft and publicise policies in conjunction with Communication Services. Ensure all business units are familiar with changes. Provide general office administration services. Manage Logs of activities and completed work. Ensure that completed documents are kept in appropriate location. Ensure that all correspondence is referenced in accordance with file plan of the Department. Monitor the inflow of work and compile database to track workflow across all business units. Manage travel and accommodation requests across the Directorate. Compile submissions and response on behalf of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms Y Ngubane Tel No: (033) 264 9500
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/21</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2022/662</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	KwaZulu Natal (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma (NQF Level 6) in Human Resource Management / Labour Relations / Human Resource Development / Public Administration / Public Management. Personnel and Salary Administration (PERSAL) certificate, PERSAL Leave Administration certificate. Knowledge and experience in pension administration. Minimum of 3 years' supervisory experience in Human Resource Management environment. Job related knowledge: Knowledge of the Employment Equity Act, Public Service Regulations, Basic Conditions of Employment Act, Public Service Act, Skills Development Act, Labour Relations Act, Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions, Promotion of Access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA), Public Finance Management Act. Job related skills: Computer skills, Report writing skills, Communication skills, Interpersonal skills and Problem-solving skills. A valid driver's licence.

**DUTIES**

: Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain database for submitted cases to Government Employees Pension Fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate / conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. Housing, Acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with the Health Risk Manager regarding submitted incapacity applications. Implement decision and advice / inform the applicant about the outcome of incapacity application. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshops / induction on leave. Conduct leave audit. Facilitate and implement performance management, training and development. Check the database of Personal Development Plans (PDPs). Consolidate Provincial inputs of Workplace Skills Plan (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate Provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure that EPMS stats is updated and submitted weekly. Arrange Moderating Committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorize implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated service with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant post on PERSAL. Verify submission and supporting documents for advertisement. Ensure that employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting's process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation on PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advise on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievance within the prescribed period.

**ENQUIRIES  
APPLICATIONS**

: Mrs S Budhoo Tel No: (033) 264 9519  
: Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).

**NOTE**

: Coloured, Indian and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.

**POST 44/22**

: **SENIOR EXAMINER REF NO: 3/2/1/2022/704 (X5 POSTS)**  
Office of the Registrar of Deeds  
Re-advertisement, applicants who applied previously are encouraged to re-apply

**SALARY  
CENTRE**

: R393 711 per annum (Level 09)  
: KwaZulu Natal (Pietermaritzburg)

<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills.
<b><u>DUTIES</u></b>	:	Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report take appropriate interventions and submit. Update acts, manuals, and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess/value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse Deeds Office Tracking System (DOTS) reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
<b><u>ENQUIRIES</u></b>	:	Ms. Z Mthembu Tel No: (033) 355 6812
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag X9028, Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg, 3201 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. African, Coloured and Indian Males and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/23</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/2/1/2022/705</u></b> Office of the Registrar of Deeds
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Mpumalanga (Mbombela)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma or Degree in Accounting / Financial Accounting / Financial Management / Management Accounting. Minimum of 3 years supervisory experience in a finance environment. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Policies procedures and prescripts. Financial systems including A Complete and Comprehensive Program for Accounting Control (Accpac). Budgets and reporting procedures. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Problem Solving and Decision-Making skills. Time Management skills. Budget forecasting skills.
<b><u>DUTIES</u></b>	:	Managing of budget. Cost Demand Management Plan. Confirm availability of funds. Monitor and control income and expenditure trends and advise. Provide comments on In-Year Monitoring report. Provide inputs for adjustment of budget. Managing revenue, cash, and banking services. Monitor banking of state money. Monitor administration of Petty Cash. Monitor exempt transaction report. Managing of debtors. Monitor recovery of outstanding debt and collection progress report. Analyze comments on debtors and revenue reports and take corrective measures. Oversee application of unapplied cash. Oversee the opening of accounts. Oversee suspension of overdue accounts. Make recommendations on dispute and queries, respond and monitor queries report. Review credit notes, B-accounts and related parties. Oversee debit and credit notes. Control internal debtors. Managing of creditors. Monitor payment of suppliers / service providers. Approve invoices on the system. Approve adjustments and clear suspense account. Review processed reconciliation. Verify Subsistence and Travel claims and advances.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T Makama Tel No: (013) 756 4065 / 4000
	:	Please ensure that you send your application to Private Bag 11239, Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell St, Mbombela, 1201 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
<b><u>POST 44/24</u></b>	:	<b><u>DRS SYSTEM SUPPORT OFFICER REF NO: 3/2/1/2022/706</u></b> Office of the Registrar of Deeds
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum (Level 08)
	:	Mpumalanga (Mbombela)
	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Information Technology / Degree in Computer Science: A+ / N+ / MCSE / Linux+. Minimum of 2 years relevant experience. Experience with hardware and software. Experience with servers. Experience in Information Technology (IT) technical support. Appropriate server and network management experience. Technical aspects of information and communications technology goods and services. Information Technology Acts and Policies. Internal control and risk management. Planning skills. Organize skills. Communication (written and verbal) skills. Interpersonal skills. Investigate, resolve, or escalate and monitor logged calls.
<b><u>DUTIES</u></b>	:	Providing desktop support to end users. Install, update, and configure End-user devices. Install, update and support business applications. Investigate, resolve, or escalate the monitor logged calls. Provide network support. Assist end-users with Local Area Network (LAN) connectivity. Monitor availability and performance of network. Assess the need for, request and monitor the process of installation of network points. Investigate, resolve, or escalate and monitor logged calls. Provide sever room support. Monitor server room environment and take remedial action. Monitor compliance with server room maintenance contract deliverables. Monitor access to server room and keep register. Assist with installation of customer-replaceable parts for server equipment. Implementing information system security measures. Check that users are registered on the domain. Check Antivirus is installed, updated, and running. Remove all unauthorised applications and software. Create and maintain an IT asset register or database. Providing Information Communication Technology (ICT) reports. Provide incident and system availability reports. Provide inputs to Service level Agreement (SLA) non-compliance report. Provide support in the procurement and disposal of IT assets.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T Makama Tel No: (013) 756 4065 / 4000
	:	Please ensure that you send your application to Private Bag 11239, Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell St, Mbombela, 1201 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
<b><u>POST 44/25</u></b>	:	<b><u>SENIOR DEEDS REGISTRATION OFFICER: DEEDS TRACKING AND INFORMATION REF NO: 3/2/1/2022/707</u></b> Office of the Registrar of Deeds
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum (Level 08)
	:	Mpumalanga (Mbombela)
	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Public Management / Administration / Administrative Information Management / Deeds Registration Law. Minimum of 3 years' experience at a level Control Deeds Registration Clerk / Junior Examiner / Minimum of 5 years' experience at a level of Chief Deeds Registration Clerk. Appropriate knowledge on registration of Deeds. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration Systems (DRS), Client relations, Computer literacy, Computer software skills, Good written and verbal communication skills. Organising skills, Filing skills, Archiving skills, Good interpersonal skills, Liaison skills, Supervisory skills, People management skills, Time management skills, Strong prioritisation skills and Customer services.



<b><u>DUTIES</u></b>	:	Oversee the deeds information section. Analyse the workload, workflow, processes and standards and implement corrective measures. Analyse the application register and exception reports and submit. Attend to queries, errors and take corrective measures. Conduct research and draft 212 affidavit. Attend to malfunctioning of system and faulty equipment. Update procedure manuals. Oversee the archiving of records. Implement recommendations of the frontline service delivery monitoring initiative. Compile and submit Service Delivery Improvement Plan progress reports. Attend to client relations queries and complaints. Draft and submit correspondence letters. Conduct and analyse client satisfaction surveys and provide report. Monitor turnaround times of complaints lodged. Analyse complaints register / suggestions and compile report on the findings. Promote services rendered by the Deeds Registries. Compile outreach programs action plan and facilitate implementation. Submit report on the outreach program. Facilitate stakeholder engagement meetings. Draft and implement office action plan for Public Service Month and provide report. Oversee the Deeds Office Tracking System (DOTS). Analyse workflow, processes and standards and implement corrective measures. Analyse DOTS statistics, exception reports and advise management. Monitor DRS / Deeds View profiles and submit report. Maintaining of tracking points on deeds. Search for lost deeds and draft letters to conveyancer. Attend to malfunctioning of system. Update procedure manual.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T Makama Tel No: (013) 756 4065 / 4000
	:	Please ensure that you send your application to Private Bag 11239, Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell St, Mbombela, 1201 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Indian and White Females, African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
<b><u>POST 44/26</u></b>	:	<b><u>SENIOR DEEDS REGISTRATION OFFICER: ARCHIVING REF NO: 3/2/1/2022/708</u></b> Office of the Registrar of Deeds Re-advertisement, applicants who applied previously are encouraged to re-apply.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum (Level 08)
	:	Eastern Cape (King Williams Town)
	:	Applicants must be in possession of a Grade 12 Certificate and A National Diploma / Degree in Public Management / Administration / Administrative Information Management / Deeds Registration Law. Minimum of 3 years' experience at a level Control Deeds Registration Clerk / Junior Examiner / Minimum of 5 years' experience at a level of Chief Deeds Registration Clerk. Appropriate knowledge on registration of Deeds. Knowledge of document Tracking Systems (DOTS). Knowledge of Deeds Registration Systems (DRS), Client relations, Computer literacy, Computer software skills, Good written and verbal communication skills. Organising skills, filing skills, Archiving skills, Good interpersonal skills, Liaison skills, Supervisory skills, People management skills, Time management skills, Strong prioritisation skills and Customer services.
<b><u>DUTIES</u></b>	:	Coordinate the functioning of the image scanning section. Analyse workload, workflow and processes and take corrective measures. Analyse the statistics register, exception report and advise supervisor. Analyse status reports and quality assurance report and draft final report and submit to supervisor. Oversee control of archive. Attend to malfunctioning of system, response time and faulty equipment. Update procedure manuals. Coordinate the process of expedited deeds, Coordinate image scanning related queries. Attend to queries, errors and take corrective measures. Identify shortcomings on system and make recommendations. Facilitate approved request for expedited delivery. Facilitate rectification process and approved rescanning of deeds and documents. Quality control of image scanning processes. Identify system errors and implement corrective measures. Analyse non-verified deeds and documents and take corrective measures and report to management. Monitor the archiving of records. Ensure that the strong room is of appropriate room temperature for archiving. Ensure the environment of the storage for microfilm rolls is in accordance with required standards.
<b><u>ENQUIRIES</u></b>	:	Ms D Look Tel No: (043) 642 2741

<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag X7402 King William's Town 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King William's Town 5601 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/27</u></b>	:	<b><u>SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/697 (X2 POSTS)</u></b> Directorate: Operational Management
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights Act, Knowledge of Land Reform, Knowledge of Rural Development and Knowledge of African languages spoken in the Province. Job related skills: Sound communication skills, Negotiation skills, Excellent report writing skills, Computer literacy, Project management skills and Good networking skills. Initiative, ability to take responsibility and meet deadlines. Ability to produce report on a word processor. Ability to facilitate community meetings. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research reports and gazette land claims. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolutions of the claims. Prepare Terms of Reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisations of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claim enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.
<b><u>ENQUIRIES</u></b>	:	Ms N Duiker Tel No: (012) 337 3658
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6 <sup>th</sup> floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/28</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2022/685</u></b> Directorate: Quality Assurance and Administration Re-advertisement, applicants who applied previously are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	KwaZulu Natal (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Management or Administrative Management. Minimum of 2 years' experience in administrative related work. Ability to carry out supply chain management activities. Job related knowledge: Knowledge of supply chain management. Knowledge of projects and process. Knowledge of government legislation. Job related skills: Time management skills. Planning and organisation skills. Decision making skills. Computer literacy, analytical skills and telephone etiquette. Interpersonal and communication skills. A valid driver's licence and ability to work under pressure.

**DUTIES**

: Develop, administer and maintain restitution land claims database. Maintain the implementation of the file plan in the office. Check the quality of standardised files. Compile the report of standardised files and inventory. Provide land restitution claims related information. Compile spreadsheet on letters compiled for claimant. Give claimants accurate information regarding the status of their claims. Respond to general enquiries about the lodgement of land claims. Provide registry services. Receive and issue brown files not scanned on the Electronic Document Management (EDM). Receive and register incoming files. Keep records of files and collected information for existing land claims. Ensure that registry rules are adhered to by officials. Monitor access to the registry system. Monitor and control movement of files by registering them on movement control sheet. Conduct file audit to ensure that no files are kept for more than 5 days in officials offices unless the official ask for extension. File indexing. Spot check on files at registry / incident audit. Maintain a filing system. Capture approved projects or files for easy retrieval in registry and create file numbers for approved Section 42D, Section 42C and Section 42E. Update and provide land claims information to project teams to enable the acceptance and gazetting of claims. Receive and register incoming and approved files. Update the status of claims on the approved acceptance research report, non-compliant, dismissed deferred and gazetted claims. Ensure that new information received from operational units is captured on spreadsheets. Keep statistics of files captured on spreadsheets and report monthly. Coordinate and execute other administrative duties. Provide clerical support services to the Directorate. Provide personnel administration clerical support services. Provide financial administration services in the component. Process documents for archival and disposal. Operate office machine in relation to registry functions.

**ENQUIRIES  
APPLICATIONS**

: Mr NP Mdluli Tel No: (033) 341 2666  
: Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).

**NOTE**

: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

**POST 44/29**

: **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2022/689**  
Directorate: Financial and Supply Chain Management Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R331 188 per annum (Level 08)  
: KwaZulu Natal (Pietermaritzburg)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in administration environment. Job related knowledge: Knowledge of Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal skills, Organising and planning skills, Communication skills (written and verbal), Analytical skills, Problem solving skills, Financial management skills and Report writing skills.

**DUTIES**

: Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, auditing and financial functions. Verify transport and subsistence, sundry and overtime payments. Administer the procurement of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise goods / services on Logistical Information System (LOGIS). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational

		plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
<b><u>ENQUIRIES</u></b>	:	Ms N Mokoena Tel No: (033) 264 9500
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
<b><u>NOTE</u></b>	:	White Males and African, Coloured and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/30</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2022/687</u></b> Directorate: Cooperatives and Enterprise Development
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Limpopo (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in administration environment. Job related knowledge: Knowledge of Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal skills, Organising and planning skills, Communication skills (written and verbal), Analytical skills, Problem solving skills, Financial management skills and Report writing skills.
<b><u>DUTIES</u></b>	:	Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, auditing and financial functions. Verify transport and subsistence, sundry and overtime payments. Administer the procurement of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise goods / services on Logistical Information System (LOGIS). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
<b><u>ENQUIRIES</u></b>	:	Mr L Mahasha at 082 947 8491
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered to: 61 Biccadd street, Polokwane, 0700.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/31</u></b>	:	<b><u>PRINCIPAL CADASTRAL OFFICER REF NO: 3/2/1/2022/692</u></b> Directorate: Examination, State and Land Reform Surveys Services
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Free State (Bloemfontein)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 6 years geomatics post qualification experience in a geomatics or Cadastral survey. Job related knowledge: Knowledge of Geomatical Information Systems

## **DUTIES**

Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral surveys. Job related skills: Analysing skills, Report writing skills, Interpersonal skills, Communication skills (verbal and written), Computer skills, Presentation skills and Good organising skills. A valid driver's licence.

: Supervise the capture, maintenance and updating of Alpha-Numeric data of all cadastral documents. Monitor compliance with processing standards and office procedures. Assist less experienced employees with the capture of Alpha-Numeric data and confirm the consistency checks for newly submitted cadastral documents. Verify the updating of the database through the addition or amendment of every approved document in order to maintain an electronic numeric repository. Assist with the capture and verification of historical cadastral documents. Attend to queries, errors and take corrective and training measures. Report malfunctioning of system and faulty equipment. Supervise the maintenance of all approved cadastral documents in accordance with prescribed legislated processes. Allocate work, supervise workflow, monitor compliance with processing standards and office procedures. Assist less experienced officials with the withdrawal or cancellation of cadastral documents. Verify any deduction, cancellation or endorsement of cadastral documents with registered land parcels, leases or servitudes. Scrutinise any amendment made to approved and registered cadastral documents to ensure compliance with authorisations and office procedures. Supervise and assist with extraction and re-archiving of cadastral documents. Ensure that cadastral records are repaired and kept in good usable condition. Scrutinise the technical examination of cadastral documents undertaken by other officials in accordance with standard operating procedures. Allocate work, supervise workflow, monitor compliance with processing standards and office procedure. Perform technical examination of complex diagrams, general plans and sectional title plans. Scrutinise the technical examination of complex diagrams, general plans and sectional title plans of junior employees and peers. Verify the correctness of updates made to noting sheets. Conduct research into and supervise the supply of cadastral survey information and documentation to internal and external clients. Allocate work, supervise workflow, monitor compliance with processing standards and office procedures. Scrutinise the retrieval and supply of cadastral information and other maps to clients. Attend to queries, errors and take corrective and training measures. Conduct research into cadastral survey information pertaining to land parcel boundaries and remaining extents for clients. Verify all updates, changes and additions of land parcel boundary information to the Cadastral Spatial Information System (electronic compilation) datasets. Monitor compliance with processing standards and office procedures. Assist less experienced employees with the addition of all newly created land parcels to the spatial datasets. Verify the quality of any data added to update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Attend to queries, errors and take corrective training measures. Report malfunctioning of system and faulty equipment. Supervise the scanning of all cadastral documents on approval, amendment, endorsement or withdrawal and undertake quality assurance. Monitor compliance with processing standards and office procedure. Ensure the quality of any scan made of newly approved or re-scanned cadastral documents. Attend to queries, errors and take corrective and training measures. Verify that the deposited scanned images have been linked to the alpha numeric data.

## **ENQUIRIES APPLICATIONS**

: Mr JFM Erasmus Tel No: (051) 448 0955  
: Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.  
: African, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

## **NOTE**

## **POST 44/32**

: **MARKETING OFFICER REF NO: 3/2/1/2022/693**  
Directorate: Marketing

## **SALARY CENTRE REQUIREMENTS**

: R331 188 per annum (Level 08)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and a 4-year Bachelor's Degree / 3-year Bachelor's Degree plus Honours in Agricultural Economics with a subject / course in Agricultural Marketing and / or International Trade. Minimum of 2 years' experience in Agricultural Economics

environment. Job related knowledge: Understanding of the market linkage programme. Knowledge of international trade agreements. Knowledge and understanding of food safety standards. General knowledge of import and export procedures and applicable international trade agreements. Knowledge of the Customs and Excise Act, Broad-based Black Economic Empowerment (BBBEE) Act, Marketing of Agricultural products Act and Agri-BEE Sector Code. Ability to interpret trade agreements and make recommendations. Ability to analyse and interpret the utilisation of import and export quotas. Job related skills: Reporting procedures, Planning and organising skills, Coordinating, analytical and innovative thinking, Submission and report writing skills (develop memoranda, letters and submissions). Ability to work independently, with minimum supervision and under pressure. Extensive travelling. A valid driver's licence.

<b><u>DUTIES</u></b>	:	Render Market linkage program. Investigate market requirement and publish the information to facilitate access by Human Development Index (HDI). Promote compliance to food safety standards and requirements (South African good agricultural practices, Global good agricultural practice, Good manufacturing practice, Good hygiene practice and Hazard analysis critical control point) by producers and processors of agricultural, land reform and rural development products to enhance markets access. Render preferential market access program. Administration of certain World Trade Organisation (WTO), African Growth Opportunities Act (AGOA), Southern African Development Community - European Union (SADC-EU) Economic Partnership Agreement (EPA) commonly known as SADC-EU EPA, Southern African Customs Union and Mozambique (SACUM) and the United Kingdom (UK) EPA commonly known as SACUM-UK EPA market access import and export quotas in terms of applicable trade agreements by means of issuing rebate permits. Monitor the utilisation of permits and quotas. Ensure compliance to permit conditions. Administer, record and monitor payment fees for import and export permits. Enhance participation of new and Small and Medium Enterprise (ME) traders in the rebate schemes. Manage an awareness campaign on compliance to Black Economic Empowerment (BEE) sector codes by beneficiaries of the Department's preferential market access program. Render general administration services. Render a general office administrative service to management and the clients. Undertake ad hoc activities. Render support in the implementation of projects aimed at enhancing equitable participation in the key agricultural commodity marketing value chains. Facilitate the establishment and maintenance of market access linkages with various markets to enhance participation in the formal markets. Facilitate the implementation of projects aimed at enhancing equitable participation in markets particularly by agrarian reform beneficiaries.
<b><u>ENQUIRIES</u></b>	:	Ms K Tjale Tel No: (012) 319 8083
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/33</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER: DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT REF NO: 3/2/1/2022/709</u></b> Western Cape (Cape Town)
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Office of the Registrar of Deeds
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in Human Resource environment. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
<b><u>DUTIES</u></b>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Human Resource Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary

		periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.). Termination of service. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations. (Final authorisation should happen on a higher level preferable at Assistant Director or higher level). Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
<b><u>ENQUIRIES</u></b>	:	Mr T Clark Tel No: (021) 464 7623
<b><u>APPLICATIONS</u></b>	:	Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.
<b><u>NOTE</u></b>	:	Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified. Coloured, Indian and White Females, Coloured Indian and White Males and Persons with disabilities are encouraged to apply.
<b><u>POST 44/34</u></b>	:	<b><u>PRINCIPAL SECURITY OFFICER REF NO: 3/2/1/2022/663</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07)
<b><u>CENTRE</u></b>	:	KwaZulu Natal (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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 that regular patrols per site are conducted effectively. Escort visitors on the premises where applicable. Monitor the movement of equipments and assets of the Department. Coordinate and ensure duties rosters are available. Monitor implementation of key control procedures. Coordinate the operationalization of security equipment (where applicable) in the control room (closed-circuit television (CCTV) cameras, public address, fire panel, lift intercom etc.). Monitor working conditions of security equipments 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms YP Ngubane Tel No: (033) 264 9500
	:	Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
<b><u>NOTE</u></b>	:	Indian and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/35</u></b>	:	<b><u>OFFICE ASSISTANT REF NO: 3/2/1/2022/695</u></b> Chief Directorate: Provincial Office Re-advertisement, applicants who applied previously are encouraged to re-apply.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 per annum (Level 07)
	:	KwaZulu Natal (Pietermaritzburg)
	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Office Technology and Management / Public Administration / Public Management. Minimum of 1-year experience in rendering secretarial and support services to senior management. Job related knowledge: Government systems and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Job related skills: Good interpersonal skills. Communication skills (verbal and written). Organisational and planning skills. Good reporting skills. Computer literacy. Good interpersonal relations skills. Ability to take initiative and work independently. Ability to maintain confidentiality.
<b><u>DUTIES</u></b>	:	Render the administration, secretarial and support services to the Chief Director. Receive and screen incoming calls on behalf of the Chief Director and take messages when required. Develop and update contact database. Mailing, faxing, photocopying and typing. Arrangement of meetings, taking of minutes and provision of meals. Attend to all logistical arrangements for the Chief Director. Ensure that Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) are completed and approved. Compile and submit Subsistence and Transport and Senior Management Services claims for the Chief Director. Purchasing of stationery, office equipment and catering. Process all incoming and outgoing correspondences. Receiving calls and transferring to the Chief Director. Referrals of incoming and outgoing mails to relevant officials (emails, sms and telephone). Recording and tracking enquiries (Presidential hotlines, Ministerial tasks and Parliamentary questions). Manage the diary for the Chief Directorate. Arrange and coordinate meetings on behalf of the Chief Director (workshops, shortlisting's, Interviews, Monthly management and staff meetings). Circulation of invitation for the Chief Director meetings. Making appointments for internal and external clients. Receiving attending walk-in clients and other stakeholders. Send meeting reminders. Draft memos, letters and reports. Type / draft letters to stakeholders, memorandums (petty cash, stationary, office equipment: laptops, toner). Record minutes / decisions from meetings and communicates with relevant role-players. Use a tape recorder in recording minutes. Provide secretariat services for committees and forums. Provide support with regards to the management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the office of the Chief Director and track the implementation thereof.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr N Mndaweni Tel No: (033) 355 4300
	:	Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/36</u></b>	:	<b><u>WEB CONTENT OFFICER REF NO: 3/2/1/2022/667</u></b> Directorate: Knowledge, Information and Records Management
<b><u>SALARY CENTRE</u></b>	:	R269 214 per annum (Level 07)
	:	Gauteng (Pretoria)



<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Journalism or Information Technology. Minimum of 1 year relevant experience in Journalism / Media and / or Information Technology. Job Related knowledge: Hyper Text Markup Language (HTML) web tool. DotNetNuke (also referred to as DNN). Publishing processes. Planning. Public Finance Management Act (PFMA). Java script. Content Management Systems. Broad knowledge of IT products, services and terminology. Job related skills: Basic project management skills, User and client orientation skills, Problem solving and decision-making skills, Time management skills. Ability to communicate at all levels. Ability to work across organisational and professional boundaries. Excellent communication skills (verbal and written), High level of interpersonal skills, including active listening and understanding, Good organisational skills and ability to prioritise workloads. Able to work according to tight deadlines / service levels. Able to follow-up and follow-through on tasks. Ability to communicate well. Publishing skills, Analytical skills, Listening skills. Computer literacy. Proactive, Self-motivated, Patient, Innovative and Flexible. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Design webpages. Design / review the webpage based on the current website layout. Coordinate the layout and design of information on the web page. Implement content on designed webpages. Implement webpage concepts. Participate in departmental web projects. Liaise with clients. Provide advice, guidance, information on policies, legislation, procedures, etc to staff, colleagues and / or clients. Address user's requests. Provide technical support and advice on the use of internet / intranet. Maintain good working relations with the colleagues / clients. Maintain departmental website information and knowledge management system. Source out inputs from the various Directorates in the Department. Make changes / edit the existing content on the internet and intranet where necessary. Upload new content on the internet. Upload a dynamic content in the relevant database. Attend to website related queries. Modernize website. Maintain departmental website information and knowledge management system. Source out inputs from the various Directorates in the Department. Make changes / edit the existing content on the intranet where necessary. Upload new content on the intranet and meeting deadlines. Upload a dynamic content in the relevant database. Attend to intranet related queries.
<b><u>ENQUIRIES</u></b>	:	Mr G Mdhuli Tel No: (012) 319 7953
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post 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 Agriculture Place, 20 Steve Biko (formerly Beatrix Street), Arcadia, Pretoria 0001.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/37</u></b>	:	<b><u>STATE ACCOUNTANT: LEASE MANAGEMENT REF NO: 3/2/1/2022/668</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07)
<b><u>CENTRE</u></b>	:	(Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management / Accounting / Cost and Management Accounting / Commerce. Minimum of 1-year relevant experience in a Financial Environment. Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act. Personnel and Salary Administration (Persal), Basic Accounting System (BAS). Job related skills: Supervision skills, Communication skills (written and verbal), Computer literacy (Microsoft Word and Excel), Financial management skills, Planning and organisation skills. Analytical skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Coordinate effective financial management in debt management. Authorize journals (all debtors journals). Analyse the age- analysis and discuss findings with the supervisor for review. Follow up on unapplied credit and pre-payment. Manage the dispatch of statements to debtors. Follow up on overdue accounts. Manage collection. Referral to legal service. Recommend for write offs. Reduction of account receivables (debt account). Improve collection of debtors managed by Collecting Agency. Use financial and other resources effectively, efficiently, economically and transparently. Control of Suspense Accounts. Check or scrutinize the suspense account on a regular basis. Submit difficult cases to supervisor. Monitor payment received and posted to the debt

		<p>suspense account. Ensure all revenue is allocated. Prepare Monthly Compliance, International Financial System and Annual Reporting. Develop a register of all debts. Ensure register is updated every two weeks. Prepare monthly, interim and annual reporting on account receivables and in year management (IYM). Ensure that letters and statements are sent to debtors. Render management of debtor's register. Ensure that letters and Statements are sent to debtors. Reconcile Land Administration Web (LAW) report with all operating leases. Ensure operating lease contracts reconcile with A Complete and Comprehensive Program for Accounting Control (ACCPAC). Supervise human / financial resources effectively. Monitor and evaluate the performance of staff in accordance with the Employee Performance Management and Development System (EPMDS). Identify the need to facilitate and monitor staff development and develop staff skills by giving follow up training in their line function. Provide in-service training on office functions. Keep and manage the leave register, control and verify all leave forms for correctness and approval.</p>
<b><u>ENQUIRIES</u></b>	:	Ms SH Sambo Tel No: 012 319 6780
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post 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 Agriculture Place, 20 Steve Biko (formerly Beatrix Street), Arcadia, Pretoria 0001.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and Coloured females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/38</u></b>	:	<b><u>ICT DESKOP SUPPORT TECHNICIAN REF NO: 3/2/1/2022/674 (X3 POSTS)</u></b> Directorate: Information Communication Technology (ICT) Service Management
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Information Technology (IT). Minimum of 1 years' experience in IT Technical Support environment and ICT supporting hardware, software and network (2 <sup>nd</sup> level support). Ability to differentiate between hardware and software operating platforms used in an organisation to enable appropriate analysis and support. Antivirus software experience. Job related knowledge: Government systems and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Job related skills: Good interpersonal skills, Communication skills (verbal and written), Organisational and planning skills, Good reporting skills, Computer literacy and interpersonal skills. Ability to take initiative and work independently. Ability to maintain confidentiality. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide technical support to all end users (hardware and software support). Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible, escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents with printers, copiers and scanners. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organization. Ensure technology is accessible and equipped with current hardware and software. Troubleshoot hardware, software and network operating system. Be familiar with all hardware and software. Be familiar with network operating system. Provide orientation to new users of existing technology. Train staff on potential uses of existing technology. Train staff on new and potential use. Provide individual training and support on request. Provide recommendations about accessing information and support. Maintain current and accurate inventory of technology hardware, software and resources. Provide, monitor and manage Local Area Network (LAN). Coordinate IT Network support with internal and external parties. Provide IT Network support. Monitor network and report any anomalies. Document and maintain network equipment and configurations. Ensure security measures are

met and policies are adhered to and Workshop ICT Policies. Educate users on ICT Policies such as password policy, email policy, internet policy, desktop policy etc. Monitor and maintain technologies to ensure maximum access. Troubleshoot all technology issues. Maintain log and / or list of required repairs and maintenance. Make recommendations about purchase of technology resources. Research current and potential resources and services. Ensure hardware is stripped and secured before disposal. Connect and setup hardware, load all required software. Test and rollout all projects that Office of the Chief information Officer (OCIO) is rolling out to the Department and serve as a point of contact to regional technical staff with regard to all projects undertaken by OCIO. Test new applications before implemented / installed in Departmental Network and advise accordingly. Assist on escalated calls from technicians from other regions and resolve them on time. Train technicians from other regions if there is a new application in the Department.

**ENQUIRIES  
APPLICATIONS**

- : Mr R Naidoo Tel No: (012) 407 4169
- : 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**

- : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 44/39**

- : **STATE ACCOUNTANT: PLAS MANAGEMENT ACCOUNTING REF NO: 3/2/1/2022/673**  
Directorate: Proactive Land Acquisition Strategy (Plas) Trading Financial Management

**SALARY  
CENTRE  
REQUIREMENTS**

- : R269 214 per annum (Level 07)
- : Gauteng (Pretoria)
- : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Cost and Management Accounting / Commerce / Financial Management / Accounting. Minimum of 1-year relevant experience in a management accounting environment. Job related knowledge: Treasury or Financial Regulations or Public Finance Act. Basic Accounting System (BAS). Medium-Term Expenditure Framework (MTEF). Personal Finance South Africa (PFSA). Job related skills: Reporting skills, Planning and organising skills, Computer literacy, Communication skills (verbal and written) and Analytical skills.

**DUTIES**

- : Coordinate the development of the Trading Account and Chief Directorate budget: Assist in compiling budget for Agricultural Land Holding Account (ALHA) during the Medium-Term Expenditure Framework (MTEF) / Adjusted Estimates of National Expenditure (AENE) budget process by gathering information, consolidating and analysing Provincial budget inputs. Compile and submit consolidated Provincial report that clearly shows omissions, miscalculations and any exceptions identified during the analysis. Gather, coordinate, analyse and consolidate budget inputs for the Chief Directorate: PLAS budget during MTEF / AENE budget process. Consolidate inputs to the departmental database and submit for review together with approval memos containing summary of the budget per classification Compensation of Employees, Goods and Services as well as consolidated. Coordinate the capturing and subsequent alignment of the Demand Management Plans to the approved budget. Ensure sign off of the Demand Management Plans per responsibility. Coordinate and consolidate annual projections and quarterly cash requests and submit for review. Load approved budget on A Complete and Comprehensive Program for Accounting Control (ACCPAC) system and ensure it reconciles to approved budget. Monitor Budget performance and reporting. Compile financial performance reports for the Trading Entity and Chief Directorate and submit to all relevant stakeholders. Ensure that misallocations are cleared on regular basis. Ensure that all reports relating to expenditure and travel for the Chief Directorate is updated and signed off on a monthly basis. Prepare quarterly revision of the budget and coordinate the re-alignment. Compile and submit quarterly cash request from the Department. Compile financial and treasury reports. Compile and submit in year management (IYM) report monthly for review. Obtain quarterly budget and expenditure report, financial statements for the quarter as well as land redistribution (LRD) performance report for the quarter in order to capture the Quarterly Entity Report to Treasury on the prescribed template. Submit

completed template with all annexures and approval memos for review. Gather information on commitments, accruals and draft financial statements in preparation for annual declaration of surplus before sending it for review and analysis. Review and submit ad-hoc budget and expenditure reports as required. Keep accurate and complete projects and accounting information. Receive and record all project registration forms submitted and check for compliance. Check for duplicates before registering on the system. Send confirmations of registered projects to Provinces. Ensure that the report is requested on PJC and sent to assets section on a monthly basis for them to reconcile the asset register and PJC. Attend to queries issued where applicable. Keep accurate and complete record of all project registration documents. Keep accurate and complete record of all budget and expenditure information. Ensure that all information is updated on a regular basis and regular backups are performed to prevent loss of data.

**ENQUIRIES  
APPLICATIONS**

: Mr T Lesele Tel No: (012) 312-8114  
: 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**

: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 44/40**

: **PROPERTY SUPPORT ASSISTANT REF NO: 3/2/1/2022/671**  
Directorate: Property Research and Support

**SALARY  
CENTRE  
REQUIREMENTS**

: R218 064 per annum (Level 06)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Geography, Law, Real Estate, Bachelor of Administration in Public Management or Property Management. Minimum of 2 years' experience in land administration, land research and property management environment. Job related knowledge: Good land research methodology. Land administration. Sound knowledge and understanding of land Information obtained from sources. Interpretation of relevant legislations. Job related skills: Computer literacy, Ability to interpret maps aerial photographs, Surveyor-General diagrams, Title Deeds and proclamations. Ability to understand and see land in a spatial context. Good project management skills, Creative and innovative skills, Good communication skills (written and verbal) and Good interpersonal skills. Ability to work in a team as well as independently. Ability to work under pressure and within tight deadlines. Accuracy and pay attention to detail. A valid driver's licence.

**DUTIES**

: Property Research and Support. Provision of property research information on request in accordance with internal practices and procedures. Scan property research related documents on request in accordance with internal practices and procedures. Strong room organisation. Draw the title deed folders from the strong room on receipt of a valid request. Assist the conveyance section in tracking a title deed folder that they cannot find, only after they have exhausted all avenues in finding a title deed folder. Filing of title deed folders, numerical, alphabetical and per Province in the strong room. Organisation of title deed folders as well as combining of duplicate title deed folders when identified. Title Deed Folder Booking System. Perform check to establish validity and correctness of request against portfolio of evidence provided by requestor and obtain own portfolio of evidence to conclude final status of property for update of the Immovable Asset Register or the cancellation of the Request for Comments (RFC) with a comment. Booking out the title deed folders for verification and conveyancing RFC's and DALRRD RFC's purposes from the strong room on receipt of a valid request. Book the returned title deed folders back on the title deed folder booking system. Opening Title Deed Folder. Opening of new title deed folders on receipt of new information of properties added to the Immovable Asset Register and check the correctness of these properties against Land Administration Web (LAW). Liaise with Deeds Office and Surveyor-General Offices regarding property research related document. Verification on request of new title deed folders and file accordingly per unique new title deed folder. Scan and upload title deeds on Land Administration Web (LAW).

**ENQUIRIES**

: Ms A Gibbs Tel No: (012) 312-9382

<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/41</u></b>	:	<b><u>SENIOR DATA CAPTURER REF NO: 3/2/1/2022/698</u></b> Directorate: Quality Assurance and Administration
<b><u>SALARY</u></b>	:	R218 064 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 1 year experience in data capturing or administration experience within Restitution. Job related knowledge: Public Service sector requirements and typing policy. Job related skills: Computer literacy in Word, Excel, PowerPoint and e-mail programmes, Excellent typing skills and Communication skills (verbal and written).
<b><u>DUTIES</u></b>	:	Capture data received from claimants. Screen the clients to check if the criteria have been met. Capture data received. Compile statistics and captured in the database. Update statistical information for all lodged claims. Reconcile all statistical information captured. Update the status of the claims on database. Track, progress and make follow up on all claims submitted for approval. Standardize order claims file per departmental file plan. Re-arrange claims per district and local municipality in a sequential order. Maintain utilization of folio numbers including routing and indexing. Respond to general enquiries, liaise with relevant stakeholders and file them accordingly. Acknowledge receipt of enquiry. Screen the enquiry on a database and check whether its valid or not. Prepare monthly and weekly reports. Compile and submit weekly reports per entire activities allocated per week.
<b><u>ENQUIRIES</u></b>	:	Ms N Duiker Tel No: (012) 337 3658
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6 <sup>th</sup> floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/42</u></b>	:	<b><u>SENIOR RECEPTIONIST / TELECOM OPERATOR REF NO: 3/2/1/2022/686</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R218 064 per annum (Level 06)
<b><u>CENTRE</u></b>	:	KwaZulu Natal (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate. Minimum of 1-year relevant experience in the reception / switchboard environment. Job related knowledge: Computer literacy (Microsoft Word, PowerPoint, Excel etc). Switchboard operations. Job related skills: People skills, Telephone etiquette, Organisational skills, Communication skills (verbal and written), Computer literacy and Good presentation skills. Ability to communicate well with people at different levels and from different backgrounds. Must be highly reliable. Ability to act with tact and discretion.
<b><u>DUTIES</u></b>	:	Supervise and render reception support services. Receive and welcome visitors and clients. Direct visitors to their destinations. Provide information to clients. Tidy and maintain reception area. Receive, sort and record all incoming and outgoing document. Provide information to the clients and answer all general enquiries. Supervise and render telephone services. Attend to incoming telephone calls. Screen and forward calls. Receive telephone messages. Record telephone and maintain messages. Develop and maintain a database of contact numbers for officials. Administration of attendance register. Administration of telephone accounts. Maintain switchboard service. Operate switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system and report to supervisor and service provider when needed. Identify, inspect default and defective equipment. Utilise the Telephone Management System to monitor telephone cost on an ongoing basis. Ensure that switchboard and all telephone lines are in goodworking condition at all times. Facilitate boardroom bookings. Manage

		and update calendar for boardroom bookings. Perform general administration duties. Keep and maintain incoming and outgoing documents register of the component.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr R.Z. Ndovela Tel No: (033) 392 0650
	:	Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White males, Indian, and White females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/43</u></b>	:	<b><u>SECRETARY REF NO: 3/2/1/2022/665</u></b> Directorate: Budget Performance Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 per annum (Level 05)
	:	Gauteng (Pretoria)
	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact and discretion and Good presentation skills.
<b><u>DUTIES</u></b>	:	Provide secretarial / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. Fax machine and photocopiers. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meetings and events for senior manager and employees in the unit. Identify venues, invite role players, organise refreshments, set up schedules for meetings and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters such as leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items such as stationery, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to the work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr N Malisha Tel No: (012) 312 8525
	:	Applications can be submitted by post 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 Agriculture Place, 20 Steve Biko (formerly Beatrix Street), Arcadia, Pretoria 0001.
<b><u>NOTE</u></b>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/44</u></b>	:	<b><u>AUXILIARY SERVICE OFFICE REF NO: 3/2/1/2022/670</u></b> Directorate: Inspection Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 per annum (Level 05)
	:	Northern Cape (Vioolsdrift)
	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Public Services Regulation. Procurement procedures. Public Finance Management Act (PFMA). Planning and organising. Cultural diversity. Job related skills: Good communication skills (verbal and written), Planning skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Influencing skills, Listening skills, Computer literacy and Report writing skills. A valid driver's licence and the ability to drive. Willingness to work extended hours.

<b><u>DUTIES</u></b>	:	Implementation of import, export and national control measures of regulated articles. Assist technicians in the application of relevant legislation and protocols throughout the day. Assist technicians in respect of inspections and detection of authorized regulated goods imported by sea. Assist technicians in the exercising of import and export over agricultural products regulated by the Agricultural Pest Act, 1983 (Act No.36 of 1983). Assist technicians with sampling, preparation and posting of samples to approved labs. Assist technicians with the receipt of analytical results. Register premises / facilities in terms of the Plant Improvement Act, 1976 (Act No. 53 of 1976). Implementation of the Treasury Regulations and Departmental Financial Instructions in terms of assets and destruction of confiscated goods. Organising and planning. Assist technicians with compiling and maintaining the technical data systems / records related to Sanitary and Phytosanitary (SPS), cannabidiol (CBD) and Technical Barriers to Trade (TBT) matters. Assist technicians with solving problems on operational level. Application of standard operating procedures. Co-ordinate own activities with regard to day to day line functions. Resource management. Application of the Occupational Health and Safety Act, in administering day to day functions. Customer service (internal and external). Render professional customer services at the helpdesk. Assist technicians with the receipt of results, and delivery / collection of mail at the post office of imported plant material. Responsible for the maintenance of laboratory equipment.
<b><u>ENQUIRIES</u></b>	:	Mr NB Luvhimbi Tel No: (012) 309 8737
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6 <sup>th</sup> floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
<b><u>NOTE</u></b>	:	African, Indian and White Males and Persons with disabilities are encouraged to apply.
<b><u>POST 44/45</u></b>	:	<b><u>REGISTRY CLERK REF NO: 3/2/1/2022/684</u></b> Directorate: Quality Assurance and Administration
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05)
<b><u>CENTRE</u></b>	:	KwaZulu Natal (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
<b><u>DUTIES</u></b>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<b><u>ENQUIRIES</u></b>	:	Mr J Dayanand Tel No: (033) 341 2600
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and Coloured and White Females and Persons with disabilities are encouraged to apply.

<b><u>POST 44/46</u></b>	:	<b><u>FINANCE CLERK REF NO: 3/2/1/2022/660</u></b> Directorate: Financial and Supply Chain Management Services
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05)
<b><u>CENTRE</u></b>	:	KwaZulu Natal (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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 and allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
<b><u>ENQUIRIES</u></b>	:	Ms Y Macamba Tel No: (033) 264 9567
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
<b><u>NOTE</u></b>	:	African, Coloured and Indian Males and Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/47</u></b>	:	<b><u>SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/661</u></b> Directorate: Financial and Supply Chain Management Services
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05)
<b><u>CENTRE</u></b>	:	KwaZulu Natal (Pietermaritzburg)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Related Skills: Planning and organization skills, Computer literacy skills, Communications skills (verbal and written), Interpersonal relations and Flexibility. Ability to work within a team, work under pressure and meet deadlines.
<b><u>DUTIES</u></b>	:	Render demand management support. Provide administration support on functional planning and operations for demand management. Provide administration support on Terms of Reference (TORs) and specifications within the demand management. Administer requisitions and conduct market analysis. Provide effective document control, filing and administrative support. Render acquisition clerical support. Request and receive quotations. Compile draft documents as required. Compile and source requests for quotations for procurement of goods and services amounting up to R1 000 000.00 using the electronic departmental database (CSD). Check compliance of all procurement documents and processes. Open quotations and record on relevant systems / web sites. Arrange and facilitate evaluation process Compile comparative



		schedules for request above R30 000. Draft minutes for all supply chain management related matters. Compile documentation for approval. Draft appointment and regret letters and update registers. Provide secretariat support services to Bid Committees. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Render bid clerical support. Issue bid documents upon receipts of proof of payment. Record Bidders on opening certificate. File proposals.
<b><u>ENQUIRIES</u></b>	:	Mr B Magudulela Tel No: (033) 264 9587
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to Private Bag x 9132, Pietermaritzburg, 0001 or hand delivered to: 270 Jabu Ndlovu Street (formerly known as Loop Street).
<b><u>NOTE</u></b>	:	African, Coloured and Indian Males and Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/48</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 3/2/1/2022/669</u></b> Directorate: Inspection Services Re-advertisement, applicants who applied previously are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05)
<b><u>CENTRE</u></b>	:	kwaZulu Natal (Durban)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	Mr B Mgcoyi Tel No: (021) 431 7402
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<b><u>NOTE</u></b>	:	African, Indian and White Males and Persons with disabilities are encouraged to apply.
<b><u>POST 44/49</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: 3/2/1/2022/676</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning

<b><u>DUTIES</u></b>	:	and organising skills, computer literacy, good communication skills (verbal and written) and interpersonal relations. Flexibility and ability to work within a team. Implement human resource administration practices. Recruitment and Selection (advertisements, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.). Implement conditions of services (leave, housing, medical, injury. on duty, long service recognition, overtime, relocation, pension, allowances, Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) or etc.). Performance management. Termination of service. Address human resource administration enquiries. Respond to enquiries from internal and external clients.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P Ledwaba Tel No: (012) 337 3657
	:	Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6 <sup>th</sup> floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management.
<b><u>NOTE</u></b>	:	Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<b><u>POST 44/50</u></b>	:	<b><u>DRIVER / MESSENGER REF NO: 3/2/1/2022/679</u></b> Directorate: Examination, State and Land Reform Surveys Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R151 884 per annum (Level 04)
	:	Limpopo (Polokwane)
	:	Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Minimum of 7 months relevant experience. Job related knowledge: Knowledge of the city (ies) in which the function will be performed. Job related skills: Organising skills, Good communication skills (written and verbal), Interpersonal skills and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
<b><u>DUTIES</u></b>	:	Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Shai Tel No: (015) 284 6303
	:	Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered to: 61 Biccard street, Polokwane, 0700.
<b><u>NOTE</u></b>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

## DEPARTMENT OF BASIC EDUCATION

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our 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. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.*

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Ms N Monyela Tel No: (012) 357 3294/ Ms J Masipa Tel No: (012) 357 3295
- CLOSING DATE** : 09 December 2022
- NOTE** Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (Only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship, financial/asset records, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest and to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

## OTHER POST

- POST 44/51** : **DEPUTY DIRECTOR: SCHOOL SAFETY REF NO: DBE/61/2022**  
Branch: Social Mobilisation and Support Services  
Chief Directorate: Partnerships in Education  
Directorate: Safety in Education
- SALARY** : R908 502 per annum (Level 12), (all-Inclusive remuneration package)
- CENTRE** : Department of Basic Education (Pretoria)
- REQUIREMENTS** : Applicants must be in a possession of a three year relevant (NQF Level 6) post matric qualification in the social/human sciences (a relevant postgraduate qualification will be an added advantage); At least four (4) years relevant experience at supervisory level; Substantial experience in the design and management of programmes; Experience in monitoring and evaluation of programmes; An understanding of current education and/or school safety policies and trends; Strong conceptual and report writing skills, good communication, interpersonal and networking skills; A self-starter; Ability to liaise with officials at all levels of government and key stakeholders in the field; Ability to work independently as well as in a team; A valid driver's licence and be willing to travel extensively.
- DUTIES** : The successful candidate will develop policies, strategies and programmes to ensure safe and secure learning environments; Implement the national framework for school safety; Establish sustainable partnerships on school safety and creating safety nets for vulnerable children; Liaise and co-operate with Provincial Education Departments, National government departments, Universities, Research Organizations as well as NGOs and Civic Organizations; Monitor and evaluate policies, strategies and programmes to promote and maintain a rights culture including gender equity and an ethos of respect and non-violence; Extract, collate and communicate data from various sources into actionable insights; Build and maintain core reporting frameworks

**ENQUIRIES**  
**NOTE**

and create mapping visualisations and models using recognised geospatial and statistical analysis methods to improve the implementation of relevant safety programmes; Represent the Directorate both internally and externally as required; Liaise with and report to government departments and project funders; Manage internal and external partnerships.

- : Ms N Monyela Tel No: (012) 357 3294/ Ms J Masipa Tel No: (012) 357 3295
- : Applications are invited from appropriately qualified persons for this middle management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual and strategic leadership skills. The successful candidate will be responsible for the development and maintenance of policies, strategies and programmes aimed at ensuring safe and secure learning environments and the establishment of sustainable partnerships on school safety for learners and educators. Note: Shortlisted candidates may be required to make a presentation to the interview panel.

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 09 December 2022 (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 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). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

## OTHER POSTS

- POST 44/52** : **TRADESMAN AID REF NO: ARMYHQ/56/44/22/01 (X2 POSTS)**
- SALARY** : R128 166 per annum (Level 03)
- CENTRE** : SA Army Headquarters, Dequar Road, Pretoria
- REQUIREMENTS** : A minimum of Grade 8 or ABET L3 Special requirements (skills needed): Basic planning and organising skills. Be able to work independently and team work, good communication skills, and basic literacy.
- DUTIES** : Operate cleaning machinery and equipment. Provide a high standard of cleaning of offices ablution facilities. Ensure general hygiene, floor cleaning, washing of floor, scrubbing and polishing floors, windows, walls, carpets, furniture's, vacuuming of carpets removing of garbage from dustbin on the daily basis. Effective use of cleaning equipment to assist in performing mentioned duties/tasks. Cleaners will be utilised either at the offices or at mess.
- ENQUIRIES** : Major J. Manaka or Ms E.T. Nyakhulalini Tel No: 012 355 1516/1602
- APPLICATIONS** : Department of Defence, SA Army Headquarter, Private bag X 982, Pretoria, 0001 or may be hand delivered at SA Army Headquarters Unit Dequar Road.
- POST 44/53** : **SENIOR MEDIA OPERATOR REF NO: 10AAREG/56/44/22/02**
- SALARY** : R128 166 per annum (Level 03)
- CENTRE** : 10AA Regiment
- REQUIREMENTS** : A minimum of Grade 8 or ABET L3 Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level

		of complexity in operating it. Must have experience of photo copying machines. Knowledge on how to operate the different machines in a Media.
<b><u>DUTIES</u></b>	:	Cleaning and up keeping of photo copy machines in Media. Report any damages/losses immediately to Media Coordinator. Cleaning of reproduction section. Accurateness with reproduction process. Neatness with reproduction process. Correct placing of work in sorters/folding machines. Completed work must be placed in correct section of units.
<b><u>ENQUIRIES</u></b>	:	Captain E.S. Letlalo/Lt O.O. Jagers Tel No: 053 530 1300/3400/3481
<b><u>APPLICATIONS</u></b>	:	Department of Defence, 10 Anti-Aircraft Regiment, Private Bag X5056, Diskobolos, 8325 or Hand deliver at Reception 10AA Regiment Diskobolos, Kimberley
<b><u>POST 44/54</u></b>	:	<b><u>DRIVER REF NO: SCHLOFARMR/56/44/22/03</u></b>
<b><u>SALARY</u></b>	:	R128 166 per annum (Level 03)
<b><u>CENTRE</u></b>	:	School Of Armour
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 9 or ABET L4. Special requirements (Skills needed): To have knowledge of transport procedure and processes, communication, time management, and interpersonal skills. Must have a valid South African Code 10 (C1) driving license, with 0 (zero) restrictions. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of driving skills and maintenance of the vehicle.
<b><u>DUTIES</u></b>	:	The collecting and delivering of post and related parcels. Checking of serviceability of the vehicles. Report any defaults (report all faults to your immediate supervisor) in mechanical of a vehicles immediately. Operate government vehicle with care and caution. Must ensure compliance to prescribed safety measures. Transport seniors' employees daily between offices/ units/ building and to meetings with the clients. Ensure compliance to road /traffic acts and prescripts. Display good driving skills/ good sense of direction. Ensure the safe storage, cleaning and routine maintenance of the vehicle. Ability to work in a team and individually and maintain good working relations with other members.
<b><u>ENQUIRIES</u></b>	:	WO2 S. Du Preez: Tel No: 051-402 1739.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, School of Armour, Private Bag X40004, Tempe, 9318 or you may hand deliver to Physical address at reception.
<b><u>POST 44/55</u></b>	:	<b><u>CLEANER II REF NO: SCHLOFARMR/56/44/22/04</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	School of Armour
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Must be able to perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, hardworking, must be able to work shifts, must be able to receive and perform tasks.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<b><u>ENQUIRIES</u></b>	:	WO2 S. Du Preez: Tel No: 051-402 1739
<b><u>APPLICATIONS</u></b>	:	Department of Defence, School of Armour, Private Bag X40004, Tempe, 9318 or you may hand deliver to Physical address at reception.
<b><u>POST 44/56</u></b>	:	<b><u>GROUNDSMAN II: REF NO: 1SPECVVCBN/56/44/22/05</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	1 Special Services Bn
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of

	health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Ability to prioritise and organise work. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<b><u>DUTIES</u></b>	: Cultivate garden areas. Maintaining cleanliness of outside terrains. Preparing soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Removal of alien vegetation. Planting flowers, trees and shrubs. Watering of lawns, landscapes and gardens. Monitoring and maintain plant health. Ensuring proper upkeep of sidewalks, parking lots, fountains, fences, planters and benches as well as grounds keeping equipment. Removal of refuse. Practicing pest control. Assisting with preparing grounds for functions and parades. Handling and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Checking serviceability of equipment and machinery and report defects. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES</u></b>	: WO2 T. Ramsden Tel: 051-402 1406
<b><u>APPLICATIONS</u></b>	: Department of Defence, 1 Special Service Battalion, Private Bag X40005, Tempe, 9318 or Hand deliver at Reception
<b><u>POST 44/57</u></b>	: <b><u>CLEANER II: REF NO: 1SPECSVCBN/56/44/22/06</u></b>
<b><u>SALARY</u></b>	: R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	: 1 Special Services Bn, Bloemfontein
<b><u>REQUIREMENTS</u></b>	: A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness.
<b><u>DUTIES</u></b>	: Perform cleaning related duties in offices and other facilities as determined by Supervisor (Include sweeping of floors, scrubbing and polishing all landings and alleyways, polishing of furniture, vacuuming of carpets, washing down of walls / tiles and window sills, window cleaning, cleaning of vehicles and sweeping of sidewalks. Vacuum of facilities, clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, and regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required). Clean ablution facilities. Report and defects in the work place to immediate supervisor. Providing a domestic and hygiene cleaning service. Observing OHASA regulations.
<b><u>ENQUIRIES</u></b>	: WO2 T. Ramsden: Tel No: 051-402 1406
<b><u>APPLICATIONS</u></b>	: Department of Defence, 1 Special Service Battalion, Private Bag X40005, Tempe, 9318, Bloemfontein or Hand delivered.
<b><u>POST 44/58</u></b>	: <b><u>MESSENGER REF NO: ARMRFMN/56/44/22/07</u></b>
<b><u>SALARY</u></b>	: R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	: SA Army Armour FMN HQ, Pretoria
<b><u>REQUIREMENTS</u></b>	: A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic Numeracy, basic interpersonal relationship, interpersonal skills, organising skills, basic literacy and computer skills. Must have a valid South African Code 8 (EB) driving license, with 0 (zero) restrictions.
<b><u>DUTIES</u></b>	: The successful candidate will be expected to perform the following duties: Fetch and deliver post, packages, files and submissions to and from pre-identified addresses. Deliver and collect files and documents within the directorate. Distribute and collect documents/articles within the directorate/unit.

		Update and maintain the register iro documents delivered/received. Travel to delivery destinations on foot, by bicycle or car. Assist from time to time with the execution of filing functions attached to the registry office. Assist with functions in the registry environment. Keep a register of files/documents/letters delivered and received.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms S.B. Bambo Tel No: 012 355 2891
	:	Department of Defence, SA Army Armour Formation, Private Bag X172, Pretoria, 0001 or hand deliver to Corner of Patriot and Koraalboom Str, Sebokeng Building, Pretoria, 0001.
<b><u>POST 44/59</u></b>	:	<b><u>CLEANER II REF NO: 1TANKREGT/56/44/22/08 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	1 SA Tank Regt
	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Endurance, consequent, punctual, loyalty, integrity innovative and neatness.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required). Clean ablution facilities. Report and defects in the work place to immediate supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	WO2 T. Ramsden Tel No: 051 402 1406
	:	Department of Defence, 1 Special Service Battalion, Private Bag X40005, Tempe, 9318 or Hand deliver at Reception
<b><u>POST 44/60</u></b>	:	<b><u>CLEANER II REF NO: SCHLOFARTY/56/44/22/09 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	School Of Artillery
	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Endurance, consequent, punctual, loyalty, integrity innovative and neatness.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required). Clean ablution facilities. Report and defects in the work place to immediate supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lt T.Z. Makhalemele Tel No: 018-289 3812
	:	Department of Defence, School of Artillery Private Bag X2005, Noordbrug, Potchefstroom, 2522. Hand delivery: Klipdrift Military Base
<b><u>POST 44/61</u></b>	:	<b><u>CLEANER II: REF NO: 4ARTYREG/56/44/22/10</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	4 Artillery Regiment, Potchefstroom
	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy



		skills. Perform cleaning duties. Endurance, consequent, punctual, loyalty, integrity innovative and neatness.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required). Clean ablution facilities. Report and defects in the work place to immediate supervisor.
<b><u>ENQUIRIES</u></b>	:	Lt D. Mphailane/WO2 T.D. Makhene Tel No: 018-289 4051/4013
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army 4 Artillery Regiment, Private Bag X2003, Potchefstroom, Noordbrug, 2522. Or hand deliver to 4 Artillery Regiment Military Base.
<b><u>POST 44/62</u></b>	:	<b><u>MESSENGER REF NO: ARTYFMN/56/44/22/11</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army Arty FMN HQ, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4.Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic Numeracy, basic interpersonal relationship, interpersonal skills, organising skills, basic literacy and computer skills. Must have a valid South African Code 8 (EB) driving license, with 0 (zero) restrictions.
<b><u>DUTIES</u></b>	:	The successful candidate will be expected to perform the following duties: Fetch and deliver post, packages, files and submissions to and from pre-identified addresses. Deliver and collect files and documents within the directorate. Distribute and collect documents/articles within the directorate/unit. Update and maintain the register iro documents delivered/received. Travel to delivery destinations on foot, by bicycle or car. Assist from time to time with the execution of filing functions attached to the registry office. Assist with functions in the registry environment. Keep a register of files/documents/letters delivered and received.
<b><u>ENQUIRIES</u></b>	:	Lt Col P.V. Tengan Tel No: 012 355-2881 Ms T.N. Nkoana Tel No: 012 355-2657
<b><u>APPLICATIONS</u></b>	:	Department of Defence & Military Veterans, SA Army Artillery Formation, Private Bag X172, Pretoria, 0001. Hand delivery address: Cnr Patriot & Koraalboom str, Sebokeng complex, Pretoria.
<b><u>POST 44/63</u></b>	:	<b><u>GROUNDSMAN REF NO: 1CONSREG/56/44/22/12 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	1 Construction Regiment (Dunnottar)
<b><u>REQUIREMENTS</u></b>	:	A minimum of ABET Level 1-4 (or Grade 3-9) Special requirements (skills needed): Communicate in English, Basic knowledge of Health and Safety procedures.
<b><u>DUTIES</u></b>	:	Ensure that Grounds surfaces are neat and clean. Render basic gardening services. Cultivate garden areas. Prepare soil for the planting of plants. Maintain flowers by fertilizing, irrigating, weeding and pruning. Keeping register of the amount worked for each Lawn Mower. Adhere to strict security when handling equipment's. Load and unload various items and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps. Maintain neatness of the base.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, 1 Construction Regiment, P.O. Box 1049 Dunnottar, 1590
<b><u>ENQUIRIES</u></b>	:	Capt S. Jonas Tel No: 011 730 3111
<b><u>POST 44/64</u></b>	:	<b><u>CLEANER REF NO: 1CONREG/56/44/22/13</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	1 Construction Regiment (Dunnottar)
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4.Special requirements (skills needed): Communicate in English.
<b><u>DUTIES</u></b>	:	Ensure that Offices are clean, wash, wipe, dust, and polish office floors if needed, entertainment areas, accommodation, and kitchen area. Wash windows, walls. Polish furniture and office equipment, clean carpets. Maintain of hygiene environment. Maintenance offices and polish all the furniture's. Sweep passages and sidewalks, removal of refuse.

<b><u>ENQUIRIES</u></b>	:	Capt S. Jonas Tel No: 011 730 3111
<b><u>APPLICATIONS</u></b>	:	Department of Defence: 1 Construction Regiment, P.O. Box 1049, Dunnottar, 1590
<b><u>POST 44/65</u></b>	:	<b><u>PLAN PRINTER REF NO: ENGFMN/56/44/22/14</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army Engineer Formation (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A minimum of ABET Level 1-4 or Grade3-9. Previous Messenger experience will be an advantage. Special requirements (skills needed): Communicate in English, Basic knowledge of Administration.
<b><u>DUTIES</u></b>	:	Operate the photocopier and printer machines, Printing, Binding and laminating of documents, Provide counter queries, Perform minor maintenance of photocopier and printer machine and make acquisition of photocopying and printing materials.
<b><u>ENQUIRIES</u></b>	:	WO2 J.V. Blaar Tel No: 012 671 6126
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Sa Army Engineer Formation, Private bag X08, Thaba Tshwane, 0143
<b><u>POST 44/66</u></b>	:	<b><u>GROUNDSMAN II REF NO: INFSCHL/56/44/22/15 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Infantry School, Oudtshoorn
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4.Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Maintain general appearance of shooting range and immediate surroundings. Assist with maintenance on shooting related equipment and facilities. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES</u></b>	:	Capt. T.L. Swarts Tel No: 044 203 4029.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army Infantry School, Private Bag X643, Oudtshoorn, 6620 or may be hand delivered to Park Road Oudtshoorn, Western Cape.
<b><u>POST 44/67</u></b>	:	<b><u>GROUNDSMAN II REF NO: INFSCHL/56/44/22/16 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Infantry School, Oudtshoorn.
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4.Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES</u></b>	:	Capt. T.L. Swarts Tel No: 044 203 4029.

<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army Infantry School, Private Bag X643, Oudtshoorn, 6620 or may be hand delivered to Park Road Oudtshoorn, Western Cape.
<b><u>POST 44/68</u></b>	:	<b><u>TRADESMAN AID II (HAIRDRESSER) REF NO: INFSCHL/56/44/22/17 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Infantry School, Oudtshoorn
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Diploma or related qualification in Hair care, cutting and sculpt health management. Ability communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity innovative and neatness.
<b><u>DUTIES</u></b>	:	Hair care, cutting and sculpt health management. Maintenance of clerical equipment. Be able to find faults on electrical equipment and appliances. Do spot check on electrical appliances and equipment and
<b><u>ENQUIRIES</u></b>	:	Capt. T.L. Swarts Tel No: 044 203 4029
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army Infantry School, Private Bag X643, Oudtshoorn, 6620 or may be hand delivered to Park Road Oudtshoorn, Western Cape.
<b><u>POST 44/69</u></b>	:	<b><u>CLEANER II REF NO: INFSCHL/56/44/22/18 (X9 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Infantry School, Oudtshoorn
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, Hardworking, must be able to work shifts, must be able to receive and perform tasks.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<b><u>ENQUIRIES</u></b>	:	Capt. T.L. Swarts Tel No: 044 203 4029.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army Infantry School, Private Bag X643, Oudtshoorn, 6620 or may be hand delivered to Park Road Oudtshoorn, Western Cape.
<b><u>POST 44/70</u></b>	:	<b><u>CLEANER II: REF NO: INTFMN/56/44/22/19</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army Int FMN HQ, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Endurance, consequent, punctual, loyalty, integrity innovative and neatness.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean

		toilet, regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required). Clean ablution facilities. Report and defects in the work place to immediate supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Major M.D.D. Vilakasi/Captain S.P. Kunene: Tel No: 012-355 2709/2730
	:	SA Army Intelligence Formation, Private Bag X172, Pretoria, 0001 or may be hand-delivered at SA Army Intelligence Formation, Corner of Patriot and Koraalboom Str, Sebokeng Building, Pretoria, 0001
<b><u>POST 44/71</u></b>	:	<b><u>MESSENGER REF NO: SIGFMN/56/44/22/20</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 03)
	:	SA Army Signal Formation MOD Signal Unit, Pretoria
	:	A minimum of ABET Level 1 – 4/Grade 3 – 9. Special requirements (skills needed): Basic Numeracy; Basic interpersonal relationship; organising skills and basic literacy skills.
<b><u>DUTIES</u></b>	:	The successful candidate will be expected to perform the following duties: Fetch and deliver documents and articles, Assist in the registration/registry division; Update register of documents delivered/ received. Assist with registry functions as requested.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs C.S. van Schalkwyk Tel No: 012 355-5629
	:	Department of Defence, SA Army Signal Formation, MOD Signal Unit, Private Bag X 161, Pretoria, 0001.
<b><u>POST 44/72</u></b>	:	<b><u>GROUNDSMAN II REF NO: ASBBLOEM/56/44/22/21 (X5 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	ASB Bloemfontein
	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maj V.L. Fokase/Capt N.P. Nhlapo Tel No: 051 402 1120/1093.
	:	Department of Defence, Army Support Base Bloemfontein, Private Bag X20599, Bloemfontein, Free State, 9318 or may be hand delivered to Army Support Base Bloemfontein, Nelson Mandela Drive, Universitas, Bloemfontein, 9301.
<b><u>POST 44/73</u></b>	:	<b><u>CLEANER II REF NO: ASBBLOEM/56/44/22/22 (X5 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	ASB Bloemfontein
	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (Include sweeping of floors, scrubbing and polishing all landings and alleyways, polishing of furniture, vacuuming of carpets, washing down of walls / tiles and window sills, window cleaning, cleaning of vehicles and sweeping of sidewalks. Vacuum of facilities, clean and dust office furniture on

		a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, and regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required). Clean ablution facilities. Report and defects in the work place to immediate supervisor. Providing a domestic and hygiene cleaning service. Observing OHASA regulations.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maj V.L. Fokase/Capt Seobi Tel No: 051 402 1120/1093
	:	Department of Defence, Army Support Base Bloemfontein, Private Bag X20599, Bloemfontein, Free State, 9318 or may be hand delivered to Army Support Base Bloemfontein, Nelson Mandela Drive, Universitas, Bloemfontein, 9301.
<b><u>POST 44/74</u></b>	:	<b><u>GROUNDSMAN II REF NO: ASBJHB/56/44/22/23 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	ASB Johannesburg
	:	A minimum of Grade 3-9 or ABET L1-4.Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Knowledge of gardening and maintenance of equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lt N. Ngozi/WO2 L. Tladi Tel No: 011 212 5727/5735
	:	Department of Defence, Army Support Base Johannesburg, Private Bag X19, Lenasia, 1820, or may be hand delivered to Army Support Base Johannesburg, No 1 Lenasia Drive, Lenasia, 1821.
<b><u>POST 44/75</u></b>	:	<b><u>STORES GENERAL ASST II: REF NO: ASBJHB/56/44/22/24</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	ASB Johannesburg
	:	A minimum of Grade 3-9 or ABET L1-4.Special requirements (skills needed): Communicate in English, Basic knowledge of Health and Safety procedures. Endurance, consequent, punctual, loyalty, integrity innovative and neatness.
<b><u>DUTIES</u></b>	:	To receive and sort equipment from Transito. Bin numbers allocation to items without bins. Record all items received in the register. All documents must be taken to the chief warehouseman for signature. Store the equipment maintenance. Dispatch the equipment and material. Record all items dispatched in the register. Ensure person receiving the items signs for it. Keep the warehouse neat.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lt N. Ngozi/WO2 L. Tladi Tel No: 011 212 5727/5735
	:	Department of Defence, Army Support Base Johannesburg, Private Bag X19, Lenasia, 1820, or may be hand delivered to Army Support Base Johannesburg, No1 Lenasia Drive, Lenasia, 1821.
<b><u>POST 44/76</u></b>	:	<b><u>CLEANER II REF NO: ASBJHB/56/44/22/25 (X7 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	ASB Johannesburg
	:	A minimum of Grade 3-9 or ABET L1-4.Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness.

		Bilingual, hardworking, must be able to work shifts, must be able to receive and perform tasks.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<b><u>ENQUIRIES</u></b>	:	Lt N. Ngozi/WO2 L. Tladi Tel No: 011 212 5727/5735
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Army Support Base Johannesburg, Private Bag X19, Lenasia, 1820, or may be hand delivered to Army Support Base Johannesburg, No1 Lenasia Drive, Lenasia, 1821.
<b><u>POST 44/77</u></b>	:	<b><u>GROUNDSMAN II: REF NO: ASBKZN/56/44/22/26</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	ASB KZN, Bluff
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4.Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES</u></b>	:	Lt Col S.V. Ndlovu Tel No: 031 451 0007
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Army Support Base KZN, Private Bag X12, Durban, 4030, or hand delivered to Army Support Base KZN, 81 Sailkot Cres Merewent, Bluff, 4052.
<b><u>POST 44/78</u></b>	:	<b><u>CLEANER II REF NO: ASBKZN/56/44/22/27</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	ASB KZN, Bluff
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4.Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, hardworking, must be able to work shifts, must be able to receive and perform tasks.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<b><u>ENQUIRIES</u></b>	:	Lt Col S.V. Ndlovu Tel No: 031 451 0007
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Army Support Base KZN, Private Bag X12, Durban, 4030, or hand delivered to Army Support Base KZN, 81 Sailkot Cres Merewent, Bluff, 4052.

<b><u>POST 44/79</u></b>	:	<b><u>GROUNDSMAN II REF NO: ASBKZN/56/44/22/28 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	ASB KZN, Bluff
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES</u></b>	:	Lt Col S.V. Ndlovu Tel No: 031 451 0007
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Army Support Base KZN, Private Bag X12, Durban, 4030, or hand delivered to Army Support Base KZN, 81 Sailkot Cres Merewent, Bluff, 4052.
<b><u>POST 44/80</u></b>	:	<b><u>FOOD SERVICE AID II REF NO: ASBKZN /56/44/22/29 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	ASB KZN, Bluff
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate leaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills.
<b><u>DUTIES</u></b>	:	Perform cleaning duties. Be able to work shifts and have a good working relations with others. Endurance, consequent, punctual, loyalty, integrity innovative and neatness. Duties: Assists waiters by cleaning the kitchen and equipment. Ensure that mess surrounding is kept neat at all the time. Setting of tables before meal times. Report broken cleaning material and equipment.
<b><u>ENQUIRIES</u></b>	:	Lt Col S.V. Ndlovu Tel No: 031 451 0007
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Army Support Base KZN, Private Bag X12, Durban, 4030, or hand delivered to Army Support Base KZN, 81 Sailkot Cres Merewent, Bluff, 4052.
<b><u>POST 44/81</u></b>	:	<b><u>CLEANER II REF NO: ASBKZN/56/41/22/30 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	ASB KZN, Bluff
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Endurance, consequent, punctual, loyalty, integrity innovative and neatness.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required). Clean ablution facilities. Report and defects in the work place to immediate supervisor.
<b><u>ENQUIRIES</u></b>	:	Lt Col S.V. Ndlovu Tel No: 031 451 0007

<b><u>APPLICATIONS</u></b>	:	Department of Defence, Army Support Base KZN, Private Bag X12, Durban, 4030, or hand delivered to Army Support Base KZN, 81 Sailkot Cres Merewent, Bluff, 4052.
<b><u>POST 44/82</u></b>	:	<b><u>GROUNDSMAN II REF NO: ASBWC/56/44/22/31 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	ASB WC, Youngsfield
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES</u></b>	:	Capt A.M. Kabai / WO2 T. Mandela Tel No: 021 787 1569 / 1525
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Army Support Base Western Cape, Private Bag X1, Kenwyn, 7790, or hand delivered to Army Support Base Western Cape, Youngsfield Military Base, Kenwyn.
<b><u>POST 44/83</u></b>	:	<b><u>CLEANER II REF NO: ASBWC/56/44/22/32 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	ASB WC, Youngsfield
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Apply OHS measures where required. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, hardworking, must be able to work shifts, must be able to receive and perform tasks.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices). Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required. Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<b><u>ENQUIRIES</u></b>	:	Capt A.M. Kabai / WO2 T. Mandela Tel No: 021 787 1569 / 1525
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Army Support Base Western Cape, Private Bag X1, Kenwyn, 7790, or hand delivered to Army Support Base Western Cape, Youngsfield Military Base, Kenwyn.
<b><u>POST 44/84</u></b>	:	<b><u>STORES GENERAL ASST II REF NO: ASBWC/56/44/22/33 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	ASB WC, Youngsfield
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Previous warehouse experience will be an advantage. Special requirements (skills needed): Communicate in English, Basic knowledge of Health and Safety procedures.
<b><u>DUTIES</u></b>	:	To receive and sort equipment from Transito in warehouse. Bin numbers allocation to items without bins. Record all items received in the register. All documents must be taken to the chief warehouseman for signature. Store the equipment maintenance. Dispatch the equipment and material. Record all



		items dispatched in the register. Ensure person receiving the items signs for it. Keep the warehouse neat. Endurance, consequent, punctual, loyalty, integrity innovative and neatness.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Capt A.M. Kabai / WO2 T. Mandela Tel No: 021 787 1569 / 1525
	:	Department of Defence, Army Support Base Western Cape, Private Bag X1, Kenwyn, 7790, or hand delivered to Army Support Base Western Cape, Youngsfield Military Base, Kenwyn.
<b><u>POST 44/85</u></b>	:	<b><u>CLEANER II REF NO: ASBWC/56/44/22/34 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	ASB WC, Youngsfield.
	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Endurance, consequent, punctual, loyalty, integrity innovative and neatness.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required). Clean ablution facilities. Report and defects in the work place to immediate supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Capt A.M. Kabai / WO2 T. Mandela, Tel No: 021 787 1569 / 1525
	:	Department of Defence, Army Support Base Western Cape, Private Bag X1, Kenwyn, 7790, or hand delivered to Army Support Base Western Cape, Youngsfield Military Base, Kenwyn.
<b><u>POST 44/86</u></b>	:	<b><u>CLEANER II REF NO: JSBGARR/56/44/22/35 (X8 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	JSB Garrison, Thaba Tshwane
	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Endurance, consequent, punctual, loyalty, integrity innovative and neatness.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required). Clean ablution facilities. Report and defects in the work place to immediate supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lt Col G.V. Mositi Tel: 012 684 2198 or Ms M.T.P. Lekgetho Tel: 012 684 2029
	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand delivered to Army Support Base Garrison, No 1 Van Riebeeck Road, Thaba Tshwane, Pretoria, 0001.
<b><u>POST 44/87</u></b>	:	<b><u>GROUNDSMAN II REF NO: JSBGARR/56/44/22/36 (X13 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	JSB Garrison, Thaba Tshwane
	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Perform cleaning duties. Working relations with others. Endurance,

		consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES</u></b>	:	Lt Col G.V. Mositi Tel No: 012 684 2198 or Ms M.T.P. Lekgetho Tel No: 012 684 2029
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand delivered to Army Support Base Garrison, No 1 Van Riebeeck Road, Thaba Tshwane, Pretoria, 0001.
<b><u>POST 44/88</u></b>	:	<b><u>FOOD SERVICE AID II: REF NO: ARMYCOMTRG/56/44/22/37</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army Combat Training Centre, Lohatla
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate leaning machines Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills.
<b><u>DUTIES</u></b>	:	Perform cleaning duties. Be able to work shifts and have a good working relations with others.
<b><u>ENQUIRIES</u></b>	:	Maj A.B. Moratiwa Tel No: 053 321 2067/8/9 WO2 S.N. de Beer Tel No: 053 321 2115
<b><u>APPLICATIONS</u></b>	:	Department of Defence. SA Army Combat Centre, Private Bag x3001, Postmasburg, 8420
<b><u>POST 44/89</u></b>	:	<b><u>FOOD SERVICE AID II: REF NO: ARMYCOL/56/44/22/38</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army College, Thaba Tshwane
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skill needed): Be able to communicate in English and able to work after hours when unit is hosting certain function.
<b><u>DUTIES</u></b>	:	Ensure the dining hall is clean at all times, tables are clean, clean and set correctly according to the menus. Fold the serviettes. Ensure cutlery, serviettes condiments, butter and assorted jams are available on the tables. Ensure that the jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report all losses, damages and theft observed. Wash dirty dishes. Clean kitchen, equipment and appliances. Keep a high standard of hygiene in all daily tasks. Prepare for functions. Prepare tea/coffee during conferences/meetings per instruction that will be given to you.
<b><u>ENQUIRIES</u></b>	:	Major T.P. Papi Tel No: 012 674 4078. Lieutenant M.J. Bobe Tel No: 012 674 4011
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army College, Private Bag x1002, Thaba Tshwane, 0143.
<b><u>POST 44/90</u></b>	:	<b><u>FOOD SERVICE AID REF NO: ARMYCOL/56/44/22/39</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army College, Thaba Tshwane
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Good communication and interpersonal relationship skills.
<b><u>DUTIES</u></b>	:	Ensure the dining hall is clean at all times, tables are clean, clean and set correctly according to the menus. Fold the serviettes. Ensure cutlery, serviettes condiments, butter and assorted jams are available on the tables. Ensure that the jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report all losses, damages and theft observed. Wash dirty dishes. Clean kitchen, equipment and appliances. Keep a high standard of hygiene in all daily tasks. Prepare for functions. Prepare tea/coffee during conferences/meetings per instruction that will be given to you.

<b><u>ENQUIRIES</u></b>	:	Major T.P. Papi Tel No: 012 674 4078. Lieutenant M.J. Bobe Tel No: 012 674 4011
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army College, Private Bag x1002, Thaba Tshwane, 0143
<b><u>POST 44/91</u></b>	:	<b><u>GROUNDSMAN REF NO: 3SAIBN/56/44/22/40</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	3 South African Infantry Battalion, Kimberley, Northern Cape
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas.
<b><u>ENQUIRIES</u></b>	:	Major K.G. Nteo Tel No: 053-830 3528, Captain N.N. Mathe Tel No: 053-830 3520/31
<b><u>APPLICATIONS</u></b>	:	Department of Defence, 3 South African Infantry Battalion, Private Bag x 5056, Midlands, 8325
<b><u>POST 44/92</u></b>	:	<b><u>CLEANER REF NO: 3SAIBN/56/44/22/41</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	3 South African Infantry Battalion, Kimberley, Northern Cape
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4.
<b><u>DUTIES</u></b>	:	Ensure the upholding and maintenance of hygiene. Clean offices, entertainment areas, and accommodation, kitchen and mess areas. Clean, shine, wash, wipe, dust, scrub and polish of floors, windows, walls, carpets, furniture, frames, tiles and office equipment. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. Report any defects in the workplace.
<b><u>ENQUIRIES</u></b>	:	Captain N.N. Mathe Tel No: 053-830 3520/31, Major K.G. Nteo Tel No: 053-830 3528
<b><u>APPLICATIONS</u></b>	:	Department of Defence, 3 South African Infantry Battalion, Private Bag x 5056, Midlands, 832
<b><u>POST 44/93</u></b>	:	<b><u>CLEANER REF NO: 3SAIBN/56/44/22/42</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	3 South African Infantry Battalion, Kimberley, Northern Cape
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines Ability to perform routine tasks. Ability to work in team and individually.
<b><u>DUTIES</u></b>	:	Ensure the upholding and maintenance of hygiene. Clean offices, entertainment areas, and accommodation, kitchen and mess areas. Clean, shine, wash, wipe, dust, scrub and polish of floors, windows, walls, carpets, furniture, frames, tiles and office equipment. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. Report any defects in the workplace.
<b><u>ENQUIRIES</u></b>	:	Major K.G. Nteo Tel No: 053-830 3528, Captain N.N. Mathe Tel No: 053-830 3520/31
<b><u>APPLICATIONS</u></b>	:	Department of Defence, 3 South African Infantry Battalion, Private Bag x 5056, Midlands, 8325
<b><u>POST 44/94</u></b>	:	<b><u>FOOD SERVICE AID REF NO: ARMYGYM/56/44/22/43</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army Gymnasium, Heidelberg

<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety.
<b><u>DUTIES</u></b>	:	Ensure the dining hall is clean at all times, tables are clean, clean and set correctly according to the menus. Fold the serviettes. Ensure cutlery, serviettes condiments, butter and assorted jams are available on the tables. Ensure that the jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report all losses, damages and theft observed. Wash dirty dishes. Clean kitchen, equipment and appliances. Keep a high standard of hygiene in all daily tasks. Prepare for functions. Prepare tea/coffee during conferences/meetings per instruction that will be given to you
<b><u>ENQUIRIES</u></b>	:	Maj M.D. Sejake Tel No: 016 340 2272 or WO1 A. Kachelhoffer Tel No: 016 340 2065
<b><u>APPLICATIONS</u></b>	:	SA Army Gymnasium, Private Bag H613, Heidelberg, Gauteng, 1438
<b><u>POST 44/95</u></b>	:	<b><u>CLEANER GR II REF NO: ARMYGYM/56/44/22/44</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army Gymnasium, Heidelberg
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (skills needed): Good communication and interpersonal relationship skills.
<b><u>DUTIES</u></b>	:	To monitor and execute an effective cleaning service in the accommodation, public areas and lounges as well as kitchen areas of the Hospitality Services. Execute the cleaning program to ensure the cleaning of all facilities. Inspect areas of responsibility. Request, use and maintain cleaning equipment and material. Control the safekeeping of cleaning equipment and cleaning material. Provide guidance in the usage of cleaning equipment and cleaning material. Monitor and execute the cleaning of offices, entertainment areas, and accommodation, kitchen and mess areas. Monitor and execute the cleaning, shining, washing, wiping, dusting, scrubbing, and polishing of floors, windows, walls, carpets, furniture, frames, tiles and office equipment. Monitor and execute the vacuuming of carpets. Monitor and execute the removal of garbage on a daily basis. Monitor and execute the cleaning of ablution facilities.
<b><u>ENQUIRIES</u></b>	:	Maj M.D. Sejake, Tel 016 340 2272 / WO1 A. Kachelhoffer, Tel 016 340 2065
<b><u>APPLICATIONS</u></b>	:	SA Army Gymnasium, Private Bag H613, Heidelberg, Gauteng, 1438
<b><u>POST 44/96</u></b>	:	<b><u>FOOD SERVICE AID REF NO: ARMYGYM/56/44/22/45</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army Gymnasium, Heidelberg
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (skills needed): Good communication and interpersonal relationship skills.
<b><u>DUTIES</u></b>	:	Ensure the dining hall is clean at all times, tables are clean, clean and set correctly according to the menus. Fold the serviettes. Ensure cutlery, serviettes condiments, butter and assorted jams are available on the tables. Ensure that the jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report all losses, damages and theft observed. Wash dirty dishes. Clean kitchen, equipment and appliances. Keep a high standard of hygiene in all daily tasks. Prepare for functions. Prepare tea/coffee during conferences/meetings per instruction that will be given to you.
<b><u>ENQUIRIES</u></b>	:	Maj M.D. Sejake Tel No: 016 340 2272 / WO1 A. Kachelhoffer Tel No: 016 340 2065
<b><u>APPLICATIONS</u></b>	:	SA Army Gymnasium, Private Bag H613, Heidelberg, Gauteng, 1438
<b><u>POST 44/97</u></b>	:	<b><u>TRADESMAN AID II (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Regional WKSP, Gauteng: Mechanical Repair Ref No: REGWKSPGP/56/44/22/46A (X3 Posts) Tyre Repair Ref No: REGWKSPGP/56/44/22/46B (X1 Post) Textiles & Fabric Ref No: REGWKSPGP/56/44/22/46C (X1 Post) Panel beating Ref No: REGWKSPGP/56/44/22/46D (X2 Posts) Lifting Machines Ref No: REGWKSPGP/56/44/22/46E (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): To have knowledge of transport procedure processes, knowledge of gardening and maintenance of equipment. Basic knowledge of health and safety.

		Knowledge of basic maintenance of machinery with low level of complexity in operating it. Time management, and interpersonal skills. Ability to communicate effectively (verbal) in English. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Ability to prioritise and organise work. Endurance, consequent, punctual, loyalty, integrity and practical. Maintain good working relations with others.
<b><u>DUTIES</u></b>	:	Cleaning and preparing the objects on which work is to be done. Carrying tools and handing them over when it is needed. Giving aid with the physical performance of the artisan / technician / handyman task. Performing simplistic artisan / technician / handyman tasks themselves. Analysis serviceability of equipment and machinery and report defects. Maintain neatness of work areas. Properly maintain equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Capt M.P. Ncube Tel No: 012 671 0553, Lt P.A. Tsolo Tel No: 012 671 0554
	:	Department of Defence, Regional Workshop Gauteng, Private Bag X1043, Lyttleton, 0140 or may be hand delivered to Department of Defence, Regional Workshop Gauteng, Trichardt Road, Tekbase, Lyttleton, 0140.
<b><u>POST 44/98</u></b>	:	<b><u>CLEANER REF NO: SIGFMN/56/44/22/47</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	SA Army Signal Formation, Eastern Cape Signal Unit, and Port Elizabeth.
	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organizing skills. Communicate effectively.
<b><u>DUTIES</u></b>	:	Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. The loading and unloading of trucks.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms C.W. Turner Tel No: 041 505 1186.
	:	Department of Defence, SA Army Signal Formation, Eastern Cape Signal Unit, P.O. Box 438, Humewood, Port Elizabeth, 6013.
<b><u>POST 44/99</u></b>	:	<b><u>CLEANER REF NO: JSBWOND/56/44/22/48 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	JSB Wonderboom, Pretoria
	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (skills needed): Knowledge of cleaning equipment. Planning-, negotiation, interpersonal and organizing skills. Communicate effectively.
<b><u>DUTIES</u></b>	:	Clean, shine, wipe, dust, scrub and polish floors of offices, entertainment areas, accommodation, kitchen and mess areas. Wash windows, walls and carpets. Vacuum carpets. Remove refuse on a daily basis. Clean ablution facilities. The loading and unloading of trucks.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Capt L.K. Mnisi Tel No: 012 529 0440
	:	Department of Defence, JSB Wonderboom, Private Bag X 01, Doornpoort, 1700.
<b><u>POST 44/100</u></b>	:	<b><u>STORES GENERAL ASST II REF NO: REGWKSPGP/56/44/22/49</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	Regional WKSP Gauteng
	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Previous warehouse experience will be an advantage. Communicate in English, Basic knowledge of Health and Safety procedures, Physical strength and fitness. Endurance, consequent, punctual, loyalty, integrity innovative and neatness.
<b><u>DUTIES</u></b>	:	To receive and sort equipment from Transito. Record all items received in the register. All documents must be taken to the chief warehouseman for signature. Dispatch the equipment and material. Record all items dispatched in the register. Ensure person receiving the items signs for it. Handle loss administration. Keep the warehouse neat.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Capt M.P. Ncube Tel No: 012 671 0553, Lt P.A. Tsolo Tel No: 012 671 0554
	:	Department of Defence, Regional Workshop Gauteng, Private Bag X1043, Lyttleton, 0140 or may be hand delivered to Department of Defence, Regional Workshop Gauteng, Trichardt Road, Tekbase.

<b><u>POST 44/101</u></b>	:	<b><u>CLEANER GR II REF NO: ARMYHQ/56/44/22/50 (X16 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army Headquarters, Dequar Road, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (skills needed): Basic planning and organising skills, able to work independently and team work, good communication skills, and basic literacy.
<b><u>DUTIES</u></b>	:	Operate cleaning machinery and equipment. Provide a high standard of neatness of offices and ablution facilities. Ensure general hygiene, floor cleaning, scrubbing of floor scrubbing and polishing, windows, walls, carpets, dusting and polishing of furniture's, vacuuming of carpets removing of garbage from dustbin on the daily basis. Effective use of cleaning equipment to assist in performing mentioned duties/tasks. Cleaners will be utilised either at the offices or at mess.
<b><u>ENQUIRIES</u></b>	:	Ms E.T. Nyakhulalini Tel No: 012 355-1455/1602
<b><u>APPLICATIONS</u></b>	:	SA Army Headquarter Unit, Private bag X 982, 0001, Pretoria.
<b><u>POST 44/102</u></b>	:	<b><u>FOOD SERVICES/WAITER GR II POST: REF NO: ARMYHQ/56/44/22/51</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army Headquarters, Dequar Road, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (skills needed): Basic planning and organising skills, able to work independently and team work, Must be prepare to work shifts. Make garnish for meal and snacks. Assist with the dishing up meal. Assist with food preparations and other related responsibilities during field exercises. Remove kitchen waste. Pack supplies received in the food storage areas. Keep the kitchen, dining hall and food storage areas clean and tidy.
<b><u>DUTIES</u></b>	:	Ensure the dining hall is clean at all times, tables are clean, clean and set correctly according to the menus. Fold the serviettes. Ensure cutlery, serviettes condiments, butter and assorted jams are available on the tables. Ensure that the jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report all losses, damages and theft observed. Wash dirty dishes. Clean kitchen, equipment and appliances. Keep a high standard of hygiene in all daily tasks. Prepare for functions. Prepare tea/coffee during conferences/meetings per instruction that will be given to you.
<b><u>ENQUIRIES</u></b>	:	Ms E.T. Nyakhulalini Tel No: 012 355-1455/1602
<b><u>APPLICATIONS</u></b>	:	SA Army Headquarter Unit, Private bag X 982, 0001, Pretoria.
<b><u>POST 44/103</u></b>	:	<b><u>GROUNDSMAN REF NO: ARMYHQ/56/44/22/52 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army Headquarters, Dequar Road, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (skills needed): Basic planning and organising skills, able to work independently and team work, good communication skills, and basic literacy.
<b><u>DUTIES</u></b>	:	Operate cleaning machinery and equipment. Provide a high standard of cleaning of offices ablution facilities. Ensure general hygiene, floor cleaning, washing of floor, scrubbing and polishing floors, windows, walls, carpets, furniture's, vacuuming of carpets removing of garbage from dustbin on the daily basis. Effective use of cleaning equipment to assist in performing mentioned duties/tasks. Cleaners will be utilised either at the offices or at mess.
<b><u>ENQUIRIES</u></b>	:	Ms E.T. Nyakhulalini Tel No: 012 355 1455/1602
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army Headquarter, Private bag X 982, Pretoria, 0001 or may hand delivered at SA Army Headquarters Unit Dequar Road.
<b><u>POST 44/104</u></b>	:	<b><u>REPRO OPERATOR REF NO: ARMYHQ/56/44/22/53 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army Headquarters, Dequar Road, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (skills needed): Basic planning and organising skills, able to work independently and team work, good communication skills, and basic literacy.
<b><u>DUTIES</u></b>	:	Assist with printing. Assist with the carting, binding and laminating of all work that has to be done. Safe keeping and maintenance of all equipment. Ensure confidentiality with regards to all documents classified and handed in for

		printing. Assist with the receiving and handing out after printing of all documents. Ensure to be up to date with the SANDF safety Regulations wrt machinery. Ensure repro environment is always neat every day after the printing is done.
<b><u>ENQUIRIES</u></b>	:	Ms E.T. Nyakhulalini Tel No: 012 355 1455/1602
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army Headquarter, Private bag X 982, Pretoria, 0001 or may hand delivered at SA Army Headquarters Unit Dequar Road.
<b><u>POST 44/105</u></b>	:	<b><u>CLEANER II: REF NO: 43BDE/56/44/22/54</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	43 SA Bde HQ, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4.Special requirements (Skills needed): Ability communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Endurance, consequent, punctual, loyalty, integrity innovative and neatness.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required). Clean ablution facilities. Report and defects in the work place to immediate supervisor.
<b><u>ENQUIRIES</u></b>	:	Major B. M. Zulu/WO1 M.M. Selokela Tel No: 012 529 1446/1445
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Headquarters 43 Bde, Private Bag X8, Pyramid, Pretoria, 0120 or may be hand-delivered at 43 Bde HQ, Walmansthal, Pretoria, 0001.
<b><u>POST 44/106</u></b>	:	<b><u>GROUNDSMAN II: REF NO: 43BDE/56/44/22/55</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	43 SA Bde HQ, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4.Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment. Working relations with others. Ability to prioritise and organise work.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Maintaining cleanliness of outside terrains. Preparing soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Removal of alien vegetation. Planting flowers, trees and shrubs. Watering of lawns, landscapes and gardens. Monitoring and maintain plant health. Ensuring proper upkeep of sidewalks, parking lots, fountains, fences, planters and benches as well as grounds keeping equipment. Removal of refuse. Practicing pest control. Assisting with preparing grounds for functions and parades. Handling and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Checking serviceability of equipment and machinery and report defects. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES</u></b>	:	Major B. M. Zulu/WO1 M.M. Selokela Tel No: 012 529 1446/1445
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Headquarters 43 Bde, Private Bag X8, Pyramid, Pretoria, 0120 or may be hand-delivered at 43 Bde HQ, Walmansthal, Pretoria, 0001.

<b><u>POST 44/107</u></b>	:	<b><u>FOOD SERVICE AID II: REF NO: 46BDE/56/44/22/56</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum
<b><u>CENTRE</u></b>	:	46 SA Bde HQ, Kengray
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate leaning machines Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Endurance, consequent, punctual, loyalty, integrity innovative and neatness. Be able to work shifts and have a good working relations with others.
<b><u>DUTIES</u></b>	:	Assists waiters by cleaning the kitchen and equipment. Ensure that mess surrounding is kept neat at all the time. Setting of tables before meal times. Report broken cleaning material and equipment.
<b><u>ENQUIRIES</u></b>	:	S Sgt C. Mathivha Tel No: 011 417 6029/6035.
<b><u>APPLICATIONS</u></b>	:	Department of Defence, 46 SA Brigade Headquarters, Private Bag X2, Kengray, 2100 or you may hand deliver to 222 Cumbaland Road, South Kensington, Kengray at reception.
<b><u>POST 44/108</u></b>	:	<b><u>CLEANER II: REF NO: 46BDE/56/44/22/57</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	46 SA Bde HQ, Kengray
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Endurance, consequent, punctual, loyalty, integrity, innovative and neatness. Bilingual, hardworking, must be able to work shifts, must be able to receive and perform tasks. Apply OHS measures where required.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. vacuum of facilities, Clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
<b><u>ENQUIRIES</u></b>	:	S Sgt C. Mathivha Tel No: 011 417 6029 / 6035
<b><u>APPLICATIONS</u></b>	:	Department of Defence, 46 SA Brigade Headquarters, Private Bag X2, Kengray, 2100 or you may hand deliver to 222 Cumbaland Road, South Kensington, Kengray at reception.
<b><u>POST 44/109</u></b>	:	<b><u>GROUNDSMAN II REF NO: ADASCHL/56/44/22/58 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	ADA School
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties. Endurance, consequent, punctual, loyalty, integrity and practical. Knowledge of gardening and maintenance of equipment. Working relations with others. Ability to prioritise and organise work.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Maintaining cleanliness of outside terrains. Preparing soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Removal of alien vegetation. Planting flowers, trees and shrubs. Watering of lawns, landscapes and gardens. Monitoring and maintain plant health. Ensuring proper upkeep of sidewalks, parking lots, fountains, fences, planters and benches as well as grounds keeping equipment. Removal of refuse. Practicing pest control. Assisting with preparing grounds for functions and parades. Handling and maintain basic light machinery, rotary mowers,



		trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Checking serviceability of equipment and machinery and report defects. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lt S.P. Sibeko/Lt N. Mahlafana Tel No: 012 801 3210/25
	:	Department of Defence, Air Defence Artillery School, Camden Military Base, Private Bag x 9009 Ermelo, 2350.
<b><u>POST 44/110</u></b>	:	<b><u>GROUNDSMAN II: REF NO: ADAFMN/56/44/22/59</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army ADA FMN HQ, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Working relations with others. Ability to prioritise and organise work.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Maintaining cleanliness of outside terrains. Preparing soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Removal of alien vegetation. Planting flowers, trees and shrubs. Watering of lawns, landscapes and gardens. Monitoring and maintain plant health. Ensuring proper upkeep of sidewalks, parking lots, fountains, fences, planters and benches as well as grounds keeping equipment. Removal of refuse. Practicing pest control. Assisting with preparing grounds for functions and parades. Handling and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Checking serviceability of equipment and machinery and report defects. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	WO2 A. Macdonald Tel No: 012 355 2427
	:	Department of Defence, SA Army Air Defence Artillery Formation, Private Bag x 981 Pretoria, 0001 or Hand deliver at Reception (Corner Patriot and Karelboom Street, Sebokeng complex ADA Formation)
<b><u>POST 44/111</u></b>	:	<b><u>CLEANER II: REF NO: ADAFMN/56/44/22/60</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army ADA FMN HQ, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. To perform cleaning duties.
<b><u>DUTIES</u></b>	:	Perform cleaning related duties in offices and other facilities as determined by Supervisor (Include sweeping of floors, scrubbing and polishing all landings and alleyways, polishing of furniture, vacuuming of carpets, washing down of walls / tiles and window sills, window cleaning, cleaning of vehicles and sweeping of sidewalks. Vacuum of facilities, clean and dust office furniture on a daily basis, wash office floors, clean cutlery of offices with kitchen facilities, clean toilet, and regularly wash windows and empty dustbins of offices. Properly maintained equipment save and secure, clean offices and conference facilities. Apply OHS measures where required). Clean ablution facilities. Report and defects in the work place to immediate supervisor. Providing a domestic and hygiene cleaning service. Observing OHASA regulations.
<b><u>ENQUIRIES</u></b>	:	WO2 A. Macdonald Tel No: 012 355 2427

<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army Air Defence Artillery Formation, Private Bag x 981 Pretoria, 0001 or Hand deliver at Reception (Corner Patriot and Karelboom Street, Sebokeng complex ADA Formation).
<b><u>POST 44/112</u></b>	:	<b><u>FOOD SERVICE AID REF NO: SIGFMN/56/44/22/61 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army Signal Formation, 21 Signal Unit, Boekenhoutskloof
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4.Special requirements (skills needed): Knowledge of a limited range of work procedures such as planning and organizing, equipment use, training, food preparation, etc.
<b><u>DUTIES</u></b>	:	Ensure the dining hall is clean at all times, tables are clean, clean and set correctly according to the menus. Fold the serviettes. Ensure cutlery, serviettes condiments, butter and assorted jams are available on the tables. Ensure that the jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report all losses, damages and theft observed. Wash dirty dishes. Clean kitchen, equipment and appliances. Keep a high standard of hygiene in all daily tasks. Prepare for functions. Prepare tea/coffee during conferences/meetings per instruction that will be given to you.
<b><u>ENQUIRIES</u></b>	:	Maj T. Dithake Tel No: 012 529 1901
<b><u>APPLICATIONS</u></b>	:	Department of Defence, SA Army Signal Formation, 21 Signal Unit, Private Bag X01, Doornpoort, Pretoria, 0017.
<b><u>POST 44/113</u></b>	:	<b><u>GROUNDSMAN II: REF NO: 21SAIBN/56/44/22/62</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	21 SAI Bn, Doornkop, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4.Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually. Basic numeracy and literacy skills. Working relations with others. Ability to prioritise and organise work.
<b><u>DUTIES</u></b>	:	Cultivate garden areas. Maintaining cleanliness of outside terrains. Preparing soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Removal of alien vegetation. Planting flowers, trees and shrubs. Watering of lawns, landscapes and gardens. Monitoring and maintain plant health. Ensuring proper upkeep of sidewalks, parking lots, fountains, fences, planters and benches as well as grounds keeping equipment. Removal of refuse. Practicing pest control. Assisting with preparing grounds for functions and parades. Handling and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Checking serviceability of equipment and machinery and report defects. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transformation to refuse dumps or burn refuse. Maintain neatness of unit areas. Properly maintained equipment save and secure. Apply OHS measures where required.
<b><u>ENQUIRIES</u></b>	:	WO2 Meyiwa Tel No: 011 212 2618
<b><u>APPLICATIONS</u></b>	:	Department of Defence, 21 SAI Bn, Doornkop Military Base, Johannesburg, Private Bag X02, Bertshan, 2013.
<b><u>POST 44/114</u></b>	:	<b><u>FOOD SERVICE AID REF NO: JSB GAR/56/44/22/63 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	JSB Garrison, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum of Grade 3-9 or ABET L1-4.Special requirements (Skills needed): Good communication and interpersonal relationship skills.
<b><u>DUTIES</u></b>	:	Ensure the dining hall is clean at all times, tables are clean, clean and set correctly according to the menus. Fold the serviettes. Ensure cutlery, serviettes condiments, butter and assorted jams are available on the tables. Ensure that the jugs for water and juice are clean and always replenished when empty. Assist in preparing and serving food. Report all losses, damages and theft observed. Wash dirty dishes. Clean kitchen, equipment and appliances. Keep

		a high standard of hygiene in all daily tasks. Prepare for functions. Prepare tea/coffee during conferences/meetings per instruction that will be given to you.
<b><u>ENQUIRIES</u></b>	:	Lt Col G.V. Mositi Tel No: 012 684 2198 or Ms M.T.P. Lekgetho Tel No: 012 684 2029
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Joint Support Base Garrison, Private Bag X1001, Thaba Tshwane, 0143 or hand delivered to Army Support Base Garrison, No 1 Van Riebeeck Road, Thaba Tshwane, Pretoria, 0001.
<b><u>POST 44/115</u></b>	:	<b><u>MESSENGER REF NO: SIGFMN/56/44/22/64</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	SA Army Signal Formation, Dequar Signal Unit (SA Army Headquarters) Pretoria.
<b><u>REQUIREMENTS</u></b>	:	A minimum of ABET Level 1 – 4/Grade 3 – 9. Special requirements (skills needed): Basic Numeracy, Basic interpersonal relationship, organising skills and basic literacy skills.
<b><u>DUTIES</u></b>	:	The successful candidate will be expected to perform the following duties: Fetch and deliver documents and articles, assist in the registration/registry division; Update register of documents delivered/ received. Assist with registry functions as requested.
<b><u>ENQUIRIES</u></b>	:	WO1 N.C. Josephs Tel No: 012 355 1992
<b><u>APPLICATIONS</u></b>	:	Department of Defence, Dequar Road Signal Unit, Army Headquarters, Private Bag X 172, Pretoria, 0001.

**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.*

<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 16:00
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). 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, D and F compulsory. Section E 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . 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**

<b><u>POST 44/116</u></b>	:	<b><u>PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR 4/4/8/815</u></b>
<b><u>SALARY</u></b>	:	R491 403 per annum
<b><u>CENTRE</u></b>	:	Provincial Office Free State
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant tertiary qualification in Labour Relations Manager/ BCOM Law/ LLB/ Internal. Two (2) years Supervisor experience. Two (2) years functional experience in Auditing / Financial Management. A valid Driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem Solving, Interviewing,

		listening and observation, Communication Written and Verbal, Innovative, Analytical, Research, Project management.
<b><u>DUTIES</u></b>	:	Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.
<b><u>ENQUIRIES</u></b>	:	Mr M Luxande Tel No: (051) 505 6325
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Free State
<b><u>POST 44/117</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACCOUNTS AND BOOKINGS REF NO: HR4/22/12/01</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Public Management/ Public Administration/ Logistics Management/ Financial Management/ Business Management and Financial Administration, Valid Driver's Licence. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years' functional experience in Fleet Management/ Transport services. Knowledge: Public Finance Management Act, Departmental Policies and procedures, Intermediate Human Resource Development, General Management, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act and Employment Equity Act. Skills: Computer literacy, Analytical, Verbal/ written Communication, Project Management, Attention to detail, Planning and Organizing, Research, Networking, Coordinating, Time management, Managerial and supervision.
<b><u>DUTIES</u></b>	:	Monitor and administer correctness and completeness of bookings, air travel, short term rental vehicles, shuttle services, hotel accommodation and conference venue in the Department. Monitor processing of accounts to ensure payment of services providers on time. Monitor that Irregular, Fruitless and Wasteful Expenditure are recorded and reported. Monitor compliance on Travel IT. Monitor compliance with Travel Management Policies and available prescripts. Manage all the resources of the Division.
<b><u>ENQUIRIES</u></b>	:	Mr P Kgare Tel No: 012 309 4485
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<b><u>POST 44/118</u></b>	:	<b><u>ASSISTANT DIRECTOR: FRAUD INVESTIGATION AND ANTI-CORRUPTION REF NO: HR4/22/12/02</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Risk Management/ Internal Audit/ Accounting/ Forensic Investigation. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years' functional experience in Anti-fraud/ corruption environment. Knowledge: Investigative principles and practices, Departmental and the fund's policies and procedures, All Labour legislations, Anti-Fraud and Corruption policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Fraud related administration and operations, Batho Pele Principles, Public Service Regulations. Skills: Planning and organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal and written), Computer literacy, Presentation.
<b><u>DUTIES</u></b>	:	Implement Fraud detection and Anti-Corruption Strategies for provincial Offices. Conduct investigations on reported cases of Fraud and Corruption. Assist in the recovery of all assets acquired fraudulently from the provincial Office. Analyse systems capabilities to anti-fraud and corruption management programmes. Analyse systems capabilities to anti-fraud and corruption management programmes.
<b><u>ENQUIRIES</u></b>	:	Ms. G Baker-Matjokana Tel No: 012 309 4968
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

<b><u>POST 44/119</u></b>	:	<b><u>OHS INSPECTOR REF NO: HR 4/4/8/810</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Petrusburg Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate plus 3 year recognised qualification in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Drivers Licence. Zero Experience. Registration with the relevant, recognised professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interpersonal skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating 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 to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr D Namane Tel No: (053) 574 0932
<b><u>APPLICATIONS</u></b>	:	Provincial Office, Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43Charlotte Maxeke, Street, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Free State
<b><u>POST 44/120</u></b>	:	<b><u>SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/5/95</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Ladysmith Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three (3) years qualification in Business Administration/ Management: Public Administration Management and Operations Management. Valid Driver's Licence. Two (2) years functional experience in registration services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Service Act, Public Services Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem Solving, Computer Literacy, Basic interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation, Analytical.
<b><u>DUTIES</u></b>	:	Monitor and oversee the help desk at the first port of the entry within the Registration Services. Oversee the employment service rendered to all clients, Monitor the process of Unemployment Insurance Benefits applications and Employment Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints.
<b><u>ENQUIRIES</u></b>	:	Ms L Radebe Tel No: (036) 638 1900
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Ladysmith Labour Centre, P/Bag X 9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<b><u>POST 44/121</u></b>	:	<b><u>EMPLOYER SERVICES PRACTITIONER (ESP II) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Ermelo Labour Centre Ref HR4/4/7/105 (X1 Post) Emalahleni Labour Centre Ref: HR/4/4/7/106 (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Business Management/ Public Management. A valid driver's license. Two (2) years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management Act, ILO conversions related PES. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
<b><u>DUTIES</u></b>	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process request for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) AND Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Scheme. Supervise the administration of employer services at the Labour Centre.
<b><u>ENQUIRIES</u></b>	:	Ms L Mashego Tel No: 017 819 7632 Ms G Malatsi Tel No: 013 653 3800
<b><u>APPLICATIONS</u></b>	:	Deputy Director Labour Centre Operations: Private Bag X9054, Ermelo, 2350 or hand deliver at Merino Building Cnr of De Jager& Joubert Street, Ermelo. Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni 1035 or hand deliver 38 Mandela Avenue or Corner Escombe& Mandela Avenue Emalahleni.
<b><u>POST 44/122</u></b>	:	<b><u>SENIOR PRACTITIONER: CALL CENTRE REF NO: HR4/4/3/1/SPCC/UIF (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum Unemployment Insurance Fund: Pretoria Three (3) years' tertiary qualification (NQF Level 6) in Contact Centre Management/ Public Management/ Business Administration/ Business Management/ Financial Management/ Management/ Administration Management/ Public Administration. Two (2) years' functional experience in Call Centre. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR). Public Service Act (PSA), Labour Relation Act (LRA). Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Communication, People Management, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal, Report writing, Planning and Organizing, Diversity Management.
<b><u>DUTIES</u></b>	:	Supervise the handling of inbound and outbound calls. Supervise the provision of helpdesk services, Supervise resources in the Sub-Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr NG Kgatle Tel No: (012) 337 1563 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.
<b><u>FOR ATTENTION</u></b>	:	Sub- directorate: Human Resources Management, UIF
<b><u>POST 44/123</u></b>	:	<b><u>CALL CENTRE QUALITY ASSURER REF NO: HR4/4/3/1/CCQA/UIF</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum Unemployment Insurance Fund: Pretoria A three (3) year tertiary qualification (NQF Level 6) in Call Centre/ Contact Centre Management/ Public Management/ Business Administration/ Business Management/ Financial Management/ Management/ Administration Management/ Communication. Two (2) year's functional experience in Call Centre/ Customer Services environment. Knowledge: Telephone Etiquette, Call Centre Processes, Call Centre Systems, Public Finance Management Act (PFMA), Public Service Regulations (PSR). Public Service Act (PSA), Batho Pele principles. Skills: Computer Literacy, Interpersonal, Communications, Listening, Customer Focused, Telephone etiquette, Problem Solving. Analytical, Report writing, Planning and Organizing, Creativity.
<b><u>DUTIES</u></b>	:	Evaluate the quality of the call received and provide advice on Standard Operational Measures. Retrieve, Analyse and provide the systematic Call

		Centre reports. Maintain Call Centre systems. Maintain call centre equipment and agent database.
<b><u>ENQUIRIES</u></b>	:	Mr IM Muthombeni Tel No: (012) 337 1730
<b><u>APPLICATIONS</u></b>	:	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
<b><u>FOR ATTENTION</u></b>	:	Sub- directorate: Human Resources Management, UIF
<b><u>POST 44/124</u></b>	:	<b><u>OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: 4/4/8/66</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Springbok Labour Centre: Northern Cape
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate plus a 3 year recognised qualification in the relevant field, i.e. Electrical Engineering, Valid driver's licence. No experience required. Registration with the relevant recognised professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. SKILLS: Planning and organizing, Communication skills, Compute Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation, Problem solving skills, Interviewing, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating 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 to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Ms HN Goci Tel No: 027 718 1058
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.
<b><u>FOR ATTENTION</u></b>	:	Human Resources Operations, Provincial Office Kimberley
<b><u>POST 44/125</u></b>	:	<b><u>SAFETY OFFICER SUPPORTED EMPLOYMENT ENTERPRISES (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum
<b><u>CENTRE</u></b>	:	SEE Springfield (also responsible for Rand, Silverton, Seshego) Ref No: HR 4/22/10/01 (X1 Post) SEE Ndabeni (also responsible for Epping, East London, Port Elizabeth) Ref No HR 4/22/10/02 (X1 Post) SEE Pietermaritzburg (also responsible for Bloemfontein, Kimberley, Potchefstroom) Ref No: HR 4/22/10/03 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Occupational Health Safety Management. A Valid driver's licence (Code EB/08). One (1) year functional clerical / administrative experience in Occupational Safety Environment. Knowledge: Departmental Policies and Procedures, Occupational health and safety, Fire-fighting, First aid, EHW Programmes. Skills: Interpersonal, Project Management, Diversity facilitation, Communication Skills.
<b><u>DUTIES</u></b>	:	Coordinate and promote Health and Safety in the Factories. Conduct Safety, Health and Environment Risks Assessment and Quality Management (SHERQ). Coordinate a healthy and safety working environment in collaboration with other components. Conduct incident investigations on Occupational Health and Safety case.
<b><u>ENQUIRIES</u></b>	:	Ms A Pretorius Tel No: 012 843 7425



<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 44/126</u></b>	:	<b><u>CLAIMS PROCESSOR REF NO: HR4/4/5/93</u></b>
<b><u>SALARY</u></b>	:	R218 064 per annum
<b><u>CENTRE</u></b>	:	Pietermaritzburg Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. Three-year tertiary qualification in Public Management/Administration/Social Science/OHS/Finance/HRM will be added advantage. Knowledge: Public Service Act, Compensation Fund business strategies and goals, Compensation Fund Value Chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles) and Technical knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Data Capturing, Data and records management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Adjudicate the registered claims. Preparation of compensation benefits. Handle claims enquiries. Render administration activities.
<b><u>ENQUIRIES</u></b>	:	Mr JSM September Tel No: (033) 341 5300
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations: Private Bag X 9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Deputy Director: Labour Centre Operations, Pietermaritzburg.
<b><u>POST 44/127</u></b>	:	<b><u>CLIENT SERVICE OFFICER: COID REF NO: HR4/4/10/101</u></b>
<b><u>SALARY</u></b>	:	R218 064 per annum
<b><u>CENTRE</u></b>	:	Cradock Labour Centre, Eastern Cape Province
<b><u>REQUIREMENTS</u></b>	:	Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Public service act, Public service regulations, Compensation Fund Value chain, PFMA and Treasury Regulations. Skills: Business Writing Skills, Interpersonal Relations, Telephone etiquette, Computer Literacy, Analytical, Planning and Organising.
<b><u>DUTIES</u></b>	:	Receive and verify documents for registration. Register the claims on the Operational System. Assist employer services at the kiosk, online system and service centres. Handle all service related queries and complaints.
<b><u>ENQUIRIES</u></b>	:	Ms N Mkonto Tel No: (048) 8813010
<b><u>APPLICATIONS</u></b>	:	Labour Centre Operations: P.O BOX 38, Cradock, 5880. Hand delivery 73 Frere Street Cradock
<b><u>FOR ATTENTION</u></b>	:	Deputy Director: LCO
<b><u>POST 44/128</u></b>	:	<b><u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR4/4/5/97</u></b>
<b><u>SALARY</u></b>	:	R218 064 per annum
<b><u>CENTRE</u></b>	:	Stanger Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms SN Nzama Tel No: (032) 551 7300
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations: PO Box 138, Stanger, 4450 or hand deliver at 12 Cato Street, Stanger.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Deputy Director: Labour Centre Operations, Stanger.
<b><u>POST 44/129</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: HR 4/4/8/70</u></b>
<b><u>SALARY</u></b>	:	R181 599 per annum
<b><u>CENTRE</u></b>	:	Kimberley Labour Centre – Northern Cape

<b><u>REQUIREMENTS</u></b>	:	Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles. Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Computer Literacy. Analytical. Planning and Organising.
<b><u>DUTIES</u></b>	:	To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management service to the Labour Centre Daily. Render a Human Resource Management Services. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.
<b><u>ENQUIRIES</u></b>	:	Mrs HR Olivier Tel No: (053) 838 1513
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.
<b><u>FOR ATTENTION</u></b>	:	Human Resources Operations, Provincial Office Kimberley
<b><u>POST 44/130</u></b>	:	<b><u>ACCOUNTING CLERK REF NO: HR 4/4/8/819</u></b>
<b><u>SALARY</u></b>	:	R181 599 per annum
<b><u>CENTRE</u></b>	:	Provincial Office Free State
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent certificate. No experience required. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Financial prescripts and manuals. Batho Pele Principles. Departmental Policies and Procedures. Skills: Planning and organising. Computer literacy. Communication. Problem solving. Accounting. Analysis.
<b><u>DUTIES</u></b>	:	Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, Logis, Persal and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the Province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts an unallocated account before month closure.
<b><u>ENQUIRIES</u></b>	:	Ms N Tokwe Tel No: (051) 505 6204
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Free State

**DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT**

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

- APPLICATIONS** : 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** : 05 December 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. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. 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 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 44/131** : **DIRECTOR: REVENUE MANAGEMENT REF NO: FIM37/2022**
- SALARY** : R1 105 383 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Cape Town (Foretrust Building)
- REQUIREMENTS** : Bachelor of Commerce majoring in Accounting/ Financial Accounting (NQF 7) or relevant and equivalent qualification as recognised by SAQA. Applicants must have 5years experience at middle management in a finance environment. Applicants must also have at least 3years experience in a Revenue or Debt collection environment. Applicants must have knowledge of the PFMA and regulations, and other relevant legislations i.e. the Division of Revenue Act (DORA). Knowledge of the planning and budgeting framework for government (MTEF). Knowledge of government's financial policies, processes, including budgeting and reporting. Knowledge and experience of accounting standards and practices including International Financial Reporting Standard (IFRS) or

Generally Recognized Accounting Practices (GRAP). Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele) and Marine Living Resource Act and all applicable legislations. A valid driver's licence.

<b><u>DUTIES</u></b>	:	Ensure effective collection of monies due to the MLRF. Develop and implement an effective debtor's management system. Ensure effective management of debtor's book. Establish and manage effective processes to collect outstanding debt. Optimize revenue opportunities. Conduct regular reviews of existing fees and tariffs relating to revenue accruing to the MLRF. Review current revenue streams and make suggestions in terms of improvement opportunities. Ensure reporting on revenue collection. Analyze, review and report on the MLRF revenue performance. Report on income collected and budgeted, budget and forecasting. Compile monthly revenue reports with the accepted budgetary framework. Ensure that the MLRF complies with PFMA and Treasury Regulations. Manage the implementation of good corporate governance principles. Develop and manage the implementation of internal control procedures to ensure the effective functioning of the Directorate and management of risk. Respond to internal audit and Auditor General queries with regards to revenue management. Develop the operational plan for the Directorate
<b><u>ENQUIRIES</u></b>	:	Mr. W Rooifontein Tel No: 082 8222882
<b><u>CLOSING DATE</u></b>	:	19 December 2022

#### **OTHER POSTS**

<b><u>POST 44/132</u></b>	:	<b><u>DEPUTY DIRECTOR: AQUACULTURE ADVISORY REF NO: FIM38/2022</u></b>
<b><u>SALARY</u></b>	:	R766 584 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Cape Town (Foretrust Building)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree or National Diploma in Aquaculture/ Environmental Management/ Natural Science or relevant and equivalent qualification as recognised by SAQA. Three to five (3-5) years' experience in aquaculture management of which three (3) of them should be at entry/ junior management level (Assistant Director Level or equivalent). Knowledge and experience in aquaculture and environmental management as it relates to sustainable aquaculture sector development. Knowledge and experience in project management and policy development. Knowledge of the aquaculture systems design and site selection. Knowledge of relevant legislation, policies and procedures including the Public Service Regulations. Proven communication, interpersonal relations, research, planning and presentation skills. Must be computer literate and able to work under pressure.
<b><u>DUTIES</u></b>	:	Provide advisory services to internal and external stakeholders on Aquaculture Oceans Economy initiatives. Conduct assessment of all aquaculture oceans economy projects and provide solutions where necessary. Ensure stakeholder on implementation of aquaculture projects listed on Oceans Economy. Ensure the facilitation and implementation of aquaculture projects. Conduct needs analysis for aquaculture projects. Facilitate reporting on aquaculture projects and other initiatives for Operation Phakisa. Provide technical advice and support to policy development for aquaculture. Perform administrative and related Aquaculture Operations functions for the Phakisa delivery unit and aquaculture activities. Monitor the implementation of all aquaculture operations phakisa lab commitments and reporting thereof, compile budgets and ensure wide stakeholder engagement and participation in relevant projects and initiatives.
<b><u>ENQUIRIES</u></b>	:	Mr Keagan Halley Cell No: 074 493 8227 / Ms A Bernatzeder 082 687 5333
<b><u>POST 44/133</u></b>	:	<b><u>ASSISTANT DIRECTOR: MEDIA AND EDITORIAL SERVICES REF NO: CMS49/2022</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	Appropriate National Diploma / Degree (NQF6) in Communications/Marketing or relevant qualification coupled within minimum of 3 Years' experience in Communication or related field. Knowledge of Language editing formats and quality control mechanisms. Knowledge of meeting procedures, minute taking, journalism background and administrative procedures. Skills: Coordination, communication (written and spoken) Writing skills, Organising and planning,

		programme and project management. Report writing and listening skills. Be an innovative and proactive person, Ability to work long hours voluntarily and gather and analyse information. Ability to work individually and in a team. Ability to work under extreme pressure, ability to collect and interpret information and reports. Sense of responsibility and loyalty. Proactive approach and proactive. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Facilitate and coordinate external communications activities. Arrange for photo opportunities, prepare for media briefings. Provide support on media interviews at events/ engagements. Prepare and disseminate media statements media alerts. Drafts and distribute media statements to relevant media. Update internal email on new developments in the branch. Conduct media monitoring and analysis. Contribute to newsletters, update internal email on new development of the Internal communications strategy. Assist in development and implementation of the internal events schedule. Conduct media monitoring and analysis. Monitor and analyse media monitoring. Ensure that media clippings are distributed to the senior management. Provide general communication support. Assist in any communication related project/ programme in the department. Assist with the logistics and / or communication outputs of events.
<b><u>ENQUIRIES</u></b>	:	Mr Z Nqayi; Tel. No: (021)493 7144
<b><u>POST 44/134</u></b>	:	<b><u>SENIOR FORESTRY REGULATION OFFICER REF NO: FOM41/2022</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Eastern Cape
<b><u>REQUIREMENTS</u></b>	:	Applicant should be in possession of a National Diploma or Bachelor Degree in Forestry or Environmental Management qualification coupled with 1-2 years' experience in Forestry or relevant field dealing with natural vegetation. Further, the applicant should have computer skills. Knowledge of National Forests Act (NFA), National Veld and Forest Fires Act (NVFFA) and environmental management legislation, Disaster Management Act, Public Service Act, Public Service Regulations, Departmental prescripts. Computer Literacy, Numeracy skills, Minute writing, Planning and Organising, Problem solving skills, Excellent communication skills (verbal, presentation and report writing). Innovative and proactive, Ability to gather and analyse information, Ability to apply policies, Ability to work independently and in a team, Good interpersonal relations skills, Ability to work under pressure, Conflict management and resolution, Ability to organise and plan under pressure, Ability to collect and interpret information and reports, Interpersonal relations, Initiative. Valid Driver's License, ability to drive and willingness to travel.
<b><u>DUTIES</u></b>	:	The incumbent will provide implementation of the NFA. Processing and administration of NFA licenses for all forms of forest resources and protected trees, Monitor compliance, Ensure enforcement of Acts, Evaluation of Environmental Impact Assessment (EIA) affecting natural forests and protected trees. Implementation of NVFFA, Establish and coordinate processes for amalgamation of Fire Protection Associations (FPAs), Promote the well-being of FPA's, Implementation of integrated veld fire management plans, Ensure effective planning and support of relevant operations. Provide support services within the Unit. Organize, facilitate and coordinate stakeholder participation. Implement business plan for awareness campaigns and information services. Compile and submit monthly and quarterly reports.
<b><u>ENQUIRIES</u></b>	:	Ms N Mbananga cell no: 066 375 0106
<b><u>POST 44/135</u></b>	:	<b><u>SENIOR MARINE CONSERVATION INSPECTOR: MONITORING &amp; SURVEILLANCE REF: FIM40/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum
<b><u>CENTRE</u></b>	:	Cape Town (X1 Post) Gqeberha (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Diploma/degree in Nature Conservation/Natural Science and/or Policing Law enforcement or relevant equivalent qualification. Experience in law enforcement and investigations or related field. A valid driver's license. Knowledge and understanding of all relevant legislation and regulations that governs the Public Service, including the PFMA, Treasury regulations, Public Service Act, labor Relations Act etc.; Marine Living Resources Act; Criminal Procedure Act, integrated Coastal management Acts, National Environmental Management Biodiversity Acts and all departmental procedure and prescripts.

	Skills: good communication (Verbal and writing), Computer literacy, planning and organizing skills.
<b><u>DUTIES</u></b>	: Investigate transgressions in terms of the Marine Living Resources Act (MLRA): Conduct Monitoring, and surveillance duties in respect of the movement of illegally harvested marine resources; To document and compile case dockets and fines, confiscate and seize exhibits and execute arrests of suspects when required; To maintain the integrity of seized exhibits; Conduct verifications of landings, landing reports, fish processing establishments and exports in relation to marine resource allocations, exemptions, permits, licenses, authorizations, and permit conditions; To prepare and submit reports, statements and affidavits in respect of inspections, verifications, investigations, and transgressions, and the functions of the directorate and provide testimony in courts; Prioritize ports of entry and exit to be inspected and conduct port of entry and exit inspections to inspect export and import consignments of marine resources to ensure compliance; Provide inputs in the planning and coordination of joint operations and to identify challenges and areas of improvement. Make logistical arrangements for the deployment of enforcement resources. Involve relevant role-players and partners, in the planning and the deployment of joint operations. Contribute to the drafting and preparation required for approvals, motivations and submissions; Conduct awareness campaigns and sensitize partners, role-players and stakeholders in respect of the Marine Living Resources Act, species identification and sustainable utilization of marine living resources.
<b><u>ENQUIRIES</u></b>	: Mr T Maratsane Tel No: (021) 402 3361
<b><u>NOTE</u></b>	: Be prepared to work flex hours and shift work; candidates Must clearly state the station they are applying for.
<b><u>POST 44/136</u></b>	: <b><u>SENIOR MARINE CONSERVATION INSPECTOR: COMPLIANCE NO: FIM 41/2022 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	: R269 214 per annum
<b><u>CENTRE</u></b>	: Cape Town (X1 Post) Hout Bay (X1 Post) Elands Bay (X1 Post) Dorings Bay (X1 Post) Gqeberha (X1 Post) Eat London (X1 Post)
<b><u>REQUIREMENTS</u></b>	: National Diploma/degree in Nature Conservation/Environmental Management or relevant equivalent qualification. Experience in law enforcement or related field. A valid driver's license. Knowledge and understanding of all relevant legislation and regulations that governs the Public Service, including the PFMA, Treasury regulations, Public Service Act, labor Relations Act etc.; Marine Living Resources Act; Criminal Procedure Act, integrated Coastal management Acts, National Environmental Management Biodiversity Acts and all departmental procedure and prescripts. Skills: good communication (Verbal and writing), Computer literacy, planning and organizing skills.
<b><u>DUTIES</u></b>	: Implement and enforce compliance strategies to MLRF legislation: Follow paper trail from the vessel to factory and buyers that are local and international; Monitor landings; Verify if quota holder are on board the vessel; Verify if VMS is reporting to the VMS room; Reconcile their catch on the slipway. Ensure compliance with Port state measures and local policies through inspections. Conduct inspections on Fish Processing Establishments (FPEs); Serve notices to illegal FPEs, and conduct inspections to FPEs that have relevant permits; Create a data base of exporter and importer for the movement of fish. Enforce the provisions of the MLRA through: Conduct patrols, Inspections, roadblocks and VCP; Conduct inspection on containers, vessels and cold storages with fish or fish products in transit or to be exported; Conduct inspection jointly with customs and SAPS at ports of entry and exit; Open case dockets; issue fines. Refer over-catching to Section 28 Committee; Strengthen partnerships with other organs of state, NGOs and municipalities through regular operations and meetings: Provide guidance and information to partners; Execute monthly operations in identified areas. Ensure compliance with the MLRF risk management strategy: Daily updates of Exhibit books, stores, equipment and transgression registers; Report accurately on confiscations; Update pocket and monthly reports.
<b><u>ENQUIRIES</u></b>	: Hout Bay & Cape Town: Ms B Mamaila Tel No: (021) 402 3361 Elands Bay & Dorings Bay: Mr W Theron Tel No: (022) 714 2226

**NOTE**

East London: Mr L Nodwala Tel No: (043) 722 0894

Gqeberha: Ms D. Augustus Tel No: (041) 585 5041

Be prepared to work flex hours and shift work; candidates Must clearly state the station they are applying for.

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

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

- APPLICATIONS** : Potential candidates can apply online at: <https://www.gtac.gov.za/careers>. Please visit the GTAC website at [www.gtac.gov.za](http://www.gtac.gov.za) for more information. NB only online applications will be accepted.
- CLOSING DATE** : 02 December 2022 at 12h00 pm
- NOTE** : 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 be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Shortlisted 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 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.
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 43 dated 11 November 2022, The Director: Knowledge Management with Ref No: **G23/2022**. The sentence has been corrected from Senior Management level to Middle Management level.

**OTHER POST**

- POST 44/137** : **JUNIOR INFRASTRUCTURE ANALYST REF NO: G025/2022**  
Capital Projects Appraisal Unit  
Term: Permanent
- SALARY** : R491 403 per annum, (excluding benefit) PSR 44 will apply to candidates appointed in the Salary Level
- CENTRE** : Pretoria
- REQUIREMENTS** : A degree (NQF Level 7) in Economics or Finance. Postgraduate qualification will be an added advantage. 3-5 years' experience in investment appraisal and/or economic research. Theoretical understanding of applied microeconomics tools and methodologies. Some understanding of economic and/or social infrastructure sectors. Research, analysis and report writing skills, with the ability to interpret economic policy and its possible outcomes. Basic understanding of financial modelling techniques. Competencies required: Problem Solving Analysis: The ability to understand a situation, issues, problems, 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 in a systematic way, making systematic comparisons of different features or aspects setting priorities on a rational basis, and identifying time sequences, casual relationships. Create timely and well-developed solutions by examining alternatives, risk and consequences. Results Orientation: Concern for holding self and others accountable for achieving results or for surpassing a standard of excellence. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Effective Communication: ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non- verbal, written, and electronic messages. It includes the ability to convey ideals and information in a way that brings understanding to the target audience. 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. 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 (MS Office, Internet, email).  
 Economic Principles: Basic knowledge and understanding of economics main concepts such as supply and demand, price marginalism. Economics: Science that studies the allocation of scarce resources to satisfy unlimited wants. Involves analysis the production, distribution, trade and consumption of goods and services. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Financial Analysis: the application of financial modelling techniques as they apply to assessing capital projects, particularly in terms of their financial cost, viability, risks and comparison with alternatives. Project Management: knowledge of the principles, methods, tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work and contractor performance.

## **DUTIES**

: To appraise the feasibility and viability of large infrastructure projects and advise on the value for money, affordability, efficiency, and other impacts. Further, to build public sector capability through research and development of best practice. Appraisal analysis and advice: Contribute to the drafting of appraisal reports or draft specific sections of an appraisal report analysing the various impacts of specific infrastructure projects, both existing and proposed. Develop standard quantitative models to assess the expected impacts of specific infrastructure projects on the fiscus, welfare, economy, and the environment. Advise on project configuration, costing, funding, and financing, procurement and implementation readiness. Advise if there are alternative ways of delivering infrastructure in an effective and efficient manner. Conduct research and develop appraisal best practice: Conduct research on sectors developments, trends and topical issues related to infrastructure. Conduct research on specific technologies that affect how infrastructure is developed. Contribute to the development of appraisal tools and methodologies that promote good appraisal practice. Participate in capacity building initiatives and knowledge sharing platforms. Input into policy discussions and advice on future policy developments and their impact on infrastructure. Monitor developments related to infrastructure development: Analysis on how to prioritise the most desirable projects and optimise the roll-out of national infrastructure to help maximise the economic benefits to society. Research and analysis of factors that drive demand for various types of infrastructure projects, and how that impacts the economy. Report on industry development and progress with delivering national infrastructure and assess the impact on debottlenecking the supply side of the economy. Develop and maintain a database of relevant infrastructure related indicators for benchmarking and quantification of impacts. Project Management: Contribute to the drafting of an outline report or draft specific sections of an outline report; and deliver according to the project management plan. Interact and collaborate with internal and outside stakeholders on projects. Report on project updates and progress as well as drafting close out reports of project. Serve as a representative on various fora related to projects.

## **ENQUIRIES**

: Kaizer Malakoane Tel No: (066 2507072)

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**(Elangeni TVET College)**  
**(Ingwe TVET College)**

**OTHER POSTS**

<b><u>POST 44/138</u></b>	:	<b><u>ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT (OCCUPATIONAL PROGRAMMES) REF NO: HRM 134/2022</u></b>
<b><u>SALARY</u></b>	:	R491 403 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Recognized Three-year National Diploma (NQF Level 6)/Degree in Office Management and Technology, NQF 6 Diploma in ODETDP or related qualification. 3-5 years' experience in relevant field. Must have 2 years' supervisory experience, Knowledge of PSET and CET Act. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Must have valid driver's licence.
<b><u>DUTIES</u></b>	:	To plan for implementation of learner ships and short skills programmes. To manage all administration of the programs that are currently running. To monitor progress of the programmes and do site visits where necessary. To establish more partnerships with public and private sector to get more funding for learner ships and short skills programme. To establish partnerships for work placements of learners who are doing learner ships to be able to do their practical's. To sustain partnership that are already in existence with the College. To apply for accreditation for programme with all Seta's as per the need of the industry and the need of the communities that we are serving as the College. To align our application for accreditation with Skills Audits of both Municipalities.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
	:	Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , 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, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 13H00
<b><u>POST 44/139</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: HRM 135/2022</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Recognised National Diploma (NQF6) in Labour Relations, Employment Relations and Human Resource Management or related qualification. 3–5 years' experience in Labour Relations or Human Resource Management environment or related field. Must have 2 years' supervisory experience,

	Knowledge of Labour Relations Act, Public Service legislations and policies related to Human Resource Management. Advanced experience in interpretation, development and implementation of policies; Sound knowledge of Labour Relations statutes. Sound knowledge of International Labour Organisation (ILO). Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL. Must have a valid driver's licence.
<b><u>DUTIES</u></b>	: Maintain sound Labour Relations Render advice on labour related matters, Develop and implement Human Resource policies and manuals, ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct, Conduct investigations and disciplinary hearings, Management of strike action, Minimize Labour disputes, Facilitate and conduct labour relations training and workshops, Ensure proper implementation of the collective bargaining council resolutions, Management of all Human, Financial and other resources of the unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr NE Mkhize Tel No: 031 492 4363 : Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
<b><u>NOTE</u></b>	: 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, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	: 02 December 2022 at 13H00
<b><u>POST 44/140</u></b>	: <b><u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: HRM 136/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R393 711 per annum (Level 09) : Elangeni TVET College, Central Office : Recognised National Diploma in (NQF6) in Financial Management or related Qualification. 3–5 years' experience in student support administration/Teaching and Learning environment or related field. Must have 2 years' supervisory experience, Knowledge of PSET and CET Act. Knowledge and understanding of PFMA. Knowledge and understanding of Treasurer Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge and financial managements systems.
<b><u>DUTIES</u></b>	: Managing and monitoring of the budget cycle; Coordinate, manage and evaluate inputs from programmes and consolidate into a database; Coordinate meetings with line function managers to assist with finalisation of budget inputs; Ensure that National Treasury guidelines are adhered to; Timeous submission of the database and chapter to National Treasury; Assist line function to compile drawings and ensure alignment to operational plans; Managing and monitoring of the Annual Financial Statements; Ensure correct allocation of expenditure and update expenditure reports after year end closure for use of Appropriation statement; Managing and monitoring of the financial reporting to National Treasury; Review in year monitoring database on a monthly basis to be submitted to National Treasury; Update expenditure reports on a monthly

		basis and ensure that it balancing to BAS; Managing and monitoring of the budget on BAS.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
<b><u>NOTE</u></b>	:	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, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 13H00
<b><u>POST 44/141</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT SYSTEM REF NO: HRM 137/2022</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Appropriate National Diploma NQF 6 in Internal Audit or related qualification.3-5 years' experience in Internal Audit. Experience in the development of policies/implementation strategies. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Internal Audit environment. Must have a valid driver's licence.
<b><u>DUTIES</u></b>	:	The preparation and execution of the internal audit plan. Conduct pre-engagement meetings with College management prior to commencement of the audits. Obtain College managements approval of the audit scope prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per the annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactive audits and inspections and produce reports on all audits, inspections and incidents. The provision of secretarial support services to the audit committee Conduct research on best practices and application of standards. Distribution and collection of audit client's surveys for services rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are supported by the required audit evidence.Ensure that processes needed for quality management systems are established, implemented and maintained Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, reevaluated and that records of this assessment are maintained. Management of staff development Render management service to the staff. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032

**NOTE**

Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)

: 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, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE**

: 02 December 2022 at 13H00

**POST 44/142**

: **ASSET CLERK: ADMIN CENTRE REF NO: 2022/11/01 (X1 POST)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R181 599 per annum (Level 05)  
: Ingwe TVET College, Central Office  
: Senior Certificate or equivalent. Appropriate Degree/ National Diploma in Accounting/ Financial Management or any finance related qualification. Must have one year experience in Asset Management. Computer literacy. Knowledge of CET, PFMA, GRAP and other Asset Management related Legislations. Excellent administrative skills, communication skills (both writing and verbal). Driver's licence will be an added advantage.

**DUTIES**

: Adhere to guidelines for acquisition, maintenance, retention and disposing of fixed assets and associated records. Add controlled and capitalised assets to the fixed asset database monthly or as needed. Affix inventory tags to designed asset equipment. Enter asset repair costs and utilization information to assist in replacement planning decision. Perform asset verification and spot checks. Record proceeds from sale/retirement of assets and equipment. Resolve asset related queries and discrepancies. Prepare and submit regarding alleged theft and misuse of assets. Ensure that all college assets are insured and monitor all insurance claims.

**ENQUIRIES  
APPLICATIONS**

: Ms NA Damoyi Tel No: (039) 940 2142  
: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College.

**NOTE**

: Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are NOT submitting copies/attachments/certificates/Driver's licence/proof/qualifications on application only when shortlisted but MUST submit the Z83 and the detailed Curriculum Vitae, Certified Copies of qualifications 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. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

<b><u>CLOSING DATE</u></b>	:	15 December 2022 at 16:30
<b><u>POST 44/143</u></b>	:	<b><u>FINANCE CLERK: FINANCE: ADMIN CENTRE REF NO: 2022/11/02 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Ingwe TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent. Appropriate National Diploma (NQF level 6) in Financial Management/ Accounting or equivalent in financial related field. Must have one year in the experience financial environment. Advance computer skills. Knowledge of Sage Pastel accounting system, Pastel Payroll & ITS will be an added advantage.
<b><u>DUTIES</u></b>	:	Capturing of daily transactions on the accounting system. Maintaining and managing of supporting documentation of all transactions. Preparing bank reconciliation and payroll reconciliations. Processing payments of suppliers within the legislated timeframes. Payment of staff claims timeously.
<b><u>ENQUIRIES</u></b>	:	Ms NA Damoyi Tel No: (039) 940 2142
<b><u>APPLICATIONS</u></b>	:	Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are NOT submitting copies/attachments/certificates/Driver's licence/proof/qualifications on application only when shortlisted but MUST submit the Z83 and the detailed Curriculum Vitae, Certified Copies of qualifications 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. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.
<b><u>CLOSING DATE</u></b>	:	15 December 2022 at 16:30

<b><u>POST 44/144</u></b>	:	<b><u>SECRETARY: DEPUTY PRINCIPAL CORPORATE SERVICES: ADMIN</u></b> <b><u>CENTRE REF NO: 2022/11/03 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Ingwe TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent. Appropriate N6 Certificate in Management Assistant with a valid proof of 18 months in – service training or a National Diploma in Management assistant/Office Administration. Computer with good typing skills, proficiency in MSWord and PowerPoint, E-mails and internet are essential, Sound knowledge on organizational relevant experience, A reliable and honest person with consumer skills, good telephone etiquette, Driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Render receptionist services in the office of the Deputy Principal Corporate Services, Typing all correspondence required by the office of the Deputy Principal, Coordinate administration and secretarial duties required by the Deputy Principal, Filing of incoming & outgoing correspondences, Taking minutes of the meetings for the section as and when is required, Prepare all payment for the office of the Deputy Principal Corporate Services, Perform any other administrative duties that will be assigned by the office of Deputy Principal Corporate Services, Compile sectional reports and invitation of the meetings.
<b><u>ENQUIRIES</u></b>	:	Ms NA Damoyi Tel No: (039) 940 2142
<b><u>APPLICATIONS</u></b>	:	Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are NOT submitting copies/attachments/certificates/Driver's licence/proof/qualifications on application only when shortlisted but MUST submit the Z83 and the detailed Curriculum Vitae, Certified Copies of qualifications 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. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.
<b><u>CLOSING DATE</u></b>	:	15 December 2022 at 16:30

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	05 December 2022
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za">www.gov.za</a> , 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 these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. <b>ERRATUM:</b> Please note that the post of Assistant Director: ICT Governance Management, Ref No: 22/274/ISM advertised on Circular No: 42 of 2022 (Post 42/56), dated: 04 November 2022 has been withdrawn. We apologize for any inconvenience caused in this regard.

## OTHER POSTS

<b><u>POST 44/145</u></b>	:	<b><u>AREA COURT MANAGER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R766 584 – R903 006 per annum, (all inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro – Gqeberha Ref No: 167/22EC Joe Gqabi District – Sterkspruit Ref No: 168/22EC
<b><u>REQUIREMENTS</u></b>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Financial Management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skills; Decision making skills; Presentation skills; Developing others.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
<b><u>NOTE</u></b>	:	Preference will be given to African women and People with disabilities are encouraged to apply. Separate application must be made quoting the relevant reference number.



<b><u>POST 44/146</u></b>	:	<b><u>DEPUTY MASTER MR-6: REF NO: 22/286/MAS</u></b>
<b><u>SALARY</u></b>	:	R495 354 – R1 192 677 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Master of the High Court: Mahikeng
	:	LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorships, Trusts and Guardians Fund. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Good communication skills (verbal and written); Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the Strategic Objectives of both the Masters Branch as well as the Department; Provide effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. R. Chauke Tel No: (012) 315 1329
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 44/147</u></b>	:	<b><u>COURT MANAGER REF NO: 163/22EC (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R491 403 – R578 841 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office; Grahamstown Magistrate Office; Grahamstown Ref No: 163/22EC Magistrate Office; Flagstaff Ref No: 169/22EC Magistrate Office; Tabankulu Ref No: 170/22EC Magistrate Office; Mount Frere Ref No: 171/22EC
<b><u>REQUIREMENTS</u></b>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification. A minimum of 3 years' experience in court management environment with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Planning and organizing; Problem solving; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements ; Manage service level agreements.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A Jilana Tel No: (043) 702 7000/ 7010
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200

<b><u>NOTE</u></b>	:	People with disabilities are highly encouraged to apply. Separate application must be made quoting the relevant reference number.
<b><u>POST 44/148</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK: AGENCY SERVICES REF NO: 22/263/CFO (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate or equivalent qualification; At least 3 years relevant experience. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Planning and organizing skills; Ability to perform routine tasks; Ability to work in a team; Basic numeracy skills; Accuracy and flexibility.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Verify processing of invoices; Clear suspense accounts; Verify and process electronic banking transactions; Compile and verify journals; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Mr. J. Maluleke Tel No: (012) 315 1090
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Address: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.

**DEPARTMENT OF MINERAL RESOURCES AND ENERGY**

*The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.*

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Sibutha Tel No: 012 444 3319 / Mr P Ndlovu 012 406 7506
- CLOSING DATE** : 02 December 2022
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from [www.gov.za](http://www.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za). All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. 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. Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.

**MANAGEMENT ECHELON**

- POST 44/149** : **DIRECTOR: MINE SAFETY REF NO: DMRE/2158**  
Re-advert, candidates who are applied previously are encouraged to re-apply.
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Bachelor Degree (Mining Engineering, Electrical/Mechanical Engineering (NQF Level 7) PLUS Certificate for Mine Manager's Certificate of Competency/or Certificate of Competency for Mechanical or Electrical Engineering PLUS the following competencies Knowledge of: In depth understanding and knowledge of the Mine Health and Safety, Knowledge of the policy regime affecting the minerals and mining industry; Government

policy and legislations Skills: Problem solving, Communication (Verbal , written, liaison), Influencing skills, Negotiation skills, Proven management skills, Management & Organisation skills, Advanced analytical skills, Good interpersonal relations at all levels, Conflict management skills, Creativity and innovation, Numerical, Organising and Coordinating, Facilitation and implementation, Financial management, Negotiation and Consultation skills, Problem solving and analysis, Strategic capability and leadership, Change management; Thinking Demands: Creative/Innovative thinker, Logical, Objective, Accurate, Diplomatic. Recommendation/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

**DUTIES** : Ensure/provide specialist advice/information in respect of occupational safety related matters as well as the status of occupational safety in the mining industry. Ensure research and benchmarking of the status of occupational safety in the mining industry with international counterparts/countries in order to identify training and policy needs. Ensure quality assurance of the Mine Health and Safety Inspectorate processes and outputs (eg. inspections, audits, investigations and enquiries). Ensure /Assist with the technical aspects of standards, legislation and specifications. Manage the collection, storage and dissemination of information. Chair/participate in various statutory and other committees/forums. Manage Directorate.

**ENQUIRIES** : Mr X Mbonambi at 082 787 3369

**NOTE** : Indian, Coloured male and persons with disability are encouraged to apply.

**POST 44/150** : **DIRECTOR: GAS POLICY REF NO: DMRE/2159**

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Degree/ B Tech in Petroleum /Engineering/Metallurgical/ Chemical/ Process Engineering/ Natural Science / Geology/ Environmental Science/ Degree in Law B Proc, BCom Law, LLB) , Degree in Development studies (NQF Level 7) with minimum of 5 years' experience middle management in policy development PLUS the following competencies Knowledge of: Policy Development Process, detailed knowledge of energy sector, project management, financial management, departmental policies and procedures, other government , department policies ( especially economic cluster Skills:. Leadership, Management, planning and organising, project management, Communication (Verbal & written), policy analysis and development, computer, presentation skills, interpersonal skills, language skills; Thinking Demands: Innovative, Analytical, creativity, decision reasoning/making. Recommendation/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

**DUTIES** : Manage, plan and develop strategic policy directions for delivering major policy initiatives relating to gas. Manage processes to analyse and evaluate existing policies and formulate future policy options and initiatives for gas. Lead interactive and consultative processes with appropriate government and non-government agencies and key industry or sector stakeholders on the process of developing/ proposing gas policies. Provide support/advice to the Director-General, Deputy Minister and the Minister on gas regulation and policy related matters. Manage the development and review of legislations and regulations on gas efficiency and gas sectors. Liaise with gas regulators in South Africa and other regulators abroad. Manage the Directorate.

**ENQUIRIES** : Mr G Nhlapho Tel No: 012 4443836

**NOTE** : Female candidates are encouraged to apply.

## OTHER POSTS

**POST 44/151** : **DEPUTY DIRECTOR: MINING AND MINERAL POLICY REF NO: DMRE/2160**

**SALARY** : R908 502 per annum (Level 12), (all-inclusive package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Degree in Natural Science (Chemistry, Applied Chemistry, Environmental/ Chemistry) Engineering (Chemical/ Metallurgy, Geology/ Chemical Mining/ Environmental Science / Geology/ Geochemistry / Energy Studies/LLB / B com Law, (NQF 7) Tertiary qualification in policy development would be added advantage with a minimum of 3 years' experience at a junior management level in the mining and mineral sector PLUS the following competencies, Knowledge of: Knowledge of Policy Development Process, detailed knowledge of petroleum sector. project management. financial management. Policies/ laws governing petroleum sector. Knowledge of the minerals and mining industry. Knowledge of the policy regime affecting the minerals and mining industry. Government policy and legislation. Public administration and management Skills: Leadership. Management. Planning and organising. Project Management. Communication (written and verbal). Policy analysis and development. Computer. Presentation skills and interpersonal skills, thinking demands: Problem solving. Innovate. Analytical. Creativity. Critical thinking logical.

**DUTIES** : Plan and develop policy initiatives relating to mining and mineral policies. Analyse and evaluate existing policies and formulate future policy options and initiatives. Interact and consult with appropriate government and non-government agencies and key industry or sector stakeholders on the process of developing /proposing mining and mineral policies. Conduct policy presentations and represent the department at various forums or workshops on mining and mineral sector policy related matters. Monitor, analyse and report on the effectiveness of policy initiatives as implemented and applied within the mining and mineral sector. Draft and amend legislation and/ or develop and review regulations in relation to mining and mineral efficiency and mining industry. Provide managerial activities.

**ENQUIRIES** : Ms S Mamogale Tel No: 012 444 3838  
**NOTE** : Indian, Coloured or White males and persons with disability are encouraged to apply.

**POST 44/152** : **DEPUTY DIRECTOR: LICENCE ANALYSIS REF NO: DMRE/2161 (X2 POSTS)**

**SALARY** : R908 502 per annum (Level 12), (all-inclusive package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : National Diploma in Business Management/ Economics/ Accounting/ Financial Management/ Energy Studies/ Engineering/ Natural Science (NQF 6) with a minimum of 3 years in a junior managerial position in a Hydrocarbons and regulatory related sector, PLUS the following competencies, Knowledge of: Knowledge of and interest in the South African energy and petroleum industries. Petroleum Products Act, 1977 (Act 120 of 1977), as amended and regulations thereto. Working knowledge of regulatory and licence administrative systems. Experience in data manipulation and analysis, as well as report writing. Working knowledge of Petroleum and Liquid Fuels Charter and a strategic understanding of the implementation potential and/ or constraints thereof Skills: Analytical skills. Convey PPAA knowledge to clients and directing client on what supporting evidence is required. Organizing, planning (strategic/business or operational/financial, interpersonal skills). Good communication skills (written and verbal). Reporting Writing. Ability to communicate clearly with stakeholders in the public and private sector. People management skills, thinking demands: Problem solving/ analytical creativity.

**DUTIES** : Manage the evaluation of applications and accompanying records and documents to gather information about their eligibility and credibility to ensure that the application complies with the provisions of the PPAA. Conduct research and evaluate the validity for a need to conduct re-site visit in consultation with the Director and or Chief Director as and when necessary to verify the need for the retailing operation and determine whether the operation will promote the objectives of the PPAA. Monitor, manage, evaluate and audit the turnaround times all applications, while also managing the quality

		assurance of data and assumptions provided to determine the economic viability of the business. Conduct market research and analyse the trend within the industry in order to add intelligence to the license analysis processes (e.g. Refineries/Biofuel applications, wholesaling, retailing). Analyse appeals received from the Department's Legal Service Directorate and give independent account of how the controller reached each administrative decision in question. Manage and engage with all internal and external stakeholders with regards to petroleum licensing analysis process. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Ms P Manthata Tel No: 012 407 7347
<b><u>NOTE</u></b>	:	Indian, Coloured or White males and person with disability are encouraged to apply.
<b><u>POST 44/153</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATION AND INFORMATION SERVICES</u></b> <b><u>REF NO: DMRE/2162</u></b>
<b><u>SALARY</u></b>	:	R908 502 per annum (Level 12), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Degree in Administration or Financial qualification (NQF 7) PLUS with minimum of 3 years' experience at a junior managerial level in an administration environment: Knowledge of: knowledge and understanding of legislation, policies and work procedures. Knowledge of a MPRDA and mining industry at large, knowledge of the public service legislation including PFMA Skills: Organisational and communication skills. Computer and Management skills. Numeracy and financial skills. Internal Audit skills. Thinking demands: Decision making. Information and evaluation. Creativity. Have experience in both creditors and debtors' functions. Analytical thinker.
<b><u>DUTIES</u></b>	:	Develop and maintain an effective policy and administrative framework. Develop, integrate, maintain and the online application system namely South African Mineral Resource Administration (SAMRAD). Manage the budget and financial control of the branch. Monitor the receiving and recording of application in terms of the MPRDA on SAMRAD including post licensing and integrating of reports into the SAMRAD system to compile summary reports. Liaise with Legal Services Chief Directorate regarding applications for access to information for the mineral regulation branch and ensure compliance to PAIA prescripts in the handling thereof. Serve as a branch contact person in liaising with other branches. Provide Audit Support. Manage the Sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Ms G Baloyi Tel No: 012 406 7678
<b><u>NOTE</u></b>	:	Indian, Coloured or White males and person with disability are encouraged to apply.
<b><u>POST 44/154</u></b>	:	<b><u>EXECUTIVE ASSISTANT OF THE OFFICE OF THE DEPUTY DIRECTOR</u></b> <b><u>GENERAL REF NO: DMRE/2162</u></b>
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma /Degree in Office Administration/ Office Management and Technology / Public Administration (NQF 6) PLUS with minimum of 3 years' experience in administration environment Knowledge of: Public Financial Management Act. Treasury Regulations. Public Service Act and Public Service Regulation, 2016 as amended. Mineral Petroleum Resource Development Act (MPRDA). Petroleum Product Act (PPA). Energy, mineral and mining policies. Administration procedures and principles. Legislation Governing Public Entities. Budgeting in the Public service. Departmental Policies and procedure. Knowledge of the functioning of a Ministerial and Parliamentary Office. Knowledge of governmental protocol and communication. Policies in the Public Sector Labour Legislation. Knowledge and understanding of international liaison. Knowledge of project management Skills: Project management. Administration and coordination. Organisational skills. Financial Management. Report compilation. Computer literacy, written and communication skills. Presentation skills and good people skills. Thinking demands: Analyse and evaluate reports. Business plans, budget and performance agreements and provide recommendation.
<b><u>DUTIES</u></b>	:	Consolidate, oversee and analyse the Branch's budget to ensure delivery in terms of the key strategic objectives. Manage and consolidate Branch inputs/reports follow-up on decisions, agreements/commitments and manage documents. Oversee the organising of workshop /strategic planning sessions

as well as performing secretariat functions in meeting. Manage the process of developing performance agreement of the Deputy Director and Branch Chief Director and ensure alignment with key strategic objectives. Identify role player and organise interactions between the mineral and petroleum regulation branch chief director and other branches. Scrutinise submission / reports and make recommendation to the Mineral and Petroleum Regulation Branch. Supervise and develop staff.

**ENQUIRIES**  
**NOTE**

: Ms G Baloyi Tel No: 012 406 7678  
: Indian, Coloured or White males are encouraged to apply.

**POST 44/155**

: **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2163**

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

: R766 584 per annum (Level 11), (all-inclusive package)  
: Western Cape Region Cape Town  
: A National Diploma in Occupational Hygiene /Environmental Health / Environmental Management (NQF 6) PLUS Certificate on Mine Environmental Control plus a valid driver's licence, with a minimum of 3 years' experience. PLUS the following competencies: Knowledge of: Mine Health and Safety Act and Regulations & Legal, Hazard identification and risk management, Public Service Staff Code, DMRE Policy, Skills: Ability to interpret and apply Mine Health and Safety Act; DMR Policy and staff codes, Management skills- planning, leading, organising and controlling, Report writing and formulation, Good interpersonal relations, Be able to recommend mining occupational hygiene solutions, Negotiation skills, Language proficiency, Computer skills, Thinking demands: Innovative thinker, Analyse situations carefully, Make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations, Dynamic personality.

**DUTIES**

: Coordinate conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational hygiene.

**ENQUIRIES**  
**NOTE**

: Mr L Polley at 082 461 4247  
: Indian, Coloured or White females are encouraged to apply.

**POST 44/156**

: **PETROLEUM LICENSING OFFICER REF NO: DMRE/2164**

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

: R331 188 per annum (Level 08)  
: Gauteng Region  
: A National Diploma in Business Management/ Economics Accounting/ Financial Management/ Energy Studies/ Natural Science/ Engineering/ Public Management/ Public Administration (NQF 6), Qualification in Project Management will be an added advantage, with a minimum of 1 year administration experience PLUS the following competencies Knowledge of: Knowledge of and interest in the South African energy and petroleum industries. Petroleum Products Act, 1977 (Act 120 of 1997), as amended and regulations thereto. Working knowledge of regulatory and administrative systems. Experience in data manipulation and analysis, as well as report writing. Working knowledge of Petroleum and Liquid Fuels Charter and a strategic understanding of the implementation potential and/ or constraints thereof Skills: Prior experience in the technical project management, procurement and supplier development crucial. Analytical skills. Convey PPAA knowledge to clients and directing client on what supporting evidence is required. Organising, planning and interpersonal skills. Good Communication skills (verbal and written). Ability to communicate clearly with stakeholders in the public and private sectors, Thinking Demands: Evaluation and verification of license applications.

**DUTIES**

: Receive and keep record of petroleum products applications. Verify applications, records, or documents in order to ensure that they are complete and in line with prescriptions of PPA and related regulation. Capture and

		update licensing applications and data on the licensing information system and keep record thereof in the regional registry. Collect petroleum licensing revenue. Liaise with relevant stakeholders. Issue Petroleum Licenses (Site, retail, wholesale, and manufacturing). Collect, verify and capture annual licensing information and print receipt.
<b><u>ENQUIRIES</u></b>	:	Mr T Sethosa Tel No: 012 406 7350
<b><u>NOTE</u></b>	:	African Male, Coloured or White are encouraged to apply
<b><u>POST 44/157</u></b>	:	<b><u>PETROLEUM LICENSING OFFICER REF NO: DMRE/2165</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Eastern Cape, Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Business Management/ Economics/ Accounting/ Financial Management/ Energy Studies/ Natural Science/ Engineering/ Public Management/ Public Administration (NQF 6), Qualification in Project Management will be an added advantage, with a minimum of 1 year administration experience PLUS the following competencies Knowledge of: Knowledge of and interest in the South African energy and petroleum industries. Petroleum Products Act, 1977 (Act 120 of 1997), as amended and regulations thereto. Working knowledge of regulatory and licence administrative systems. Experience in data manipulation and analysis, as well as report writing. Working knowledge of Petroleum and Liquid Fuels Charter and a strategic understanding of the implementation potential and/ or constraints thereof Skills: Prior experience in the technical project management, procure and supplier development crucial. Analytical skills. Convey PPAA knowledge to clients and directing client on what supporting evidence is required. Organising, planning and interpersonal skills. Good Communication skills (verbal and written). Ability to communicate clearly with stakeholders in the public and private sectors, Thinking Demands: Evaluation and verification of license applications.
<b><u>DUTIES</u></b>	:	Receive and keep record of petroleum products applications. Verify applications, records, or documents in order to ensure that they are complete and in line with prescriptions of PPA and related regulation. Capture and update licensing applications and data on the licensing information system and keep record thereof in the regional registry. Collect petroleum licensing revenue. Liaise with relevant stakeholders. Issue Petroleum Licenses (Site, retail, wholesale and manufacturing). Collect, verify and capture annual licensing information and print receipt.
<b><u>ENQUIRIES</u></b>	:	Mr M Mngomezulu Tel No: 043 703 6001
<b><u>NOTE</u></b>	:	Indian, Coloured or White and person with disability are encouraged to apply
<b><u>POST 44/158</u></b>	:	<b><u>SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2166</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Eastern Cape Regional Office, Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	An appropriate bachelor's degree, B-Tech degree or Advanced Diploma in development economics, social science, industrial science with 1-2 years relevant experience and a valid driver's licence. Knowledge: Mineral laws, Socio-economic development issues, social and labour plan, financial management, Human Resource Development and Labour Legislations Skills: Analytical capacity, computer literacy, communication skills, research, report writing, and formulation project management Thinking Demands: forward planning, decision making, proactivity, interpretation and implementation of policies.
<b><u>DUTIES</u></b>	:	Register and acknowledge receipt of new applications for social and labour plan. Conduct preliminary and final assessments of social and labour plans on and medium scale operations. Coordinate workshops and meetings between the department and clients. Provide administrative support for sub-directorate e.g compile statistics report, draft inspection, plan, filling etc. compile letters to clients in line with the outcome of the assessment. Develop and maintain social and labour plan database, provide advice and liaise with the clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations.
<b><u>ENQUIRIES</u></b>	:	Ms A Fetsha Tel No: (041) 403 6611
<b><u>NOTE</u></b>	:	Indian males and person with disability are encouraged to apply



**NATIONAL TREASURY**

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

**NOTE**

- : The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicants profile on the e-Recruitment is equivalent to the new approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

**MANAGEMENT ECHELON****POST 44/159**

- : **CHIEF DIRECTOR: FINANCIAL SECTOR DEVELOPMENT REF NO: S109/2022**

Division: Tax and Financial Sector Policy (TFSP)

Purpose: To design and implement policy and legal framework pertaining to financial sector for consumer protection, financial inclusion and transformation, in delivering fair customer outcomes and promote inclusive growth through the sector's support of the real economy.

**SALARY  
CENTRE  
REQUIREMENTS**

- : R1 308 051 per annum, (all-inclusive remuneration package)
- : Pretoria
- : A minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Law or Commerce or Finance or Economics or Development, A minimum of 5 years' experience at a senior management level (Director) obtained in the financial sector environment, Knowledge and experience in project and stakeholder management; and, Knowledge and experience in the analysis and dissemination of information, Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES**

- : Some key Outputs include: Stakeholder Design Regulatory Framework (Twin Peak): Initiate the enactment of law/s through parliament and give effect to recommended regulatory framework, Propose the establishment of the Conduct Regulator through e.g. adverts for executive positions, drafting memos of appointment, oversight of Conduct Regulator's regulatory strategy, etc, Develop annual measures of accountability for the Financial Sector Conduct Authority in support of PFMA requirements, and monitor and report on the Conduct Regulator to the Minister, Perform diagnostic research and report on South Africa's financial sector ombud system, appoint Ombud

Council and Chief Ombud and implement policy for the ombud system, Oversee that laws relevant to twin peaks are periodically reviewed for improvement. Regulatory Conduct: Develop and publish policy informing the legal framework for the fair treatment of financial customers and the conduct of financial institutions in general, Initiate drafting of conduct law/s for stakeholder consultation and tabling to Parliament, and produce the supporting policy documentation, Monitor the implementation of enacted laws by the Market Conduct Regulator, Review and improve the legislation governing conduct of the financial sector, Facilitate the enactment of necessary law/s through parliament. Industry-specific policy interventions, and over-indebtedness: Identify and monitor poor industry practices that compromise customer outcomes, Implement remedial steps in response to improve consumer protection and promote sustainable market development, Develop a trustworthy consumers and small business sector, Develop and publish industry roadmaps that outline the steps being taken and the reasons thereof. Develop and publish industry strategies and workplans in support of each roadmap, to support industry commitment and accountability, Monitor in conjunction with the DTIC and other stakeholders to respond to South Africa's over indebtedness crisis. Financial Inclusion and Transformation: Monitor the assessment of the state of financial inclusion across relevant market segments, including for small enterprises, Monitor the development, publishing and implementation of financial inclusion and transformation policy, Monitor the establishment and formulation in conjunction with the regulator, a national financial inclusion consultation forum. Financial Education: Develop, publish and implement financial education policy, to include consumers and SMEs, Develop publish and implement strategies and workplans periodically, in support of the implementation of the financial education policy, Establish and coordinate (with support of the regulator) a national financial education consultation forum.

<b><u>ENQUIRIES</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za	
<b><u>APPLICATIONS</u></b>	:	To apply	visit:
	:	<a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>	
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).	
<b><u>POST 44/160</u></b>	:	<b><u>CHIEF AUDIT EXECUTIVE REF NO: S118/2022</u></b>	
	:	Division: Office of the Director-General (ODG)	
	:	Purpose: To provide an in-depth assurance and design principle in alignment with international best practices of service delivery to National Treasury (NT), Government Technical Advisory Centre (GTAC), Accounting Standards Board (ASB), Co-operative Banks Development Agency (CBDA) and the Independent Regulatory Board of Auditors (IRBA) and assist in the accomplishment of objectives through a systematic and disciplined approach in the evaluation of risk management, controls and governance processes.	
<b><u>SALARY</u></b>	:	R1 308 051 per annum, (all-inclusive remuneration package)	
<b><u>CENTRE</u></b>	:	Pretoria	
<b><u>REQUIREMENTS</u></b>	:	A minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Internal Auditing or Auditing or Financial Management and a Certification as a Certified Internal Auditor (CIA) or CA (SA), A minimum 5 years' experience at a senior managerial level (Director) obtained within the internal audit principles and specifically legal compliance auditing experience, Knowledge and experience in internal and legal auditing; and, Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework on Internal Auditing , Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment.	
<b><u>DUTIES</u></b>	:	Some key Outputs include: Strategic Leadership and Stakeholder Management: Develop a 3 Year Rolling Internal Audit Plan and reviewing the Internal Audit Strategy and Annual Performance Plans, Review the Internal Audit Charter that reflects the scope, responsibility and authority, Initiate awareness of the Internal Audit function within the National Treasury and other stakeholders through client engagements , Provide support to strategic stakeholders in the achievement of their strategic objectives through the implementation of governance, risk management and internal controls. Audit Committee and Management Reporting: Develop an Internal Audit Annual	

Performance Plans and report on progress pertaining to the strategic plan on a quarterly basis to internal strategic partners and the Audit Committee, Initiate the updating of the findings register and present to the Audit Committee, Provide progress of Internal Audit functionalities and present Internal Audit reports to the Audit Committee. Audit Process–Risk Assessment, Audit Plan, Assurance and Consulting Services: Oversee the completion of the regularity, ICT, performance, compliance and forensic audits processes, Provide advice and guidance on all audit engagements to be conducted, Provide quality assurance on audit projects and reports prior to issuance, thereof, Develop audit assessment tools and verified integrity of tools prior to the submittance to the Audit Committee. Resource Management: Develop institutional think-tanks pertaining to internal audit with regard to Regularity, Performance, IT, Compliance, Quality Assurance to achieve the audit objectives, Provide inputs to the annual budget and the adjustments thereto and monitor expenditure against approved budget, Initiate the development of adequate capacity development to provide for demands pose by stakeholders. Process Improvements and Research: Initiate research on the latest trends with reputable institutions to improve and refine processes in the enhancement of efficiency , Perform benchmarking exercises with local and international institutions on global trends, latest developments and emerging technologies within the internal audit environment, Develop and implement a Sustainable Audit Strategy in line with Audit Methodologies and Resource Plans to ensure continued effective and efficient Internal Audit service delivery.

**ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>  
**CLOSING DATE** : 05 December 2022 at 12:00 am (Midnight).

**POST 44/161** : **CHIEF DIRECTOR: MUNICIPAL FINANCE RECOVERY SERVICES REF NO: S106/2022**

Division: Intergovernmental Relations (IGR)

Purpose: To manage and oversee the municipal finance recovery services as determined by the Municipal Finance Management Act, 2003 (Act No. 56 Of 2003) (MFMA) and develop recovery measures for implementation within all municipalities under mandatory interventions.

**SALARY** : R1 308 051 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Public Finance or Public Administration or Economics or Accounting or Business Economics, A minimum of 5 years' experience at a senior management level (Director) obtained in the development and reviewing of financial recovery frameworks, Knowledge and experience in the implementation of a financial recovery framework, Knowledge and experience in the establishment of institutional, organisational and service delivery measures in municipalities, Knowledge and experience of the intergovernmental and fiscal framework, Knowledge and experience in the coordination of financial disputes; and Knowledge and experience in developing resolutions for financial challenges within municipalities, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES** : Some key Outputs include: Implementation of the Legislative Framework: Ensure that financial interventions in undertaken in terms of Section 139 of the Constitution of SA and Chapter 13 comply with the statutory and procedural requirements, Provide guidance and direction to municipalities on best practices to resolve financial challenges within the parameters of the legislation, Apply the legislative frameworks and guidelines in the determination of Municipal Property Rates, Fiscal Powers and Functions in interventions to legislatively support municipalities, Advice on changes or amendments to the Legislative frameworks that impacts on their performance. Design and Application of Reforms: Propose reforms to improve the implementation of financial recovery and reporting frameworks within municipalities, Advice on the need for the implementation of reorganisation measures and practices within municipalities Coordinate and manage the intervention process with CoGTA and SALGA in alignment of prescribed

reforms and avoiding duplication in the implementation of financial recovery plans, Analyse and Evaluate Financial Outcomes: Analyse and evaluate financial challenges within municipalities and develop contingency plans, Evaluate reviews prepared by advisors on financial, service delivery and performance information to ensure potential solutions are aligned to challenges, Analyse and evaluate financial outcomes and convert into actionable items for perusal by stakeholders , Analyse and interpret performance and financial measures in support of recommended changes. Stakeholder Management. Engage clients on concerns and initiate the correct interventions through the determinations of the financial recovery framework, Consult stakeholders through the MFRS framework and tools in the enhancement and effectiveness of municipal performance, Provide support and advice on financial management and recovery plans within municipalities, Facilitate the resolution of political challenges that emanate in the intervention and recovery process.

<b><u>ENQUIRIES</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za	
<b><u>APPLICATIONS</u></b>	:	To apply	visit:
		<a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>	
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).	
<b><u>POST 44/162</u></b>	:	<b><u>DIRECTOR: PFMA COMPLIANCE REF NO: S130/2022</u></b>	
		Division: Office of Accountant-General (OAG)	
		Purpose: To monitor financial management, governance and compliance with PFMA in alignment with relevant prescripts within national and provincial spheres of government	
<b><u>SALARY</u></b>	:	R1 105 383 per annum, (all-inclusive remuneration package)	
<b><u>CENTRE</u></b>	:	Pretoria	
<b><u>REQUIREMENTS</u></b>	:	A minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: in Commerce or Finance or Public Finance; A post graduate degree in Compliance will be an added advantage; A minimum 5 years' experience at a middle management level in developing monitoring tools; Knowledge of the development of web-based databases and websites; Knowledge and experience in financial management processes and practices, and, Knowledge and experience of the broader financial management legislative frameworks, Knowledge of PFMA compliance and related tools. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment.	
<b><u>DUTIES</u></b>	:	Some key Outputs include: PFMA Oversight: Maintain and implement web-based monitoring tools, e.g. the Financial Management Capability Maturity Model (FMCMM), monitoring payments processed within a specific timeframe, Monitor compliance with financial management legislative frameworks, e.g. PFMA and Treasury Regulations, Conduct periodical reviews on the appropriateness of compliance monitoring mechanisms, Conduct in-depth analyses of audit outcomes and annual reports pertaining to PFMA compliant institutions, Analyse financial misconduct reports and development mitigating plans for implementation. Stakeholder Engagement: Develop toolkits to monitor PFMA compliance within institutions, Coordinate the compliance monitoring initiatives with other public sector institutions for standardisation of processes and procedures, Engage stakeholders on new developments pertaining to PFMA compliance and implications, Implement client satisfaction surveys to determine impact of initiatives pertaining to PFMA compliance, Develop and implement of an Invoice Tracking System. Knowledge Management: Maintain a knowledge management database for compliance of information, Monitor media reports related to public sector financial management and compliance issues, Manage queries emanating from the Presidential Hotline, Conduct workshops and awareness sessions to clients pertaining to oversight structures. Co-ordinate Transversal Matters: Conduct research with recognized local and international institutions on best practices related to financial management and legislative compliance monitoring, Analyse information collated from surveys and assessments and liaise with relevant stakeholders, Analyse, monitor and report on PFMA violations and non-compliance with laws and regulations in PFMA compliant institutions, Attend to transversal matters related to PFMA compliance. Enforcement, Training and Development: Contribute towards the improvement of legislative	

		frameworks, treasury guidelines, circulars and instructions, implement a compliance strategy within National Treasury, Develop public finance management training material
<b><u>ENQUIRIES</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).
<b><u>POST 44/163</u></b>	:	<b><u>DIRECTOR: e-COMMERCE CENTRE REF NO: S119/2022</u></b> Division: Office of the Chief Procurement Officer (OCPO) Purpose: To design, develop, implement and maintain an e-Commerce Centre for national, provincial and local sphere of government with a view to contribute towards efficient and effective procurement practises.
<b><u>SALARY</u></b>	:	R1 105 383 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Information Technology or Information Systems or Strategic Sourcing; Registration with a Supply Chain or an Information Technology professional body will serve as an added advantage; A minimum 5 years' experience at a middle management level in the implementation of large-scale public/ private sector procurement ICT solutions; experience in business process engineering and business transformation; knowledge and experience in the development of enterprise-wide procurement ICT architecture; Experience in transformation and modernization of procurement ICT within State Owned Corporations (SOC's)/ Multi-National Corporations/ National Government Departments, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment.
<b><u>DUTIES</u></b>	:	Some key Outputs include: Develop, Design and Implement e-Commerce Solutions: Initiate and oversee research regarding international and national e-commerce centres in respect of standards and practices; Design e-commerce centre for all spheres of government (e-catalogue, e-inventory, e-reporting, procurement data analysis, market trends, forecasts, innovations, business intelligence, category management, classified spend data, process improvement, benchmarks and performance management system); Develop e-Commerce Centre for all spheres of government; Maintain and enhance e-Commerce Centre for all spheres of government. Establish capability of Government's E-Commerce Centre: Design and develop training programmes for system users; Provide support to users and suppliers in operating the e-commerce centre system of government; Provide training and capacity building to users (officials and suppliers) of the e-Commerce Centre of government; Monitoring and report on proficiency of users and take recommended action where required; Develop capability of provincial treasuries to optimise the e-Commerce Centre impact. Monitor and Evaluate e-Commerce Centre: Design and develop an e-Commerce Centre performance management tool to measure effectiveness and efficiency including performance against procurement standards and measurement metrics; Provide transparent and accessible procurement information through the provision of timely, accessible and accurate information to stakeholders; Publish quarterly reports and press releases on procurement information in accordance with SCM metrics; Enable e-engagement with suppliers on SCM performance information and queries; Maintain reporting portal/website. SCM IFMS Module development and implementation: Contribute to successful development of world class SCM IFMS module; Contribute to implementation of SCM IFMS module at national and provincial departments and municipalities; Contribute to optimising return on investment of SCM IFMS investment.
<b><u>ENQUIRIES</u></b>	:	ONLY (No applications): Recruitment.Enquiries@treasury.gov.za
<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).

<b><u>POST 44/164</u></b>	:	<b><u>DIRECTOR: SCM COMMERCIAL CONTRACTING REF NO: S108/2022</u></b> Division: Office of the Chief Procurement Officer (OCPO) Purpose: To review, research and advice on major procurement contracts and develop standard contracting documents for national and provincial government.
<b><u>SALARY</u></b>	:	R1 105 383 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum Bachelor's Degree (equivalent to an NQF level 7) in Commercial Law, A minimum 5 years' experience obtained at a middle management level in administrative law, Experience in legal and commercial contracts drafting, In-depth knowledge of written and oral legal advice and opinion within the SCM contract environment, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment.
<b><u>DUTIES</u></b>	:	Some key Outputs include: Contracting/ Contract Management: Review and align contract documents with SCM policies and prescribes across government, Develop and advise on contracts for different service commodities in revision of high level and complex contracts, Provide advice on service and supplier agreements as and when needed, Analyse SCM policies and procedures against set SCM performance expectations/ outputs of stakeholders internally and externally, if it meets with Government objectives, Apply corrective measures on policy analysis and performance standards within the whole of the Public Service. SCM Dispute Resolution: Provide legal advice on the development of a dispute resolution framework, Review on-going disputes and provide legal advice towards resolving and redressing of the disputes. Training/ Awareness: Provide awareness of legal developments in contract management that will affect the work of the OCPO. Policy Development: Review and advice on legal implications of SCM Policies and procedures, Develop and influence SCM and related policies, norms, standards frameworks and guidelines, Review instruction notes and circulars issued before dissemination. Legal Risk: Review and provide legal advice on tender documents, Review on-going cases and advise stakeholders accordingly, Liaise with relevant stakeholders within the OCPO and ensure legal risk have been identified and appropriate remedial action taken, Provide and interpret legal information, conduct training and disseminate legal requirements to internal and external stakeholders, Provide legal protection and risk management advice to stakeholders on contract management.
<b><u>ENQUIRIES</u></b>	:	Only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).
<b><u>POST 44/165</u></b>	:	<b><u>DIRECTOR: QUALITY ASSURANCE AND COMPLIANCE REF NO: S111/2022</u></b> Division: Office of the Director-General (ODG) Purpose: To strategically manage the Quality Assurance and Compliance function for National Treasury (NT), Accounting Standards Board (ASB), Cooperative Bank Development Agency (CBDA) and Government Technical Advisory Component (GTAC) in alignment with prescribed policies and procedures.
<b><u>SALARY</u></b>	:	R1 105 383 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Internal Auditing or Risk Management, A certified Internal Auditor (IA) will be an added advantage, A Minimum of 5 years' experience at a middle management (Deputy Director) obtained in an Internal Auditing environment with the emphasis on Quality Assurance and Compliance, Knowledge of and Service Level Agreements, Knowledge of application Control Reviews, Business Process Mapping and Data dissemination, Knowledge and experience of Internal Audit and Internal Audit Fundamentals and Principles, Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government available

**DUTIES**

as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

: Some key Outputs include: Strategic Leadership and Stakeholder Engagement: Initiate awareness of the Internal Audit function within the National Treasury, Provide strategic support to the internal audit function in contribution of the objectives and guidelines as set out in the Internal Audit strategy, Recommend amendments to enhance the Internal Audit Charter, Engage stakeholders and establish good internal and external mutual networking pertaining to internal audit, Initiate recommendations for enhancement and utilisation of the Audit Committee. Audit Process on Risk Assessment, Audit Plan, Assurance and Consulting Services: Perform quality assurance on Quality Assurance and Compliance and review annual risk assessments, Develop and implement strategic audit and annual Quality Assurance and Compliance plans based on operational requirements, Provide advice on operations and implement strategy in consideration of organisational impact, Conduct Quality Assurance and Compliance and register discrepancies within the findings register, Overall accountability for the quality of Quality Assurance and Compliance projects, Provide feedback to audit committee and clarify matters relating to Quality Assurance and Compliance reports pertaining to controls and latest technology. Benchmarking and Research: Analyse policies for the enhancement and improvement of processes and procedures of Quality Assurance and Compliance audits, Initiate benchmarking and research on the latest global trends pertaining to developments in the Quality Assurance and Compliance environment, Develop and implement a Quality Assurance and Compliance Strategy and methodology in support of a resource plan on business continuity within the said environment. Monitor and Evaluation: Conduct quality assurance to enhance reporting standards, Review audit committee deliverables and provide inputs to the development of the audit committee processes, Present Quality Assurance and Compliance reports to the Audit Committee for consideration and resolution, Monitor and evaluate progress of auditing conducted against the prescribed Quality Assurance and Compliance plan.

**ENQUIRIES  
APPLICATIONS**

: Only (No applications): Recruitment.Enquiries@treasury.gov.za  
: To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**CLOSING DATE**

: 05 December 2022 at 12:00 am (Midnight).

**POST 44/166**

: **DIRECTOR: FINANCIAL MARKETS AND COMPETITIVENESS REF NO: S117/2022**

Division: Tax and Financial Sector Policy (TFSP)

Purpose: To provide a platform for the formulation and development of assessment instruments, oversight on regulation and the development of policy for capital markets.

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 105 383 per annum, (all-inclusive remuneration package)  
: Pretoria  
: A minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Development Economics or Law , A minimum 5 years' experience at a middle management level (Deputy Director) obtained in drafting of financial regulation pertaining to financial capital markets, Experience in the analysis of policy and application in business; and Development of financial oversight mechanisms for the market, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES**

: Some key Outputs include: Capital Markets Development: Provide oversight on the regulation and developments of capital markets, Formulate policy on the development of capital markets, Coordinate the implementation of policies on capital markets. Financial Markets Clearing and Settlements: Establish and promote policies that enhance the effectiveness and efficiency of the clearing and settlement systems of capital markets, Manage and ensure the implementation of capital markets policies, Create a conducive environment for oversight on the regulation and the development of policy for capital markets, Implement mechanisms to ensure the financial markets clearing and settlements process is carried out efficiently. Co-ordinate the Establishment of a Financial Centre for Africa: Promote South Africa as a financial centre for

		African countries, Conduct in-depth research on issues around financial markets and benchmark with recognised international best practices, Liaise with various stakeholders in the financial markets to create awareness of financial markets regulations. Administration & Policy Maintenance: Provide commentary on international papers and Reports, Provide inputs to Parliamentary Questions, Participate in the appointment of members to various financial regulatory boards, Provide inputs to content of parliamentary speeches
<b><u>ENQUIRIES</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).
<b><u>POST 44/167</u></b>	:	<b><u>DIRECTOR: CENTRAL SUPPLIER DATABASE REF NO: S126/2022</u></b> Division: Office of the Chief Procurement Officer (OCPO) Purpose: To design, develop, and implement a central supplier database for national, provincial and local sphere of government contributing towards efficient and effective procurement practises.
<b><u>SALARY</u></b>	:	R1 105 383 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Information Technology or Information Systems or Procurement, A minimum 5 years' experience at a middle management level (Deputy Director) obtained in implementation and management of procurement ICT solutions, Experience in business process engineering and business transformation, Extensive experience in the development of enterprise-wide procurement ICT architecture, Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment.
<b><u>DUTIES</u></b>	:	Some key Outputs include: Central Supplier Database for government: Initiate and oversee research regarding international and national central supplier database standards and practices, Design central supplier database for all spheres of government, Develop central supplier database for all spheres of government, Maintain central supplier database and continuously enhance quality and completeness thereof. Establish capability for the central supplier database: Design and develop training programmes for system users, suppliers and other relevant stakeholders, Provide support to users in operating the central supplier database data, of government, Provide training and capacity building to users of the central supplier database of government, Monitoring and report on proficiency of users and take recommended action where required, Develop capability of provincial treasuries to optimise the central supplier database. Compliance of service providers: Design and develop a system of assurance in respect of compliance requirements of government, Provide information and supporting validations to users, Auditor-General and other stakeholders in respect of supplier compliance, Interact with suppliers on compliance requirements in accordance with regulatory requirements of government through appropriate interfaces, Ensure that data quality and integrity is maintained and continuously improved, Contribute to risk profiling of suppliers related to compliance criteria. Supplier Development Programme for government: Design and develop and implement a supplier development approach for all spheres of government, Identify and prioritise specific categories of commodities for which supplier development programmes need to be rolled out, Contribute towards the supplier performance mechanisms at all spheres of government. IFMS development and implementation: Contribute to successful development of world class SCM IFMS modules, Contribute to implementation of SCM IFMS module at national and provincial departments and municipalities, Contribute to optimising return on investment of SCM IFMS investment.
<b><u>ENQUIRIES</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).



<b><u>POST 44/168</u></b>	:	<b><u>DIRECTOR: PROVINCIAL FINANCIAL DATA MANAGEMENT REF NO: S138/2022</u></b> Division: Intergovernmental Relations (IGR) Purpose: To manage and overseeing the monitoring and implementation of provincial budgets by developing and maintaining financial databases.
<b><u>SALARY</u></b>	:	R1 105 383 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum Bachelor's Degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Computer Science or Accounting or Public Administration or Statistics or Actuarial Science or Quantitative Management or Financial Modelling, A minimum 5 years' experience at a middle management level (Deputy Director) obtained within in finance and the provincial budget allocation system, An understanding of public financial management system, Knowledge of applicable public finance laws and regulations, Understand public sector budgeting principles, statistical analysis and computer science, Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment.
<b><u>DUTIES</u></b>	:	Some key Outputs include: Budget Preparation and Support: Budget preparation process: Collect, consolidate and evaluate the MTEF budget submissions for all nine provinces (August, December and February), Provincial budget analysis and Provincial fiscal framework: Assist in ensuring correctness between the provincial fiscal framework and budget preparation process for purposes of the MTBPS (October), Budget Review (February) and IGFR (as per timeline), Provincial Budgets and Expenditure Review (IGFR): Collection and consolidation of financial data (database) for the IGFR as per set timelines. Draft the Provincial Trends chapter for the IGFR, Data support: Provide data with regard to the provincial adjusted estimates process, preliminary to final provincial MTEF allocations and Provincial payment schedule to be in line with the Provincial fiscal framework (October to February), Provincial Benchmark Exercises: Collect, consolidate and evaluate data from provinces for preparation of annual pre-benchmark meetings (December) and benchmark meetings (January) and provide data for provincial benchmark exercise reports for DG and Minister, Analyse provincial MTEF budgets as well as assist in drafting related presentations for the Technical Committee on Finance (TCF), Budget Council and President's Co-ordinating Council (PCC), Provincial MTEC Hearings: Participate in annual provincial MTEC hearings (September) on an ad hoc basis. Budget Implementation and Monitoring: Monthly provincial in-year monitoring management and reporting system: Ensure credibility of budgets and that revenue matches expenditure, Quarterly provincial Section 32 publications including conditional grants: Assist in preparing the quarterly provincial Section 32 reports including the quarterly press release, Monthly, quarterly and half-yearly consolidated in-year monitoring narrative reports to identify aggregated trends in provincial finances: Compile monthly aggregated reports on the state of provincial budgets and expenditure / revenue trends and advise on spending and revenue patterns as well as assist in drafting related presentations for the DG, Minister of Finance, TCF, Budget Council, NCOP, PCC and Cabinet, Compile monthly provincial in-year monitoring, management and reporting system reports including dataset. Ensure timely delivery of data inputs to and from the provinces and to the 3 social sector national departments. Support Directors: Provincial Budget Analysis with specific financial data for nine provinces on a monthly basis including an overall aggregated position of provincial finances, Performance database for provincial budgets (financial): Maintain budget performance database for provincial budgets (financial – ongoing basis) – i.e. Annual financial statements and annual report database, Provincial payment schedule: Compile the annual provincial payment schedule, Provincial visits: Prepare financial tables for provincial visit reports for nine provinces and the consolidated provincial reports on a bi-annual basis. Support to nine provincial visit reports and the consolidated provincial reports on a bi-annual basis. Intergovernmental Co-ordination: Availability of data: Ensure the availability of information electronically structured on the I: & K: drives which include the In-year Monitoring submissions, strategic and performance plans, annual reports, annual financial statements, budget statements, provincial allocations with the adjusted estimates, aggregated financial statements, normative measures and

any other information required from provinces on a continuous basis, Assist clients on data issues: Respond to queries from clients, Assist Intergovernmental Relations Division as well as the CD: Social Services on all provincial financial data needs. Cross-cutting responsibilities & Financial management and budget reform: Contribute to National Treasury publications: Checking of numbers for MTBPS, Budget Review, Division of Revenue Bill/Act and other National Treasury publications. Assist with formatting documents (tables) / presentations including inserting tables / charts for analysts, Draft the annual provincial budget guideline in line with budget reforms and budget formats (tables). Maintain databases in line with provincial budget reforms and budget formats, Assist provinces on a daily basis as per their request to promote effective financial management. Intergovernmental Grants: Intergovernmental Grants system database: Provide data with regard to the provincial adjusted estimates process, preliminary to final provincial MTEF allocations and Provincial payment schedule to be in line with the Provincial fiscal framework (October to February), Reports to identify trends in provincial conditional grants: Ensure credibility of conditional grants transfers.

**ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>  
**CLOSING DATE** : 05 December 2022 at 12:00 am (Midnight).

**POST 44/169** : **DIRECTOR: ENTERPRISE ARCHITECTURE AND ACQUISITION REF NO: S140/2022**  
 Division: Corporate Services (CS)  
 Purpose: To strategically plan and deliver the operational, performance and compliance control of ICT Governance, programs, projects, enterprise architecture, regulative, acquisition and monitoring implementation.

**SALARY** : R1 105 383 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum Bachelor's Degree (equivalent to an NQF level 7) in Information Technology, A COBIT Certification, TOGAF 9 Certification, PMBOK/ Prince II Certified and ITIL Certification will be an added advantage, A minimum 5 years' experience at a middle management level (Deputy Director) obtained in Information Technology, Knowledge and experience in business architecture projects, Knowledge and experience strategic and operational project management, Knowledge and experience in Data, Application and Technology Architecture, and standards projects, Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES** : Some key Outputs include: Operational and Project Planning: Oversee project teams and ensure project governance and implementation according to set plans and procedures, Monitor, control project teams and initiate change integration on corrective action, Coordinate operational project plans for implementation, Utilise the Prince 2 or PMBoK principles for effective implementation of project and program, Analyse and review operational and project requirements of business for implementation, Initiate the recommended enterprise architecture projects for business. Governance: Develop and review ICT policies, procedures, guidelines and standards, Monitor and evaluate the implementation of governance and related processes and procedures, Initiate the approval and implementation of Best practices of ICT Governance Frameworks and methodologies, Manage the Department's ICT Risk and Security. Acquisition and implementation: Coordinate the implementation of ICT projects, Design systems in line with business requirements and MSP, Utilise best practice frameworks for business analysis and system design, Manage the ICT Configuration Database of the Department, Manage and coordinate Departmental ICT Changes to minimise service disruptions, Manage software release versions of the Department. Enterprise Architecture Planning: Develop, review and implement the ICT vision under auspices of the ICT Steering Committee, Develop a National Treasury Business Architecture Baseline for implementation, Monitor and review the Information System Architecture Baseline for conformity, Implement a Technology Architecture Baseline for business, Compile a National Treasury Strategic Information Systems Plan, Implement a compliance strategy within National Treasury,

Create and analyse Enterprise Architecture Change impact on business and recommend remedial procedures for implementation and monitoring, Recommend the configuration of the Technology Infrastructure of business.

**ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>  
**CLOSING DATE** : 05 December 2022 at 12:00 am (Midnight).

#### OTHER POSTS

**POST 44/170** : **SENIOR FINANCIAL ANALYST: ACCOUNTING, POLICIES & GUIDELINES (TSS) REF NO: S121/2022**

Division: Office of the Accountant-General (OAG)

Purpose: To facilitate transparency and effective management in respect of REAL through providing support to the financial management activities in the National and Provincial Governments and develop and publish frameworks, policies and guidelines in accounting, internal audit and risk management.

**SALARY** : R908 502 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum Bachelor's Degree (equivalent to an NQF level 7) in Accounting with completed articles, Bachelor of Commerce (Honours) in Accounting or an equivalent NQF level 8 qualification, CA(SA) or CIA as an added advantage , At least 4-5 years of relevant experience in a similar environment , Knowledge of in-depth research and Previous exposure to Policy development techniques, Experience in report writing, publishing of corporate publications and communications, Public sector experience, Knowledge of PFMA, MFMA, TR and other relevant government prescripts.

**DUTIES** : Development of frameworks, policies and guidelines in accounting, internal audit and risk management: Research and development of guidelines, frameworks based on best practices; Research and development of policies based on standards and the identified gaps (provided by the support CD's), including the review of existing policies, Participate in the development of intervention strategies to improve internal audit, risk and financial management capability of clients based on the results of the financial capability maturity model; Participate in the development of local and international standards on internal auditing, risk and financial management by attending meetings and preparing the comment letters on exposure drafts; Report regularly on progress on framework, guideline and policy formulation, Liaison with the auditor-general and the ASB on technical queries; Development of internal audit (including audit committees), risk management and financial reporting templates and specimens; Research and development of implementation tools in support of the implementation of the GRAP standards; Develop and maintain the standard chart of accounts for government; Participate in the design of system requirements to support the accounting and internal control prescripts in government. Support the implementation of the accounting frameworks, standards and guidelines to the support chief directorate: Provide support and advice on internal audit and controls, risk and financial management to chief directorates within the OAG and to key external stakeholders; Participate in knowledge sharing initiatives such as the SAICA technical forum, IIA technical committee, SAICA PSC; Conduct handover session with the support units on the frameworks, guidelines, standards and policies.

**ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>  
**CLOSING DATE** : 05 December 2022 at 12:00 am (Midnight).

**POST 44/171** : **SENIOR FINANCIAL ANALYST: INTERNAL AUDIT REF NO: S127/2022**

Division: Office of the Accountant-General (OAG)

Purpose: To improve the quality of Internal Audit within the Public Sector, which would include provision of support, monitoring and reporting on progress of the implementation of effective systems of internal audit.

**SALARY** : R908 502 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in any of the following disciplines: Auditing

or Accounting or Risk, A postgraduate qualification in Auditing or Accounting will be an added advantage, A minimum of 4 years' experience in the fields of knowledge and understanding of the International Standards for the Professional Practice of Internal Auditing, Understanding of implementation of norms and standards, Extensive knowledge of Internal Audit in the Public Sector, The ability to liaise at different levels of management , Advanced knowledge of computer literacy covering word processing and presentation programs.

## **DUTIES**

: Some key Outputs include: Managing the Implementation at National, Provincial, Local Government and Public Entities: Communicate with stakeholders on alignment of implemented plans; Develop internal audit plans for implementation; Conduct regular visits to National, Provincial, Local Governments and Public Entities, Initiate roll-out plans for implementation, Compile detailed report on progress with implementation plan on all levels of involvement; Gathering, collating and analysing information on compliance with international standards, PFMA, MFMA, Treasury Regulations etc.: Conduct surveys on compliance of information of stakeholders; Engage with stakeholders and keep track of progress on regular basis, Collate responses and compile report for future usage, analyze, collect information and drafting reports on future action plans, Enable the submission of annual reports to SCOPA on the status of internal audit within the Public Service and Public Entities; Conduct internal audit Reviews on Internal Audit at National, Provincial, Local Government and Public Entities in preparation for Quality Assurance Reviews: Conduct reviews on all spheres of Government and within Public Entities, Regular communications with Heads of Internal Audit & staff in preparation for Quality Assurance Reviews- Collate information gathered during post reviewing of state of readiness; Draft detailed reports on post reviews; Conduct Internal Audit presentations to Heads of Internal Audit, Accounting Officers and Audit Committees: Conduct Internal Audit presentations to Heads of Internal Audit, Accounting Officers and Audit Committees; Arrange and organise meetings with Heads of Internal Audit, Co-ordinate feedback from stakeholders; Facilitate learnerships programs for training of Internal Auditors at various institutions i.e. Institute of Internal Auditors, Academic Institutions, etc.: Regular communications with Heads of Internal Audit & support staff, Obtain inputs from stakeholders for participation in learnership programs, Provide support to learners ensuring assessments are conducted regularly, Determine training needs of internal auditors in Government and Public Entities, Procure appropriate training providers and verify their accreditation; Communicate available training to stakeholders, Plan rollout of training programmes; Provide a support and monitoring role for queries by internal audit units for stakeholders: Regular consultation sessions with Heads of Internal Audit & support staff; Regular communication & feedback on project and or implementation plans; Handle queries from different stakeholders and process responses timeously; Provide regular feedback reports to management on progress of implementation plans.

## **ENQUIRIES APPLICATIONS**

: Only (No applications): Recruitment.Enquiries@treasury.gov.za  
: To apply visit:  
: <https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

## **CLOSING DATE**

: 05 December 2022 at 12:00 am (Midnight).

## **POST 44/172**

: **SENIOR BUDGET ANALYST: PUBLIC FINANCE REF NO: S136/2022**

Division: Public Finance (PF)

Purpose: To provide technical guidance to national departments and state-owned agencies on fiscal and financial matters pertaining to the evaluation of policy proposals and spending plans in the monitoring of expenditure against service delivery targets and trends.

## **SALARY CENTRE REQUIREMENTS**

: R908 502 per annum, (all-inclusive remuneration package)  
: Pretoria  
: A minimum National Diploma (equivalent to an NQF level 6) or a Bachelors' Degree (equivalent to an NQF 7) in any of the following disciplines: Economics or Accounting or Public Finance, A minimum of 4 years' experience in in budgetary and financial management, Knowledge and experience of the public sector planning and MTEF expenditure frameworks; Knowledge and experience of sector financial, budgeting and policy processes; and Knowledge of regulatory directives like the PFMA, DoRA and Treasury Regulations.

<b><u>DUTIES</u></b>	:	Some key Outputs include: Budget Analysis and Financial Planning: Provide guidance to client departments in their preparation of annual budget submissions and related budget documentation, Analyse the annual MTEF submissions of departments and devise corrective steps pertaining to budget documentation, which include the Medium-Term Budget Policy Statement, Appropriation Bill, Budget Review, Division of Revenue Bill and Estimates of National Expenditure, Contribute to the budget process nationally and evaluate the departments' requests for roll-over funds, additional funds, programme structure changes, NRF drawings, shifting of funds and suspension of funds. Monitor Expenditure Plans against Service Delivery Targets: Monitor compliance and alignment to the prescribed PFMA and Treasury Regulations and guide stakeholders on its interpretation for the correct implementation and application, thereof, Perform in-year analysis and advice on expenditure plans and trends to enhance the financial gains and effectiveness within departments, Monitor the achievements of departments against service delivery plans and set targets, Verify programme and projects outputs for alignment based on the successes administered by departments, Follow-up on findings and concerns emanated from the Auditor-General's reports and parliamentary working committees on department's financial affairs. Analyse Policy and Monitor Implementation: Perform policy analysis and monitor the correct implementation in line with the prescribed legislative framework, Contribute to policy enhancements by providing strategic solutions for applications within the sectors, Provide guidance and support on key policy determinations within the relevant sector including conditional grants and the Division of Revenue Act. Benchmarking and Research: Initiate benchmarking exercises with reputable government departments on the latest trends, globally. Perform research with international institution on the latest interventions pertaining to policy development, financial planning, expenditure monitor, etc, Engage stakeholders on the latest work processes and key developments pertaining to sectoral, national and state-owned entities/agencies.	
<b><u>ENQUIRIES</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za	
<b><u>APPLICATIONS</u></b>	:	To apply	visit:
		<a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>	
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).	
<b><u>POST 44/173</u></b>	:	<b><u>SENIOR ECONOMIST: FINANCIAL MARKETS AND COMPETITIVENESS</u></b> <b><u>REF NO: S131/2022</u></b> Division: Tax and Financial Sector Policy (TFSP) Purpose: To initiate quantitative economic and financial research on the banking and non-banking financial sector in South Africa and monitor the financial positions of major financial institutions for inputs into policy for analysis of banking conditions and policy in preparation for regulatory debates.	
<b><u>SALARY</u></b>	:	R908 502 per annum, (all-inclusive remuneration package)	
<b><u>CENTRE</u></b>	:	Pretoria	
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma (equivalent to an NQF level 6) or a Bachelors' Degree (equivalent to an NQF 7) in any of the following disciplines: Economics or Accounting, A minimum of 4 years' experience obtained in economic analysis, Knowledge and experience of credit analysis and banking analysis; and Knowledge of the broader regulatory framework on the financial and the banking sector.	
<b><u>DUTIES</u></b>	:	Some key Outputs include: Domestic Banking and Insurance Sector Analysis: Develop a database of indicators to track the health of the South African banking and insurance sectors, e.g. capital adequacy, profitability, risks, premium defaults, fees charged, Initiate focused research on key areas of banking sector vulnerability and competitiveness, Engage with regulators (Financial Services Board, the Banking Registrar of the SARB, the Financial Stability Dept of the SARB and the National Credit Regulator) regarding banking and insurance sector developments for consideration and implementation. International Banking and Insurance Sector Analysis: Research developments in international financial markets and measure their potential impact on South Africa, Perform research on international developments in the banking and insurance sector. Policy and Regulatory Development: Provide inputs to policy and regulatory development through international trends and best practice and analysis for consideration, Contribute to policy debates through briefing notes, Comments on relevant	

		issues and topics related to economic policy development Stakeholder Engagement: Engage with stakeholders like the Financial Stability Board in relation to G20 Institutions, Engage international recognised institutions on benchmarking of practices and methodologies and prepare summaries and discussion documents.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).
<b><u>POST 44/174</u></b>	:	<b><u>SENIOR ECONOMIST: ENVIRONMENTAL TAXES REF NO: S094/2022</u></b> Division: Tax and Financial Sector Policy (TFSP) Purpose: To conduct economic research and policy analysis in the design and implementation of carbon pricing policies, environmental taxes and incentives, and the maintenance of a coherent fuel tax policy framework.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R908 502 per annum, (all-inclusive remuneration package) Pretoria A minimum National Diploma (equivalent to an NQF level 6) or Bachelors' Degree (equivalent to an NQF 7) in Environmental Economics, A minimum of 4 years' experience in research and policy analysis, Knowledge of impact analysis, Knowledge and experience of relevant research engines and Knowledge and experience of Environmental taxes calculations, matrix and related processes.
<b><u>DUTIES</u></b>	:	Some key Outputs include: Market based fiscal instruments on Climate Change including Carbon Taxation, Tax Incentives and Carbon Pricing Policy: Reviews, analyses, research and policy advice on taxes, incentives, charges and subsidies with the focus on sustainable development, Price-based environmental fiscal instruments and tax incentives for Climate Change adaptation/ mitigation, Consult with Departments of Forestry, Fisheries and Environment, and Mineral Resources and Energy on climate and environmental policy proposals. Solid waste, Water Resource Management, Environmental Rehabilitation and Biodiversity & Conservation: Conduct research, stakeholder consultation, analysis of macro-economic impacts of environment policy and interventions, Consult with Departments of Forestry, Fisheries and Environment, Water and Sanitation and Mineral Resources and Energy on climate and environmental policy proposals, Liaise with legal drafters to ensure that climate and environmental tax policy proposals and amendments are incorporated into law as intended. Environmental and Excise Taxes: Conduct research and analysis and stakeholder consultation, on existing environmentally-related excise taxes, Interact with Departments of Forestry, Fisheries and Environment and Mineral Resources and Energy, Maintain databases on policy advice pertaining Environmental and Excise Taxes. General Environment Issues: Formulation of tax policy advice, comments on Cabinet memorandums and government policy strategies, and analysis of macro-economic impacts of environmental policy.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).
<b><u>POST 44/175</u></b>	:	<b><u>DEPUTY DIRECTOR: TRANSVERSAL CONTRACTING (COMMODITY) REF NO: S132/2022 (X2 POSTS)</u></b> Division: Office of the Chief Procurement Officer (OCPO) Purpose: To coordinate the SCM commodity process within Transversal Contracting in the facilitation and processing of transversal contracts and the dissemination of specifics of terms and conditions of contracts.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R908 502 per annum, (all-inclusive remuneration package) Pretoria A minimum National Diploma (equivalent to an NQF level 6) or Bachelors' Degree (equivalent to an NQF 7) in any of the following disciplines: Economics or Business Economics or Supply Chain Management or any equivalent qualification, A minimum of 4 years' experience obtained in supply chain management environment; and Knowledge and experience of the PFMA, Treasury Regulations, SCM Policies and prescribes.

<b><u>DUTIES</u></b>	:	Some key Outputs include: Management of Centralized Contracts: Manage the facilitation and administration of Transversal Term Contracts with particular emphasis on the following: Demand Management, Acquisition Management, Contract Management, Supplier performance management and reporting. Promote and Support Strategic Procurement: Implement the strategic procurement processes concerning the following: Application and awareness of strategic sourcing, Developing quantification of economic benefits of strategic procurement, Developing Pricing measures and initiate benchmarking with market and industry in the analysis and dissemination of projections in support of strategic procurement. Compliance and Risk Management: Initiate the improvement of internal control measures, conducive and in compliance with policies and procedures of transversal contracting, as follows: Promote the transparency and compliance of SCM processes, through awareness, Develop and implement risk mitigation strategies, Apply SCM business processes, Supplier performance management; and Improve contract management. Promote Government Socio-Economic Objectives: Initiate the implementation and development of government policies aimed at improving and fast-tracking the socio-economic outputs through: Black Economic Empowerment, Industrial policies, Preferential Procurement, and Small, Medium and Micro Enterprises Development.
<b><u>ENQUIRIES</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).
<b><u>POST 44/176</u></b>	:	<b><u>SENIOR ADVISOR: MFMA IMPLEMENTATION REF NO: S115/2022</u></b> Office of the accountant-general (OAG) Purpose: To coordinate, support and monitor the implementation of the Municipal Finance Management Act (MFMA) within Municipalities.
<b><u>SALARY</u></b>	:	R908 502 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum Bachelor's Degree (equivalent to NQF level 7) in any of the following disciplines: Public Finance or Public Management or Economics or Statistics, A minimum of 4 years' experience financial management gained within a public administration or related environment, Knowledge and experience of Local and Provincial Government operational functioning.
<b><u>DUTIES</u></b>	:	Some key Outputs include: Policy Support: Develop and implement policies of qualitative data for municipalities monitoring MFMA compliance, Providing feedback on identified gaps in municipalities for implementation of the MFMA, Coordinate policy inputs with MFMA and engage external stakeholders. (National and Provincial DCoGs, National and Provincial SALGAs and Provincial Treasuries), Provide oversight on implementation of policies and procedures in the management of financial and non-financial performance information. MFMA Implementation: Monitor the evaluation of frameworks for improvements, Analyse outcomes and provide summarised information to stakeholders, identify gaps for decision making, Implement, monitor, evaluate and report on frameworks, to assess municipal compliance with the MFMA, Prepare MFMA compliance and other related reports and dashboards for dissemination to stakeholders and entities, Recommend improvements and modernise the monitoring and reporting system by enhancing the development and utilisation of the web enabled tools, such as the FMCMM, Audit Action Plan, MFMA Calendar, Monitoring and Evaluation systems. Enable Provincial Treasuries and Municipalities assessments and implement measures to address gaps. Monitoring and Reporting: Develop statistical reporting requirements for stakeholders and map the MFMA cycle for completeness, Compare qualitative information in MFMA reports against statistical data of municipalities for integrity, Monitor status of Submission of Annual reports and Oversight Reports to the Provincial Legislature, and the recommendations for oversight purposes, Monitor and report on compliance pertaining to all of the MFMA chapters, regulations and their publication, and share findings with other units within NT and PTs to attend to areas that they are delegated to perform, Monitor and report on statutory commitments and obligations including audit fees, Verify the status quo of PT structures their compliance with regulatory requirements, Monitor the establishment and dis-establishment of municipal entities and update listed municipal entities on the MFMA website, Prepare Municipal Compliance report and verify regulatory compliance with of

		requirements of regulations. Capacity Building and Support: Develop and assist with the publication of MFMA Circulars, Guides for municipalities, Participate in MFMA and related workshops attend to capacity reviews and visits to provincial treasuries and delegated municipalities, Engage non-delegated municipalities during Mid-Year Budget reviews, CFO Forums with a specific focus on MFMA compliance and monitoring, Initiate the roll-out of assessment tools to assist municipalities in the identification of gaps pertaining to Financial Management and reporting framework of the MFMA, Attend and engage at MFMA Coordinators Meetings and other related forums and provide inputs on improvement of processes and procedures, Analyse information from non-delegated municipalities for gaps identification, Prepare reports on the MFMA Implementation in PTs and municipalities and recommend targets for integration of the MFMA for financial management and service delivery.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).
<b><u>POST 44/177</u></b>	:	<b><u>HUMAN RESOURCES BUSINESS PARTNER REF NO: S135/2022</u></b> Division: Corporate Services (CS) Purpose: To provide a fully Integrated HR Service to the National Treasury, and establish a culture of excellence through value-adding HR offerings and processes.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R766 584 per annum, (all-inclusive remuneration package)
	:	Pretoria
	:	A minimum National Diploma (equivalent to an NQF level 6) or a Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Human Resources Management or Industrial Psychology or Psychology or Human Resources Development or Public Administration, A minimum 4 years' experience in the broader HR field, Knowledge and experience in the delivery of HR processes and leading change, within business units in the National Treasury, Knowledge and experience of the prescribed policy and regulatory framework of government.
<b><u>DUTIES</u></b>	:	Some key Outputs include: HR Service Delivery: Establish and maintain strong relationship management and service excellence with stakeholders and uphold the HR Brand equity in line-functionaries, Establish partnerships with line-functionaries to execute relevant HR Processes to the Business (Divisions), Identify, understand and translate Line/ Business needs into value-adding HR initiatives, Implement systems and processes to ensure that HR meets its strategic objectives, in line with those of the National Treasury, Establish HR service Delivery as the 1st and single point of contact in the Divisions on related matters/ queries/ requests, Be a custodian of: Line-functionaries HR needs, HR processes in Line (Talent Management Offerings), HR policies, procedures & practices in Line (HR Governance), Provide HR support and guidance to both Managers and employees within the Division HR Communication: Enable the marketing and communication of HR Initiatives within the National Treasury HR Governance: Ensure compliance to HR Policies, Procedures and all other statutory requirements HR Operations: Ensure that transactional HR aspects are kept in line with legislative requirements (employee data, information & records) for Divisions are accurate and valid at all times, Implement processes and procedures to measure HR's impact and contribution to the National Treasury's effectiveness, Evaluate HR policies and align services offerings HR Projects: Manage key strategic HR projects, implementation and their deliverables thereof, Execution and monitoring of progress and compliance on: Policies, procedures, practices & processes in line, Change Management initiatives, Strategic HR initiatives HR Information: Analyse and interpret HR reports, and identify positive and negative trends, with recommendations thereof, Provide relevant HR management information/reports as per business requirements, Achieve HR key performance indicators and objectives in the Divisions (HR Dashboard & Scorecard Indicators, metrics) Relationship Management: Develop and maintain effective relationships with Line (both managers and employees).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).



<b><u>POST 44/178</u></b>	:	<b><u>DEPUTY DIRECTOR: GRADUATE AND TALENT DEVELOPMENT REF NO: S129/2022</u></b>
		Division: Corporate Services (CS)
		Purpose: To manage the coordination of National Treasury's Graduate and Talent Development strategy in the attraction of potential talent for pipeline development in capacitating the workforce while engaging key stakeholders, pertaining to the implementation of Internships, Learnerships, Cadets, Staff Exchange Programmes in conjunction with development programmes; Scholarships, internal & external bursaries, and other talent initiatives.
<b><u>SALARY</u></b>	:	R766 584 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma (equivalent to an NQF level 6) or Bachelors' degree (equivalent to an NQF 7) in any of the following disciplines: Human Resources Management or Industrial Psychology or Human Resources Development or Business Management or Public Management, A minimum 4 years' experience obtained in a HR research and development, Knowledge and experience of general recruitment processes, Knowledge of design and development of curriculums, Knowledge and experience in the intervention of improved employee satisfaction, retention and engagement, Knowledge of Skills Development and Programme facilitating, Knowledge coordination, facilitating and presenting of training and development programmes, Knowledge of induction and orientation, mentoring and coaching, Graduate development Programmes, Knowledge and experience of Talent Management principles.
<b><u>DUTIES</u></b>	:	Some key Outputs include: Graduate Recruitment and Talent Development Strategy: Manage the coordination of sources for recruitment of Graduates conducting presentations on Career Fares, Provides inputs to the specifications and requirements of Graduate development curriculum, Determine the present and future strategic needs for training requirements of Graduate, Manage the sourcing and placement of Graduate, Alignment of Performance & Talent Management Framework: Manage the process of Graduate Performance Agreement/ contracting, review, and their assessments, Develop and align policies and processes related to attraction, retention and exit management of Graduates, Initiate an assessment process determining the effective alignment of the Graduate development strategy within National Treasury, Provide mentoring and coaching to Graduates during their contractual employment within National Treasury, Management of Internal and External Bursaries: Manage the advertising process through various sources, processing, awarding of bursaries for relevant beneficiaries, Manage the bursary scheme through the bursary policy in alignment with relevant policies and prescripts, Manage and maintain a database, in aligned with data captured on PERSAL and Vulindlela, Initiate internal bursary audits in alignment with policies and procedures, Conduct Benchmarking and Research: Initiate research on best practices, trends and benchmarks with domestic and internationally recognised institutions to enhance the internal Graduate and Talent Development programmes of the National Treasury, Scrutinise key trends in the data formulation of talent development and identify shortcomings, Manage internal and external academic research projects to stimulate and improve processes and procedures, Monitoring, Reporting and Quality Control Measures: Implement and coordinate quality control measures through the administration of an integrated database and early warning tracking system for the Graduate Development programmes, Engage stakeholders on offerings in alignment with regulatory requirements as prescribed, Assess feedback and statistics from training interventions for enhancements, Identify areas of discrepancies within the system for improvement and eliminate and narrow gaps, Recommend changes to the Graduate Development programmes.
<b><u>ENQUIRIES</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).

<b><u>POST 44/179</u></b>	:	<b><u>CHARTERED ACCOUNTANTS ACADEMY (CAA) COORDINATOR REF NO: S107/2022</u></b> Division: Office of the Accountant-General (OAG) Purpose: To administer the CAA programme in line with prescribed policies and procedures in developing future CAAs for government.
<b><u>SALARY</u></b>	:	R766 584 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma (equivalent to an NQF level 6) or Bachelors' degree (equivalent to an NQF 7) in any of the following disciplines: Management or Project Management or Industrial Psychology, A minimum of 4 years' experience obtained in an administrative environment, Knowledge and experience of training and development programmes; and Knowledge of the South African Institute of Chartered Accountants (SAICA) training regulations.
<b><u>DUTIES</u></b>	:	Some key Outputs include: CAA Project Administration: Contribute to the development and implementation of the CAA marketing strategy at tertiary institutions, assist in the development and of CAA training strategy for National Treasury, Oversee availability of financial funding in respect of the CAA programme in compliance with National Treasury and SAICA prescripts, Facilitate the management of the Training Contract Management Systems of training in compliance with SAICAs reviews and reporting, identify and propose the enrolment of qualifying candidates for support programmes, e.g. extra classes for trainees, mentoring programmes, assessor training, etc. CAA Coordination: Co-ordinate the developed framework to give effect to trainee/mentor/ supervisor/ assessor interaction to realise candidates' full development, Manage the coordination with universities, internal stakeholders, SAICA and other government institutions like City of Cape Town, Joburg and eThekweni Metropolitan Municipalities, Advise stakeholders in the application and implementation processes of the CA programme, Engage stakeholders on CAA policy matters that have HR and Legal implications. Policy Development and Implementation: Assist in the development and implementation of CAA policy, Assist with the development and implementation of CAA competency framework in line with SAICA training regulations, Assist in the absorption and retention of CAA candidates, Assist with the CAA Employment Agreement in consultation with SAICA, HR and Legal Services, Engage institutions in the development of Agreements and Memoranda of Understanding (MOUs) for potential trainees' secondment arrangement. Monitoring and Evaluation: Monitor and evaluate implementation of the training programme within National Treasury, Facilitate implementation of assessment and secondment outcomes for trainees.
<b><u>ENQUIRIES</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).
<b><u>POST 44/180</u></b>	:	<b><u>DEPUTY DIRECTOR: CORPORATE LAW REF NO: S112/2022</u></b> Division: Office of the Director-General (ODG) Purpose: To develop legal policy and guidelines in provision of legal advice on policy and position on legal matters relating to the National Treasury and other entities reporting to the Minister of Finance.
<b><u>SALARY</u></b>	:	R766 584 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum LLB Degree, A post graduate qualification will be an added advantage, Admission as an Attorney, A minimum of 4 years' post admission experience in a legal environment with specific reference to corporate and commercial matters, Knowledge of International, Constitutional and relevant legislative framework, A valid driver's license, The ability to persuade and negotiate at all levels, Drafting and research skills, Strategic and analytic thinking, People management skills, Computer literacy, Client services orientated, Results driven.
<b><u>DUTIES</u></b>	:	Some key Outputs include: Domestic and International Contracts and Legal Instruments: Conduct and co-ordinate research into a variety of legal issues, Draft contracts and develop a legal instrument in reviewing contracts for compliance, Negotiate contracts on behalf of the National Treasury, Minister of Finance (MoF) and entities. Contract Management and Administration: Record all new instructions accurately and ensure that all records are easily

accessible, Assist with the development of a policy framework to govern contract management within the National Treasury, Develop and maintain a legal register of standardized templates. Professional Legal Assistance: Analyse specific legal concerns and assist in the development of responsive solutions and strategies, Provide legal advice to stakeholders based on the scrutiny of legal requests, Perform factual research and investigations as assigned, analyse data and recommend courses of action, as required, Develop and maintain a database of all legal opinions generated in conjunction with the Corporate Law and PPP and Litigation, Provide legal support in respect of any projects that may have legal implications. Client Relationship Management: Identify key organisational requirements and build effective relationships clients, stakeholders and business representatives, Establish strong relationships with internal and external service providers, Monitor the level of impact of service providers and determine the significance of service delivery in terms of maturity, Identify and respond to opportunities for provision of legal products and services, Respond to stakeholders' queries and complaints ensuring that appropriate corrective action is apply where necessary.

<b><u>ENQUIRIES</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za	
<b><u>APPLICATIONS</u></b>	:	To apply	visit:
	:	<a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>	
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).	
<b><u>POST 44/181</u></b>	:	<b><u>DEPUTY DIRECTOR: IT EXECUTIVE SUPPORT REF NO: S116/2022</u></b>	
	:	Division: Corporate Services (CS)	
	:	Purpose: To provide an ICT executive support service to National Treasury and maintain audio-visual equipment within required environments of operations.	
<b><u>SALARY</u></b>	:	R766 584 per annum, (all-inclusive remuneration package)	
<b><u>CENTRE</u></b>	:	Pretoria	
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in Information Technology, An A+ and N+ or Microsoft Certified System Engineer or IT Infrastructure Library Certified (Minimum Foundation Level) and Microsoft Certified Professional will be an added advantage, A minimum of 4 years' experience obtained in ICT Resource Management and Information Technology processes, Exposure of providing IT support to senior executive employees, Knowledge and experience of basic Project Management principles; and, Knowledge and experience of setting-up in audio visual systems.	
<b><u>DUTIES</u></b>	:	Some key Outputs include: Customer and Relationship Management: Develop a relationship of trust and confidentiality with National Treasury officials and executives, Consult all National Treasury executives to determine support requirements for ICT services, new ICT technologies, features, applications, or system functionality, Develop and instill a customer centric philosophy that provides support in line with customer's expectations, Develop and maintain the IT image and services offerings to officials and executives, Build and maintain relationships with stakeholders and establishing internal and external contacts with service providers, Monitor the level of client satisfaction after services rendered, Respond to clients' queries and complaints and implement remedial processes for improvement, Assist by recommending new products and services to clients, Initiate ways of improving services clients by appointing task teams to address service improvements. Service Support planning and control: Initiate command structures and escalate procedures, requisite operational methods, in adhering to service standards, Assist in reviewing performance trends to anticipate, identify and resolve problems and/or future needs, Address problem areas with stakeholders in respect of emergencies, withdrawal of services, routine and unscheduled maintenance, and the amendments to the provision of services, Investigate means to improve service levels, considering financial constraints, recommend new or revised policies or procedures for implementation. Service support Management: Advise and influence clients regarding costs, availability and functionality of services and systems and develop partnership with service delivery function/department and clients, Provide advice and work in partnership with the Service Support, Service Delivery and the Systems Integration and Development teams to ensure the new and/or "out of scope" services can be supported and delivered, Establish and communicate a clear understanding of responsibilities and accountability for all Executive Support teams on an on-going basis as the	

		client's requirements changes, Establish and maintain communication channels between Technical teams and the client. Emerging Technology Monitoring: Provide briefings on product releases and academic researches on identifiable emerging technologies in ICT impacting to the National Treasury, Present presentations on emerging developments in technologies deployed and in pipeline for introduction. Technical Implementation: Initiate demonstrations on planned installation of hardware/ software systems, Align the application of all technical strategies, policies, standards and practices, Initiate technical specifications and operational procedures available in alignment to National Treasury IT requirements, Monitor technical progress make recommendations on their resolution, Advise on quality criteria, and reviews of technical products.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).
<b><u>POST 44/182</u></b>	:	<b><u>SENIOR BUSINESS ANALYST: ENTERPRISE ARCHITECTURE AND ACQUISITION REF NO: S141/2022</u></b> Division: Corporate Services (CS) Purpose: To analyse the business requirements of the National Treasury and efficiently implement and maintain the application of systems required.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R766 584 per annum, (all-inclusive remuneration package)
	:	Pretoria
	:	A minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in the following disciplines: Information Technology or Information Systems or Computer Science, A minimum 4 years' experience obtained in business architecture and systems analysis, Experience in project management, Knowledge and experience of basic Project Management principles; Knowledge and experience of setting-up in audio visual systems; and, Knowledge and experience utilising the Unified Modelling Language (UML) / Business Process Model and Notation (BPMN) and Integrated Definition Language (IDEF0) standards.
<b><u>DUTIES</u></b>	:	Some key Outputs include: Business Application Architecture and Analysis: Define and review the current Business Architecture Baseline for the National Treasury, Analyse the Business and Architectural Baseline Gaps for modifications within the National Treasury and define solution, Defined Application Architecture Gap Analysis, Identified Applications and Business Opportunities and Solutions, Define user requirements and specification for customised services requirements for implementation, Define functional specifications on business requirements, Implement the targeted Application Architecture Baseline within business. Define and Review Migration Plan (SISP): Recommend business and application migration interventions for implementation, Monitor the implementation of migration plans in line with the proposed application. Develop procedural user requirements: Develop business processes and procedural guides for stakeholders, Review the appropriateness of user guides and amend accordingly. Enable Operation and Use: Define and execute quality and test assurance plans for modification in business, Provide user training on new developed solutions, Monitor the alignment of operation enablers.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).
<b><u>POST 44/183</u></b>	:	<b><u>DEPUTY DIRECTOR: INFORMATION SECURITY &amp; COMPLIANCE REF NO: S120/2022</u></b> Division: Corporate Services (CS) Purpose: To comply with the Minimum Information Security Standards in the management of Information Security and other related information security directives through the development of policies and procedures and implementation of security awareness programmes within the National Treasury.
<b><u>SALARY CENTRE</u></b>	:	R766 584 per annum, (all-inclusive remuneration package)
	:	Pretoria

<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma (equivalent to NQF level 6) or Degree (equivalent to NQF level 7) in any of the following disciplines: in Security Management or Information Technology, A minimum of 4 years' experience obtained within the security industry and or Information Communication Technology industry, Knowledge of the International Organisation for Standardisation 27001 (ISO 27001) and related information security best practice, A valid code B (formerly code 8) drivers' licence is required, An ICT Security certification will serve as an added advantage.
<b><u>DUTIES</u></b>	:	Develop and implement policies, guides, norms and standards: Develop and implement information security policies and procedures for the National Treasury, Conduct in-depth research on information security standards and policies for alignment with security framework. Review and amend policies and procedures for their appropriateness, Initiate awareness campaigns within the National Treasury on security information policies impacting staff. Develop and implement an Information Security policy and standards in alignment with the MISS; Ensure compliance in terms of legislation, policies, prescripts, best practice and procedures of information security. Information security and Compliance: Liaise with the State Security Agency (SSA) on encryption solutions considered for installation meeting minimum requirements. Co-ordinate and monitor the maintenance of the encryption keys; Coordinate special projects such as Technical Surveillance Countermeasures (TSCM) and encryption equipment. Report all security breaches emanating in NT due to theft of state assets, loss of information to SSA and other law enforcement Agencies, Monitor compliance on clean desk policy, Liaise with external institutions such as SSA, SAPS, etc. on matters of information security, Initiate research on new international trends pertaining to information security in conjunction with IT and SSA. Develop and implement Security Plan for Budget and MTBPS events: Develop operational measures for Budget and MTBPS events; Implement measures safeguarding information breaches until prohibition on sharing of budget information has been lifted, Monitor compliance of contractors, editors and other stakeholders prior to events for authentication. Implement measures reducing security breaches: Investigate alleged security breaches and implement a contingency plan to counter future such breaches, Conduct investigation on ICT/Information security related incidents and compile investigation report, Manage the internal investigation of security breaches and report of all incidents or suspected incidents or security breaches and/or leakages of sensitive information to SSA, for investigation. Information Security Audits: Conduct information security audits/ appraisals and make recommendations for improvements. Perform audits on computers earmarked for disposals, Initiate the implementation of information security audits and drafting of an audit query plan, Coordinate all external information Security audits in compliance with the MISS as prescribed by SSA; Ensure confidential information is removed in conjunction with IT before redundant computers are disposed of.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).
<b><u>POST 44/184</u></b>	:	<b><u>PROJECT MANAGER: PLANNING, MONITORING &amp; EVALUATION REF NO: S124/2022</u></b> Division: Office of the Director-General (ODG) Purpose: To manage planning, monitoring and evaluation of projects in National Treasury to ensure alignment of planned performance with project outcomes and compliance with regulatory frameworks. Utilising the prescribed methodologies and align with the objectives of the National Treasury and developing a culture of knowledge sharing by maintaining a web-based projects management planning and communication platform.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R766 584 per annum, (all-inclusive remuneration package) Pretoria A minimum National Diploma (equivalent to an NQF level 6) or Bachelors' Degree (equivalent to an NQF 7) in any of the following disciplines: Business Management or Public Administration or Project Management, A minimum of 4 years; practical experience obtained in Project Management principles and applicable methodology, Knowledge and experience of business processes, policies and procedures.

<b><u>DUTIES</u></b>	:	Some key Outputs include: Project Management in planning, monitoring and evaluation: Consolidate NT projects in project register with the required monitoring and evaluation criteria, Maintain the document repository for projects, generate executive dashboards and ensures that projects are reported on quarterly and annually, Manage the projects dashboards and set up project management and communication tools , Institute awareness and compliance in terms of project planning, monitoring and evaluation within the National Treasury, Monitor and evaluate project progress against quarterly and annual planning and budget schedules, Evaluate identified projects' progress and impact quarterly and annually, Project Planning: Assist in the development of the Annual Performance Plan to ensure that large projects are aligned to the Outcomes of the department, Assist in the development of Divisional Operational Plans to ensure large projects are aligned to outputs of divisions, Assist in the development of Chief Directorate Operational Plans to ensure that all projects are registered and integrated into the departmental planning processes, Assist in the quarterly and annual monitoring to ensure project monitoring alignment with the Annual Performance Report, Divisional Operational Reports and Chief Directorate Operational Reports, Project Reporting: Provide quarterly reports on project progress to Management and Audit Committee, Provide easy accessibility of information and accessible formats in compliance with knowledge management practices, Consolidate high-level project information for reporting purposes, Verify and monitor the correctness of project information in collaboration with the SPM&E monitoring process. Stakeholder engagement: Provide inputs in the development of a customised frameworks for the National Treasury, Engage stakeholders on project progress and advice on areas of improvement, Liaise with internal and external stakeholders in the enhancement of project planning, reporting and evaluation, Coordinate stakeholder engagement and feedback sessions in terms of project progress	
<b><u>ENQUIRIES</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za	
<b><u>APPLICATIONS</u></b>	:	To	apply visit:
	:	<a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>	
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).	
<b><u>POST 44/185</u></b>	:	<b><u>DEPUTY DIRECTOR: PROJECT PERFORMANCE MANAGER REF NO: S125/2022</u></b> Division: Office of the Director-General (ODG) Purpose: To manage planning, monitoring and evaluation of projects in National Treasury to ensure alignment of planned performance with project outcomes and compliance with regulatory frameworks. Utilising the prescribed methodologies and align with the objectives of the National Treasury and developing a culture of knowledge sharing by maintaining a web-based projects management planning and communication platform.	
<b><u>SALARY</u></b>	:	R766 584 per annum, (all-inclusive remuneration package)	
<b><u>CENTRE</u></b>	:	Pretoria	
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma (equivalent to an NQF level 6) or a Bachelors' Degree (equivalent to an NQF 7) in any of the following disciplines: Business Management or Public Administration or Communication Management or Project Management, A minimum of 4 years, practical experience obtained in Project Management principles and applicable methodology, Knowledge and experience of business processes, policies and procedures.	
<b><u>DUTIES</u></b>	:	Some key Outputs include: Project Management in planning, monitoring and evaluation: Consolidate NT projects in project register with the required monitoring and evaluation criteria, Maintain the document repository for projects, generate executive dashboards and ensures that projects are reported on quarterly and annually, Manage the projects dashboards and set up project management and communication tools, Institute awareness and compliance in terms of project planning, monitoring and evaluation within the National Treasury Monitor and evaluate project progress against quarterly and annual planning and budget schedules, Evaluate identified projects' progress and impact quarterly and annually. Project Planning: Assist in the development of the Annual Performance Plan to ensure that large projects are aligned to the Outcomes of the department, Assist in the development of Divisional Operational Plans to ensure large projects are aligned to outputs of divisions, Assist in the development of Chief Directorate Operational Plans to ensure that all projects are registered and integrated into the departmental planning	

processes, Assist in the quarterly and annual monitoring to ensure project monitoring alignment with the Annual Performance Report, Divisional Operational Reports and Chief Directorate Operational Reports, Project Reporting: Provide quarterly reports on project progress to Management and Audit Committee, Provide easy accessibility of information and accessible formats in compliance with knowledge management practices, Consolidate high-level project information for reporting purposes, Verify and monitor the correctness of project information in collaboration with the SPM&E monitoring process. Stakeholder engagement: Provide inputs in the development of a customised frameworks for the National Treasury, Engage stakeholders on project progress and advice on areas of improvement, Liaise with internal and external stakeholders in the enhancement of project planning, reporting and evaluation, Coordinate stakeholder engagement and feedback sessions in terms of project progress.

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**CLOSING DATE** : 05 December 2022 at 12:00 am (Midnight).

**POST 44/186** : **DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: S133/2022**  
 Division: Office of the Director-General (ODG)  
 Purpose: To facilitate the execution of Enterprise Risk Management (ERM) processes as a key enabler to enhance and maintain business continuity in assisting National Treasury to meet its core objectives.

**SALARY** : R766 584 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in any of the following disciplines: Risk Management or Auditing or Finance or Legal and Security Risk Management, A minimum of 4 years' experience in Risk Management, Knowledge and experience of risk mitigation processes, Knowledge of the broader risks management guidelines and standards.

**DUTIES** : Some key Outputs include: Facilitate Enterprise-Wide Risk Assessments: Conducts risk identification, analysis and evaluation with strategic partners and business units within the National Treasury, Coordinate business continuity activities with external stakeholders and business units within the National Treasury, Administrate Anti-corruption activities within National Treasury, Engage stakeholders within business units with the sole purpose of integrating ERM. Processes within the National Treasury, Develop ERM reports for presentation in governance committees. Conducts Risk Education, Training and benchmarks: Initiate awareness sessions on risks and provide training to educate internal clients on ERM principles, Conduct workshops on risks mitigation processes for implementation within National Treasury, Conduct research and benchmark on best practices with recognised institutions pertaining to risk assessment methodologies. Establish and Maintain and Improve Risk Capabilities: Analyse NT's strategic objectives and compare against risks factors, Analyse NT's audit findings and implement action plans for execution and mitigation, Analyse the loss control register and make recommendations on the improvement of the management of risk capabilities. Develop Risk Mitigation Plans for National Treasury: Enhance action plans for the identification and alignment of risks, Monitor the status of risk mitigation action plans for improvement, Provide reports on the negative and positive impact of envisaged mitigation plans for implementation.

**ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za  
**APPLICATIONS** : To apply visit:  
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>  
**CLOSING DATE** : 05 December 2022 at 12:00 am (Midnight).

<b><u>POST 44/187</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRANSVERSAL CONTRACTING REF NO: S113/2022 (X2 POSTS)</u></b> Division: Office of the Chief Procurement Office (OCPO) Purpose: To develop legal policy and guidelines in provision of legal advice on policy and position on legal matters relating to the National Treasury and other entities reporting to the Minister of Finance.
<b><u>SALARY</u></b>	:	R491 403 per annum, (remuneration package benefits exclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma (equivalent to NQF level 6) or a Bachelor's Degree (equivalent to NQF level 7) in any of the following disciplines: Economics or Business Economics or Supply Chain Management or any equivalent qualification, A minimum of 3 years' experience obtained in a Supply Chain management environment, and Knowledge of PFMA, Treasury Regulations, SCM Policies and prescribes.
<b><u>DUTIES</u></b>	:	Some key Outputs include: Management of Centralized Contracts: Assist in the facilitation and administration of Transversal Term Contracts as follows: Demand Management, Acquisition Management, Contract Management; and Supplier performance management and reporting. Promote and Support Strategic Procurement: Assist in implementation of Government policies aimed at improving the socio-economic objectives by supporting: Black Economic Empowerment, Industrial policies, Preferential Procurement, Small, Medium and Micro Enterprises Development and, Other policies with a developmental agenda.
<b><u>ENQUIRIES</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).
<b><u>POST 44/188</u></b>	:	<b><u>ECONOMIST: PERSONAL INCOME TAX AND SAVINGS REF NO: S105/2022</u></b> Division: Tax and Financial Sector Policy (TFSP) Purpose: To provide macroeconomic and microeconomic analysis of the South African tax system and to undertake objective assessments of tax reform proposals within a framework of sound tax policy in the broad area of direct taxes, and personal income tax in particular.
<b><u>SALARY</u></b>	:	R491 403 per annum, (remuneration package benefits exclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma (equivalent to an NQF level 6) or Bachelors' Degree (equivalent to an NQF 7) in any of the following disciplines: Economics or Taxation or Public Finance, A minimum of 3 years' experience in the Economics and Taxation field, preferably with exposure to evidenced-based policy making, Knowledge of the tax reforms and research, Knowledge of the different tax structures, Knowledge of the Public Service Code of Conduct and Money Bills procedures.
<b><u>DUTIES</u></b>	:	Some key Outputs include: Personal Income Tax (PIT) policy research, including PIT base and rates, PIT tax expenditures, payroll taxes, retirement reforms and social security: Provide high quality policy notes or discussion documents on options to adjust tax system to greater efficiency, equity, simplicity, and transparency, Collect and analyse data from relevant sources to facilitate decision making, Contextualise policy options, including current treatment, rationale for change, literature review, and international comparisons, Analyse and estimate impacts, including size and distribution, revenue implications, and wider economic impacts, Consider administrative constraints and procedures of legislative amendments, Identify key stakeholders for consultation and the dissemination of data. Preparation of Budget Review inputs: Analyse and review external and internal tax proposals and compile reports for consideration of implementation, Prepare and present policy options (written and verbal), Calculate and estimate standard PIT tables and figures, Assist with editorial reviews and quality control checks.



Implementation of PIT policies: Translate adopted policy proposals into legislative and operational requirements and engage with internal stakeholders, Prepare documentation required for legislative and consultative processes, Participate in public consultations with external stakeholders. PIT inputs for government-wide work: Provide policy inputs to task teams and constituencies, participate in stakeholder engagements, Review, analyse and comment on policies with PIT impacts, Participate in discussions/ meetings on tax and related issues. Tax policy reporting and engagement: Assist with the preparation of responses to parliamentary questions to stakeholders, Compile briefing notes and speaking notes for external engagements, Assist with the preparation of responses to the public queries regarding personal income tax policy, including taxpayers and media queries.

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**APPLICATIONS** : Only (No applications): Recruitment.Enquiries@treasury.gov.za  
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**CLOSING DATE** : 05 December 2022 at 12:00 am (Midnight).

**POST 44/189** : **BUDGET ANALYST: PROVINCIAL FINANCIAL DATA MANAGEMNT REF NO: S137/2022**

Division: Intergovernmental Relations (IGR)

Purpose: To assist in managing and overseeing the monitoring and implementation of provincial budgets by developing and maintaining financial databases.

**SALARY** : R491 403 per annum, (remuneration package benefits exclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum National Diploma (equivalent to an NQF level 6) or Bachelors' Degree (equivalent to an NQF 7) in any of the following disciplines: Economics or Public Finance or Accounting or Statistical Analysis, A minimum of 3 years' experience obtained within the field of South African public finance and budgetary allocation system, An understanding of public financial management system, Knowledge of the broader public finance regulatory framework and Knowledge of public sector budgeting principles, and statistical analysis.

**DUTIES** : Some key outputs include: Budget Preparation and Support: Maintain a formal Web-based Application Database and other financial databases on data pertaining to the MTEF budget cycle, Assist in the Budget preparation processes through the collection, consolidation and evaluation of the MTEF budget submissions, including preparation for the annual provincial benchmark meetings, and providing data for provincial benchmark exercise reports and inputs to the annual Budget Review, Assist in the consolidation of financial data and the drafting of the "Provincial Revenue and Expenditure Trends" chapter for the PBER, Assist in drafting the bi-annual Provincial Payment Schedules in line with the annual Division of Revenue Bill/ Act and Division of Revenue Amendment Bill/ Act, Assist in analysing provincial MTEF budgets and drafting related presentations/ graphs for the Technical Committee on Finance (TCF), Budget Council. Budget Implementation and Monitoring: Maintain a formal Web-based Application Database and other financial databases on data pertaining to the monthly In-Year Management, Monitoring and Reporting System (IYM), Assist in preparing the quarterly provincial Section 32 of PFMA reports including the quarterly media statements, Assist in drafting consolidated in-year monitoring narrative reports to identify aggregated trends in provincial finances, Assist in the compilation of monthly provincial in-year monitoring datasets, graphs and dashboards. • Assist in maintaining budget performance databases for provincial budgets (financial – ongoing basis) – i.e. Annual financial statements and annual report databases, Assist with the preparation of financial datasets and graphs for provincial visit reports and the consolidation thereof. Intergovernmental Co-ordination: Assist clients with data issues and respond to queries, Assist with the verification of numbers for Budget Review, MTBPS, Division of Revenue Bill and Division of Revenue Amendment Bill, Assist with the availability and structure of provincial information through the common network drives. Intergovernmental Grants: Generate reports to identify trends in provincial conditional grants, Assist with the enhancement of the credibility of conditional grants transfers and expenditure, Collaborate with national departments and provinces for inputs in preparation of quarterly provincial reports on conditional grants.

**ENQUIRIES** : Only (No applications): Recruitment.Enquiries@treasury.gov.za

<b><u>APPLICATIONS</u></b>	:	To	apply	visit:
<b><u>CLOSING DATE</u></b>	:		<a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>	
<b><u>POST 44/190</u></b>	:		<b><u>ANALYST: CREDIT RISK REF NO: S098/2022</u></b>	
			Division: Asset and Liability Management (ALM)	
			Purpose: To assist with the implementation and reviewing of credit risk policies within the Asset and Liability Management Division and assess the adequacy of credit risk procedures	
<b><u>SALARY</u></b>	:		R491 403 per annum, (remuneration package benefits exclusive)	
<b><u>CENTRE</u></b>	:		Pretoria	
<b><u>REQUIREMENTS</u></b>	:		A minimum National Diploma (equivalent to an NQF level 6) or Bachelors' Degree (equivalent to an NQF 7) in any of the following disciplines: Finance or Statistics or Quantitative Studies, A minimum of 3 years' experience obtained through the exposure of finance or economic environment, Knowledge and experience of risk management processes; and Knowledge of the broader credit risk diagnostic methodologies.	
<b><u>DUTIES</u></b>	:		Some key outputs include: Risk Profile of Government's Portfolio's: Review and analyse annual reports of selected SOEs and primary dealers/banks, Monitor and evaluate the primary dealers/banks in relation to government's counterparty risk exposure to the banks, Contribute to annual risk reviewing process. Credit Risk Management System: Update and maintain financial database of SOEs and primary dealers/Banks, Analyse and verify SOEs and primary dealers against main sources of information for correctness, Maintain updates on the credit review rating of the SOEs and banks, as provided by major credit rating agencies. Credit Risk Framework: Determine credit limits of selected SOEs and primary dealers/banks, Review credit rating methodologies utilised for assessing credit quality of SOEs and banks. Government's Contingent Liabilities: Assist with the determination of level of government guarantees, Quantify government's exposure to explicit contingent liabilities, Perform credit risk assessments on selected SOEs to determine their credit quality and recommend mitigation strategies to improve the volume and quality of government's exposure as well as reporting on the results of those assessments.	
<b><u>ENQUIRIES</u></b>	:		Only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>	
<b><u>APPLICATIONS</u></b>	:	To	apply	visit:
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<b><u>POST 44/191</u></b>	:		<b><u>COMMUNICATIONS OFFICER: MEDIA AND EXTERNAL COMMUNICATIONS REF NO: S123/2022</u></b>	
			Division: Office of the Director-General (ODG)	
			Purpose: To provide support in implementing the National Treasury's external Communication Strategy.	
<b><u>SALARY</u></b>	:		R393 711 per annum, (remuneration package benefits exclusive)	
<b><u>CENTRE</u></b>	:		Pretoria	
<b><u>REQUIREMENTS</u></b>	:		A minimum Bachelor's Degree (equivalent to NQF level 7) in any of the following disciplines: Communications or Public Relations or related fields, A minimum of 3 years' experience in Media or Communications environment.	
<b><u>DUTIES</u></b>	:		Some key Outputs include: Media monitoring and analysis: Keep superiors abreast with developments in the financial sector, paying attention to media coverage of the NT, and make recommendations which NT officials should take to remedy negative coverage in the media and social media platforms, Arrange, coordinate, and oversee media briefings and online engagements, Record media briefing proceedings, Conduct research on key issues that impact on the NT, This content can be used in speaking notes for officials or be used in media statements, Co-ordinate requests for interviews with the Minister, Deputy Minister and the Director-General and senior Treasury officials, Accompany NT officials to media interviews in order to offer media support to them and protect them from door-stop interviews by the media, Prepare briefing notes for NT officials where necessary, Compile weekly media query reports to help assess the issues that NT had to deal with during a particular week and how communication on those issues was done, Distribute statements to the media and request IT to upload these on the NT website, Update the media database every three months by phoning and emailing	

media houses to check who has left and who has joined their newsrooms, particularly journalists that report on the NT, Interact with different Divisions to source information that needs to be communicated to the public, Monitor the media email, direct emailed media queries and social media platforms to the relevant divisions for answers, verify the content and clean up the grammar, and ensure that it is accurate and has been checked by a Chief Director or DDG before issuing response back to the journalists, Identify opportunities for positive media coverage on divisions' work and put together a communications plan, approach newspapers, radio and TV to secure interview slots, Promote the NT's brand and its range of activities through pro-actively crafting newsworthy messages to be sent to the media on a regular basis, Source the Parliamentary programme for NT in order to keep up with appearances by the department before Parliamentary committees, to help with monitoring of the department's coverage in the media. External Communications: Assist with the implementation of a communications strategy for the NT, Organise workshops for external stakeholders, such as media or interest groups whenever NT has new legislation, to raise awareness on the work of the NT, Assist in arranging and conducting regular and special media interaction, including editorial visits, taped and live interviews and online engagements, Liaise with GCIS and other government communication structures, and represent the Department/Ministry in other inter-governmental for a, Assist with the co-ordination of editing of various departmental publications including the strategic plan, annual performance plan, annual report, budget related documents. Communications Projects: Provide logistical support in key NT projects or programmes such as the Budget, MTBPS, and Media briefings. Outreach: Coordinate all outreach related programmes such as international study tours, local visits and outreach programmes addressed by NT senior officials, Provide logistical support in outreach programmes.

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<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).	
<b><u>POST 44/192</u></b>	:	<b><u>BIDS ADMINISTRATOR REF NO: S114/2022</u></b>	
		Division: Corporate Services (CS)	
		Purpose: To assist the Bids Management unit with the terms of all the bids processes in an administrative and logistical manner.	
<b><u>SALARY</u></b>	:	R331 188 per annum, (remuneration package benefits exclusive)	
<b><u>CENTRE</u></b>	:	Pretoria	
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma (equivalent to an NQF level 6) or Bachelor's Degree (equivalent to an NQF 7) in any of the following disciplines: Supply Chain Management or Logistics, A minimum of 2 years' experience obtained in a supply chain environment, Knowledge and experience of the Supply Chain Framework.	
<b><u>DUTIES</u></b>	:	Some key Outputs include: Administrative Support: Assist in receiving final bid documents from the Tender Information Centre for processing, Invite, evaluate and award quotations within a specified threshold, Schedule bid committee sittings for NT, Prepare advertisement for placement on e-Tender system, Government Bulletin and NT website, Provide secretarial function to bid committees. Bids Management: Accept and verify bid documentation in conjunction with the Tender Information centre, Verify pre-qualification processes after closing date of bids in accordance with the special conditions of contract, Prepare evaluation sheets of Declaration of interest and Code of Conduct for sign-off by evaluation bid committee members, Assist with the facilitation of the validity of bids prior to award. Communication: Obtain additional information in writing from bidders where applicable, Prepare and issue letters to successful bidders, Submit documentation of suppliers for verification and screening of companies and coordinate briefing sessions for bids. Client Support: Advice clients on the compilation of terms of reference, specifications and evaluation criteria of bids, Assist with the evaluation of transactions pertaining to the prescribed contained within the Preferential Procurement Regulations.	
<b><u>ENQUIRIES</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za	
<b><u>APPLICATIONS</u></b>	:	To apply	visit:
		<a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>	
<b><u>CLOSING DATE</u></b>	:	05 December 2022 at 12:00 am (Midnight).	

<b><u>POST 44/193</u></b>	:	<b><u>SENIOR SECURITY OFFICER REF NO: S122/2022 (X2 POSTS)</u></b> Division: Corporate Services (CS) Purpose: To ensure the safeguarding and protection of lives, property and information within the premises of the National Treasury by conducting access control, internal and exit control.
<b><u>SALARY</u></b>	:	R181 599 per annum, (remuneration package benefits exclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A minimum Senior Certificate/ Grade 12 (equivalent to an NQF level 4), coupled with a Security Officers Board/ PSIRA Grade A certification, A minimum of 3 Years' experience in the Physical Security. Knowledge of Minimum Information Security Standards. Knowledge of Fire Arms Control Act, Protection of Information Act, Control of Access to Premises and Vehicles Act, Trespass Act and Occupational Health and Safety Act; Fire Prevention and Fire Fighting Certificate, First Aid Certificate, A valid code B driver's license will be an added advantaged.
<b><u>DUTIES</u></b>	:	Physical security functions: Compile, implement and manage shift plans. Management of posting sheet, Supervise personnel of a private security company contracted to the National Treasury, Perform duties as a shift leader, Implement access control policy and procedures, Arrange escorts of employees between National Treasury buildings, Facilitate the escorting of visitors in the building, Implement asset control system. Monitor removal permits completed by employees, Enforce key control procedures and ensure proper maintenance of records, Conduct inspections in the building, Ensure implementation of access control in official NT parking areas. Control room functions: Perform security surveillance and monitoring duties in the control room, Assign access cards to employees and visitors, Draw access report from the Electronic Security System, Submit the Quality Assurance report after every shift worked, Identify access control breaches and report to management, Liaise with National Treasury employees on behalf of Security Management unit. Health and Safety: Identify and investigate health and safety deficiencies and report to ASD: Physical Security Operations, Act as Chief Contingency Officer until the arrival of the relevant person during emergencies, Inspect security and fire equipment daily and ensure that they are in good condition, Participate in emergency evacuations and drills, Provide first aid assistance to NT employees and visitors. General Operational Administration: Management of registers at access points, Ensure accurate filing of removal permits, Enforce the Service Level Agreement concluded between NT and the Private Security Company, Address parades during shifts.
<b><u>ENQUIRIES</u></b>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>

**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to [recruitment@opsc.gov.za](mailto:recruitment@opsc.gov.za)
- CLOSING DATE** : 09 December 2022, 15h45
- NOTES** : Applications must consist of: Only a fully completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

**MANAGEMENT ECHELON**

- POST 44/194** : **DIRECTOR: COMPLIANCE EVALUATION AND ORGANISATIONAL REVIEWS REF NO: D/CEOR/11/2022**
- SALARY** : R1 105 383 per annum, (all inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate SAQA recognized Bachelor's Degree or equivalent qualification (NQF level 7) in the field of Public Management, Public Administration or relevant Social Sciences. A relevant post graduate qualification will be an added advantage. 5 years' relevant experience in a Middle/Senior Management post. Minimum 10 years of leading and conducting research on public administration. Proven and strong research capability and research supervision skills. Conceptual ability to design and implement research projects. An experienced innovative

evaluator/policy analyst/researcher, preferably specialising in the organisation and administration, governance and management of government institutions, service delivery models and processes, and service delivery performance of the public service underpinned by the nine principles in section 195 of the Constitution. Strong understanding of the Constitution and the intersections between rights, values and principles as they relate to public administration. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the structures and functions of the Public Service. Strong evaluation, research and research supervision skills. Excellent project management and problem solving abilities. Systems thinking skills. Exceptional understanding of the policy environment and challenges within which Public Service delivery takes place. Excellent communication (written and verbal) skills. Excellent conceptual and contextualisation skills. Financial and Budget Management skills. Good people management skills and the ability to work with and across teams. Good liaison skills and the ability to manage relations with different stakeholders across functions and levels. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. Strategic understanding and knowledge tenets and application of the Constitutional Values and Principles (CVPs) as contained in Section 195 in the Public Service. An understanding of how current public administration management and operational processes comply or do not comply, with the CVPs. A Valid Driver's License (with exception of disabled applicants).

#### **DUTIES**

: The successful candidate will be responsible for: Management and/or solo completion of evaluation research projects on the impact of service delivery models/programmes/systems of various departments/sectors on service delivery improvement. Drafting project proposals including costing for the implementation of projects, and resource management. Drafting of conceptual and/or briefing notes for Commissioners for different fora. Management of human and financial resources of the Directorate. Provide leadership to transversal teams on the determination (evaluation) of the effectiveness and efficiency of different government programmes and service delivery models. Support the management of MoUs with relevant stakeholders. Support the promotion of the constitutional values and principles through the development of required presentations, speeches and articles.

#### **ENQUIRIES**

: Ms Carmen Domingo-Swartz Tel No: (012) 352 1289

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X 944. Pretoria 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Emailed applications will not be accepted. Internal employees who previously applied are encouraged to re-apply.
- CLOSING DATE** : 02 December 2022 @ 16:30
- WEBSITE** : [www.dpme.gov.za](http://www.dpme.gov.za)
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a 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. 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/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at [www.dpsa.gov.za](http://www.dpsa.gov.za).

## OTHER POST

### **POST 44/195**

: **ASSISTANT EVALUATION SPECIALIST REF NO: 054/2022**  
Chief Directorate: Evaluation

### **SALARY**

: R491 403 – R578 844 per annum (Level 10)

### **CENTRE**

: Pretoria

### **REQUIREMENTS**

: A relevant 3-years tertiary qualification (NQF 6) in Social/Economic Sciences/Research/Evaluation or equivalent with at least 5 years' relevant experience of which 3 years' experience must be in evaluation / research and 2 years' experience must be at supervisory level. An NQF 7 qualification and/or specialist training courses and Knowledge of the National Evaluation System will serve as an added advantage. Knowledge and skills: The successful candidate should have good knowledge of qualitative & quantitative research methodologies supported by strong evaluation/research background. Be able to operate successfully with high-level staff in government. Should be credible in the academic research environment. Possess good understanding of government across the three spheres (National, Provincial and Local). Possess practical experience of undertaking evaluations. Should have Project / Programme Management and financial management skills. Good interpersonal relations, planning & organising and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) and report writing are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the possess the ability to maintain high levels of confidentiality. Ability to control financial resources and manage/supervise staff.

### **DUTIES**

The successful incumbent will be responsible to support evaluations and the development of the evaluation system. This entails supporting Senior Evaluation Directors through project management of specific evaluation assignments and undertaking analytical activities for evaluations, reviewing evaluation documents and monitoring improvement plans. Initiating and undertaking review of technical elements of the evaluation system. Supporting and presenting to provinces and other stakeholders on evaluation practice. Facilitate procurement for evaluation projects & elements, and render effective and efficient management/supervision of Human Resources.

### **ENQUIRIES**

Ms M Masilela Tel No: (012) 312-0471



## 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**

: 02 December 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 overcrowding 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. 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.

**ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 43 dated 11 November 2022. (1) Administration Officer: Property Acquisitions & Leasing Ref No: 2022/450, Centre: Umtata regional Office was advertised with incorrect requirements: A three year tertiary qualification (NQF Level 6) in Property Management, Real Estate, Public Management, Financial management or Property Law with sufficient relevant experience in acquisition of property rights in fixed property. A sound understanding of the Public Finance Management Act (PFMA). Understanding of property market trends and to be able to analyse the property market. Understanding of derivative forms of acquisitions of property (e.g.) expropriation, common law prescripts and others. Understanding of financial

administration processes and systems, contractual policies and procedures as well as procurement processes and systems .Effective communication skills. Please note that a valid driver's license will be the requirement, closing date will be extended to 02 December 2022.

#### OTHER POSTS

<b><u>POST 44/196</u></b>	:	<b><u>SENIOR INTERNAL AUDITOR: INTERNAL AUDIT REF NO: 2022/452</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Pretoria Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Auditing or Accounting. Applicant must be a member of Institute of Internal Auditors. Must have completed Internal Audit Technician (IAT) programme. Professional Internal Auditor (PIA) programme will be an added advantage. A relevant practical experience in the Internal Auditing field. Good understanding and implementation of the Audit process .Good communication and supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license is a requirement. Knowledge of Teammate, Data Analytics systems such as ACL will be an added advantage.
<b><u>DUTIES</u></b>	:	Conduct preliminary survey procedures. Assist in development of audit program. Conduct audit field work and collect relevant, sufficient and useful audit evidence. Develop audit working papers. Develop audit findings with all elements of a finding. Assess and evaluate audit evidence. Develop conclusions on audit findings. Assist in developing draft internal audit reports. Discuss the internal audit report with Audit Supervisor. Transfer auditing skills to Internship students.
<b><u>ENQUIRIES</u></b>	:	Mr. S Khomo Tel No: (012) 492 3066
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Ms M Masubelele
<b><u>POST 44/197</u></b>	:	<b><u>ADMINISTRATIVE CLERK: CLEANING SERVICES: FACILITY MANAGEMENT REF NO: 2022/453</u></b>
<b><u>SALARY</u></b>	:	R181 599 per annum
<b><u>CENTRE</u></b>	:	Mmabatho Regional Office
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate/Grade 12 or equivalent qualification, appropriate relevant working experience, Supervisory experience, computer literacy, communication skills, good interpersonal relations skills and basic numeracy, administrative skills, exposure to cleaning chemicals and hazardous working conditions, knowledge of cleaning methods, chemicals and cleaning material. Ability to write reports, willingness to travel extensively and valid driver's license.
<b><u>DUTIES</u></b>	:	Supervise cleaning staff and supervisors, administer attendance records for the cleaners, and ensure the inspection of logistics and physical environment to ensure hygiene and cleanliness. Compile cleaning reports, identify resource requirements and special operational needs, and monitor the condition and availability of cleaning equipment. Ensure the replenishment and distribution of cleaning material and equipment, compile cleaners and supervisors work plan, and assess performance of cleaners and supervisors. Receive, recommend and submit leave applications for the cleaners and supervisors.
<b><u>ENQUIRIES</u></b>	:	Mr. B. Mabale Tel No: 018 386 5303
<b><u>APPLICATIONS</u></b>	:	Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.
<b><u>FOR ATTENTION</u></b>	:	Mr T. Oagile
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply
<b><u>POST 44/198</u></b>	:	<b><u>PROCESS CONTROLLER: WASTE WATER TREATMENT PLANT REF NO: 2022/454</u></b>
<b><u>SALARY</u></b>	:	R151 884 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office (Hoedspruit AFB Workshop)

- REQUIREMENTS** :
- A National Senior Certificate/Grade 12 or NTC 3 / NCV level 4 certificate. Certificate in Chemical Plant Operation/ Process Control, Engineering Trade test certificate or Classification as Process Controller by Department of Water Affairs shall serve as an advantage. Knowledge in the field of water pumps, water purification plant and sewerage treatment plant. Ability to read and write. Good communication skills. Ability to perform routine tasks and willingness to work overtime and be on stand-by.
- DUTIES** :
- Operate water and waste water treatment plants. Assist artisans while conducting repair and maintenance work, cleaning of hand tools, machinery and power tools, perform minor repairs and maintenance work, report defects and machine failures, carrying, loading and unloading of tools as well as materials; house-keeping of the workshop and plant rooms. Cutting grass and cleaning surrounding environments at water and waste-water plants including on the pipeline servitude.
- ENQUIRIES** :
- Mr. A. Radebe Tel No: (015) 291 6440
- 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 Khotso

## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 02 December 2022 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

## OTHER POSTS

- POST 44/199** : **ASSISTANT DIRECTOR: RISK & INTEGRITY MANAGEMENT "REF NO: ASD: R&IM"**
- SALARY** : R393 711 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Relevant tertiary qualification (NQF 7) in Risk Management / Internal Audit / Accounting as recognised by SAQA. Minimum of 3 years relevant experience within a risk management or related environment. Have proven competencies: Communication (verbal and written), Analytical and Problem solving, Attention to detail, Customer service orientated, Planning and organising skills, Honesty and Integrity, Report writing skills.
- DUTIES** : Supervise and implement the risk management framework which includes development and implementation of the risk management plan, a risk management philosophy and culture in the organisation through awareness and capacity building, maintaining stakeholder and client relationships, continuous monitoring and capturing of data and maintenance of databases on risk management information. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate, and advise on the risk management assessment process such as identification, analysis, evaluation, compiling risk profiles and reports. Monitor and review the progress of activities to address risks and revising risk response activities. Supervise employees to ensure an effective risk management service.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097
- NOTE** : Candidates must submit applications to [recruitment1@dsbd.gov.za](mailto:recruitment1@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: ASD: R&IM"

<b><u>POST 44/200</u></b>	:	<b><u>ASSISTANT DIRECTOR: MARKET ACCESS SUPPORT “REF NO: ASD: MAS”</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor’s Degree (NQF7) in Economics / Business Management / Development Studies as recognised by SAQA. 3-5 years’ relevant experience at a Functional Specialist level in Supplier Development / Market access/ Value Chain Environment. Have Competencies: Communication (verbal & Non-Verbal), Research, Statistical analysis. Service Delivery Innovation, Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Identify and conduct research on products, industries, market requirements, market opportunities, value addition and diversification opportunities for SMMEs. Provide advice to SMMEs in respect of market opportunities, marketing information and market linkages. Develop methods and models to link SMMEs to formal domestic markets. Conduct feasibility, viability research studies and identify new business opportunities for SMMEs. Design models and tools (such as clusters) to enhance local production by SMMEs and Implement the localisation policy. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
<b><u>ENQUIRIES</u></b>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097
<b><u>NOTE</u></b>	:	Candidates must submit applications to <a href="mailto:recruitment2@dsbd.gov.za">recruitment2@dsbd.gov.za</a> and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., “REF NO: ASD MAS”
<b><u>POST 44/201</u></b>	:	<b><u>ASSISTANT DIRECTOR: ENTREPRENEURSHIP “REF NO: ASD ENTREP”</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification (NQF7) in Public Administration/ Business Management/Development Studies/ Economics as recognised by SAQA. 3-5 years’ experience at a Functional Specialist level in Entrepreneurship / Enterprise Development or related area. Training in Computer Literacy (MS Office Packages). Have competencies: Communication (Verbal and Written), Analytical and Problem solving, Planning, and organising skills, Interpersonal skills, Client orientation and customer focus, Stakeholder relations and Networking, Service delivery and innovation and Data Collection and analysis, use excel to analyse data and plot graphics.
<b><u>DUTIES</u></b>	:	Conduct research aimed at identifying best practices for programmes, instruments and projects that support innovation and technology development. Conduct comparison studies between the available tools on entrepreneurship and innovation development to assist in selecting the best fit for the South African ecosystem. Analyse, review programme designs models, programmes, instruments, and guidelines for the implementation of entrepreneurship and innovation (e.g. Franchise Fin-tech model) programmes. Coordinate the design and piloting of new and improved entrepreneurship and innovation programmes/projects. Collate, analyse, interpret data, and draft report. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
<b><u>ENQUIRIES</u></b>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097
<b><u>NOTE</u></b>	:	Candidates must submit applications to <a href="mailto:recruitment3@dsbd.gov.za">recruitment3@dsbd.gov.za</a> and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., “REF NO: ASD ENTREP”
<b><u>POST 44/202</u></b>	:	<b><u>BUSINESS ANALYST “REF NO: BSA”</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Undergraduate Degree (NQF 7) in Computer Science as recognised by SAQA. Minimum of 3 years’ experience as a business analyst. Postgraduate degree in Computer Science will be considered an advantage. Have proven competencies: Communication, Business, and Industry Knowledge, Creative,

**DUTIES**

Analytical and Systems Thinking, Problem-solving and decision making, Research and Software Applications.

- : Analyse and evaluate business processes. Conduct research and review up-to-date business processes and IT advancements to modernise systems. Create initiatives in line with the business needs and requirements. Collaborate and communicate with users and stakeholders. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations to committee and audiences/ workshops / information sessions.

**ENQUIRIES**

- : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097

**NOTE**

- : Candidates must submit applications to [recruitment4@dsbd.gov.za](mailto:recruitment4@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: BSA"

## SOUTH AFRICAN POLICE SERVICE

## OTHER POSTS

<b><u>POST 44/203</u></b>	:	<b><u>PRINCIPAL AUXILIARY SERVICES OFFICER</u></b>
<b><u>SALARY CENTRE</u></b>	:	R181 599 per annum (Level 05)
	:	Vet Services: Animal Hospital: Potchefstroom Ref No: VPO E8/2022 (X3 Posts)
	:	Vet Services: Animal Hospital: Durban Ref No: VPO E9/2022
	:	Vet Services: Animal Hospital: Roodeplaat Ref No: VPO E10/2022
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational); Be a SA Citizen; Have a drivers license code B; Be fluent in at least two official languages, of which one must be English; The ability to operate elementary machines and equipment; Be willing to work extended hours, when necessary; Potential candidates must be fearless of horses / dogs (this ability will be tested during the course of an interview) and no allergies to animal hairs; Must have no previous convictions or cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
<b><u>DUTIES</u></b>	:	Potchefstroom (X3 Posts) (VPO E8/2022): Administer medical treatment as prescribed by a Veterinarian; Assist during surgeries; Perform paddock and stable daily inspection; Cleaning of stables, paddocks and water troughs; Exercise, Feeding and watering hospitalized patients; Perform grooming of hospitalized patients; Maintenance and cleanliness of terrain and vehicles. Durban (VPO E9/2022) and Roodeplaat (VPO E10/2022): Administer medical treatment as prescribed by a Veterinarian; Exercising, Feeding, watering and grooming of hospitalized patients; Assist during surgeries; Ensure cleanliness and hygiene of dog kennels, hospital terrain area and vehicles.
<b><u>ENQUIRIES</u></b>	:	540 Pretorius Street, LT Col Maswanganye / PO Ngobeni / PO Babana Tel No: (012) 421 8423 / (012) 421 8033 / (012) 421 8291 Schindler House, Lt Col Mashau / Capt Vuma / W/O Modiba and PO Tema Tel No: (012) 400 3787 / (012) 400 3785 / (012) 400 3802 / (012) 400 3809
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to the following addresses: 540 Pretorius Street, Arcadia, Pretoria, 0007 or posted to Private Bag x 12, Arcadia, 0007 (Ref No: VPO E8/22 to VPO E12/2022 and from Ref No: VPO E23/22 to VPO E34/22) 459 Leyds Street, Schindler House, Sunnyside, Pretoria, 0002 or posted to Private Bag x 30, Sunnyside, 0132 (Ref No: VPO E13/22 to VPO E22/22 and from VPO E35/22 to VPO E43/22)
<b><u>NOTE</u></b>	:	Only the official application form (available on the SAPS website <a href="http://www.saps.gov.za/careers">www.saps.gov.za/careers</a> and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive <i>Curriculum Vitae</i> must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (ACT NO 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA

profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 16:00
<b><u>POST 44/204</u></b>	:	<b><u>COOK</u></b>
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05)
<b><u>CENTRE</u></b>	:	SAPS Academy Addo Ref No: 1/94/2022 HRD (X2 Posts) SAPS Academy Arcadia Ref No: 7/94/2022 HRD (X1 Post) SAPS Academy Chatsworth Ref No: 12/94/2022 HRD (X2 Posts) SAPS Academy Paarl Ref No: 19/94/2022 HRD (X1 Post) SAPS Academy Roodeplaat Ref No: 25/94/2022 HRD (X1 Post) SAPS Academy Bhisho Ref No: 32/94/2022 HRD (X1 Post) SAPS Academy Bishop Lavis Ref No: 37/94/2022 HRD (X1 Post) SAPS Academy Mthatha Ref No: 43/94/2022 HRD (X1 Post) SAPS Academy Philippi Ref No: 50/94/2022 HRD (X1 Post) SAPS Academy Tshwane Ref No: 54/94/2022 HRD (X1 Post) SAPS Academy Ulundi Ref No: 57/94/2022 HRD (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post core functions of the post; *Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. In possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Certificate in food preparation and/or catering will serve as an advantage; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
<b><u>DUTIES</u></b>	:	Administer general mess matters; Administer mess purchases; Control Mess stock; Set up the kitchen for meal preparations with cooking utensils and equipment; Plan, pre preparation/cook of food as per healthy menu; Ensure well cooked food and appealing plate presentation; Serve meals and provide waiter service; Compliance in terms of hygiene and safety regulations in the kitchen.
<b><u>ENQUIRIES</u></b>	:	SAPS Academy Addo (Capt PT Zahela) at 060 759 1937/ Tel No: 042 233 0600 SAPS Academy All Saints (Capt Foloti) Tel No: 040 608 2208 SAPS Academy Arcadia (Capt Boshoff) Tel: 012 334 1868/ Tel: 0826795849 SAPS Academy Benoni (Lt Col Hlungwani) at 082 557 6993 SAPS Academy Chatsworth (Capt Molefe) Tel No: 031 402 7012 SAPS Academy Hammanskraal (Lt Col Pitsi/Capt Roos) Tel No: 012 711 8028/27 SAPS Academy Mankwe (PO Radibeela) Tel No: 014 558 8186 SAPS Academy Moloto (Lt Col Phakedi) Tel No: 012 735 9615 SAPS Academy Paarl (Lt Col van den Berg) Tel No: 021 807 9000 SAPS Academy Potchefstroom (Lt Col Phala/Capt Moodley) Tel No: 018 299 0110/0114 / Tel No: 082 260 7212 SAPS Academy Roodeplaat (Lt Col Oosthuizen) Tel No: 012 808 8664 SAPS Academy Thabazimbi (Capt Mokhari) at 072 331 9153 SAPS Academy Thabong (Lt Col Pato) Tel No: 057 391 8127 / Tel No: 076 411 9126 SAPS Academy Bhisho (Capt Davids) Tel No: 040 608 8267 SAPS Academy Bishop Lavis (Capt Cubeni) Tel No: 021 935 5575/Tel No: 021 935 5504 SAPS Academy Graaff Reinet (Capt Meyer) Tel No: 049 807 5203



SAPS Academy Mthatha (Lt Col Bidla/Sgt Mayekiso) Tel No: 047 5017728/ Tel No: 082 330 6066

SAPS Academy Oudtshoorn (Lt Col Arries) Tel No: 044 203 2223

SAPS Academy Philippi (Lt Col Sereko) at 082 772 9870 / Tel: 021 370 2665/02

SAPS Academy Tshwane (Capt Nkuna) Tel No: 012 353 9170 / Tel No: 012 353 9171

SAPS Academy Ulundi (Lt Col Mhlungu/Capt Mnisi) Tel No: 035 879 8914/ Tel No: 082 330 6783

## **APPLICATIONS**

: Applications may be hand-delivered, as follows:  
SAPS Academy Addo, Farm 7 Slagboom, Addo 1 –3/94/2022 HRD  
SAPS Academy All Saints, R 63 Komga Road, Bhisho 4 -6/94/2022 HRD  
SAPS Academy Arcadia, 640 Francis Baard Street Arcadia, Pretoria 7-9/94/2022 HRD  
SAPS Academy Benoni C/O Great North/and Hospital Street, Northmead Benoni 10 – 11/94/2022 HRD  
SAPS Academy Chatsworth, 241 Moorton Drive Chatsworth, Durban 12 – 14/94/2022 HRD  
SAPS Academy Hammanskraal, 1 Soutpan Road Hammanskraal, Pretoria 15 – 16/94/2022 HRD  
SAPS Academy Mankwe R 510 Road towards Northan Mogwase 17/94/2022 HRD  
SAPS Academy Moloto, 243 JR Farm Plot Moloto Road, Jakkalsdans, Cullinan Pretoria 18/94/2022 HRD  
SAPS Academy Paarl, 429 Main Road, Paarl 19 – 22/94/2022 HRD  
SAPS Academy Potchefstroom, Welgegund Farm R53 Venterdorp Road, Potchefstroom 23 – 24/94/2022 HRD  
SAPS Academy Roodeplaat, Remainder of Portion 3 of 293 JR Moloto Road, Roodeplaat 25 – 27/94/2022 HRD  
SAPS Academy Thabazimbi, Alma Gravel Road, Thabazimbi 28 – 29/94/2022 HRD  
SAPS Academy Thabong, Modikeng Road, Portion 1, of stand 8004 Thabong, Welkom 30 – 31/94/2022 HRD  
SAPS Academy Bishop, Lavis 100 Myrtle Road Bishop Lavis 37 – 39/94/2022 HRD  
SAPS Academy Bhisho, R63 Komga Road, Bhisho 32 –36/94/2022  
SAPS Academy Graaff Reinet, 22 College Road Graaff- Reinet 40 – 2/94/2022 HRD  
SAPS Academy Mthatha, NO 1 Vukazana Street Police Camp, Mthatha 3 – 46/94/2022 HRD  
SAPS Academy Oudtshoorn, Parkway South Wesbank Oudtshoorn 47 – 49/94/2022 HRD  
SAPS Academy Philippi, New Eisleben Road, Philippi 50 – 53/94/2022 HRD  
SAPS Academy Tshwane NO 1 Rebecca Street, Pretoria West 54 – HRD  
SAPS Academy Ulundi, Ingulube Street Unit A Ulundi 57 – 60/94/2022 HRD

## **NOTE**

: Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new

appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**CLOSING DATE**

: 02 December 2022 at 16:00

**POST 44/205**

: **SECURITY OFFICER**

**SALARY CENTRE**

: R128 166 per annum (Level 03)  
 : SAPS Academy Addo Ref No: 2/94/2022 HRD (X1 Post)  
 : SAPS Academy All Saints Ref No: 5/94/2022 HRD (X1 Post)  
 : SAPS Academy Arcadia Ref No: 8/94/2022 HRD (X1 Post)  
 : SAPS Academy Benoni Ref No: 11/94/2022 HRD (X2 Posts)  
 : SAPS Academy Hammanskraal Ref No: 15/94/2022 HRD (X1 Post)  
 : SAPS Academy Paarl Ref No: 21/94/2022 HRD (X4 Posts)  
 : SAPS Academy Mankwe Ref No: 17/94/2022 HRD (X1 Post)  
 : SAPS Academy Potchefstroom Ref No: 24-94/2022 HRD (X4 Posts)  
 : SAPS Academy Thabazimbi Ref No: 29/94/2022 HRD (X4 Posts)  
 : SAPS Academy Bhisho Ref No: 34/94/2022 HRD (X2 Posts)  
 : SAPS Academy Bishop Lavis Ref No: 38/94/2022 HRD (X3 Posts)  
 : SAPS Academy Graaff-Reinet Ref No: 41/94/2022 HRD (X2 Posts)  
 : SAPS Academy Mthatha Ref No: 45/94/2022 HRD (X2 Posts)  
 : SAPS Academy Oudtshoorn Ref No: 48/94/2022 HRD (X1 Post)  
 : SAPS Academy Philippi Ref No: 52/94/2022 HRD (X2 Posts)  
 : SAPS Academy Tshwane Ref No: 55/94/2022 HRD (X8 Posts)  
 : SAPS Academy Ulundi Ref No: 59/94/2022 HRD (X2 Posts)

**REQUIREMENTS**

: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training Be willing to maintain firearm competency Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security will be an added advantage. Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.

**DUTIES**

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contractors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts. Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring

## **ENQUIRIES**

any deficiencies or problems with regard to security matters to the attention of senior security personnel.

: SAPS Academy Addo (Capt PT Zahela) at 060 759 1937/ Tel No: 042 233 0600

SAPS Academy All Saints (Capt Foloti) Tel No: 040 608 2208

SAPS Academy Arcadia (Capt Boshoff) Tel: 012 334 1868/ Tel: 0826795849

SAPS Academy Benoni (Lt Col Hlungwani) at 082 557 6993

SAPS Academy Chatsworth (Capt Molefe) Tel No: 031 402 7012

SAPS Academy Hammanskraal (Lt Col Pitsi/Capt Roos) Tel No: 012 711 8028/27

SAPS Academy Mankwe (PO Radibeela) Tel No: 014 558 8186

SAPS Academy Moloto (Lt Col Phakedi) Tel No: 012 735 9615

SAPS Academy Paarl (Lt Col van den Berg) Tel No: 021 807 9000

SAPS Academy Potchefstroom (Lt Col Phala/Capt Moodley) Tel No: 018 299 0110/0114 / Tel No: 082 260 7212

SAPS Academy Roodeplaat (Lt Col Oosthuizen) Tel No: 012 808 8664

SAPS Academy Thabazimbi (Capt Mokhari) at 072 331 9153

SAPS Academy Thabong (Lt Col Pato) Tel No: 057 391 8127 / Tel No: 076 411 9126

SAPS Academy Bhisho (Capt Davids) Tel No: 040 608 8267

SAPS Academy Bishop Lavis (Capt Cubeni) Tel No: 021 935 5575/Tel No: 021 935 5504

SAPS Academy Graaff Reinet (Capt Meyer) Tel No: 049 807 5203

SAPS Academy Mthatha (Lt Col Bidla/Sgt Mayekiso) Tel No: 047 5017728/ Tel No: 082 330 6066

SAPS Academy Oudtshoorn (Lt Col Arries) Tel No: 044 203 2223

SAPS Academy Philippi (Lt Col Sereko) at 082 772 9870 / Tel: 021 370 2665/02

SAPS Academy Tshwane (Capt Nkuna) Tel No: 012 353 9170 / Tel No: 012 353 9171

SAPS Academy Ulundi (Lt Col Mhlungu/Capt Mnisi) Tel No: 035 879 8914/ Tel No: 082 330 6783

## **APPLICATIONS**

: Applications may be hand-delivered, as follows:

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SAPS Academy Arcadia, 640 Francis Baard Street Arcadia, Pretoria 7-9/94/2022 HRD

SAPS Academy Benoni C/O Great North/and Hospital Street, Northmead Benoni 10 – 11/94/2022 HRD

SAPS Academy Chatsworth, 241 Moorton Drive Chatsworth, Durban 12 – 14/94/2022 HRD

SAPS Academy Hammanskraal, 1 Soutpan Road Hammanskraal, Pretoria 15 – 16/94/2022 HRD

SAPS Academy Mankwe R 510 Road towards Northan Mogwase 17/94/2022 HRD

SAPS Academy Moloto, 243 JR Farm Plot Moloto Road, Jakkalsdans, Cullinan Pretoria 18/94/2022 HRD

SAPS Academy Paarl, 429 Main Road, Paarl 19 – 22/94/2022 HRD

SAPS Academy Potchefstroom, Welgegund Farm R53 Venterdorp Road, Potchefstroom 23 – 24/94/2022 HRD

SAPS Academy Roodeplaat, Remainder of Portion 3 of 293 JR Moloto Road, Roodeplaat 25 – 27/94/2022 HRD

SAPS Academy Thabazimbi, Alma Gravel Road, Thabazimbi 28 – 29/94/2022 HRD

SAPS Academy Thabong, Modikeng Road, Portion 1, of stand 8004 Thabong, Welkom 30 – 31/94/2022 HRD

SAPS Academy Bishop, Lavis 100 Myrtle Road Bishop Lavis 37 – 39/94/2022 HRD

SAPS Academy Bhisho, R63 Komga Road, Bhisho 32 –36/94/2022

SAPS Academy Graaff Reinet, 22 College Road Graaff- Reinet 40 – 2/94/2022 HRD

SAPS Academy Mthatha, NO 1 Vukazana Street Police Camp, Mthatha 3 – 46/94/2022 HRD

SAPS Academy Oudtshoorn, Parkway South Wesbank Oudtshoorn 47 – 49/94/2022 HRD

SAPS Academy Philippi, New Eisleben Road, Philippi 50 – 53/94/2022 HRD

SAPS Academy Tshwane NO 1 Rebecca Street, Pretoria West 54 – HRD

**NOTE**

SAPS Academy Ulundi, Ingulube Street Unit A Ulundi 57 – 60/94/2022 HRD

: Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**CLOSING DATE**

: 02 December 2022 at 16:00

**POST 44/206**

: **HANDYMAN**

**SALARY  
CENTRE**

: R128 166 per annum (Level 03)

: SAPS Academy All Saints Ref No: 4/94/2022 HRD (X1 Post)

: SAPS Academy Benoni Ref No: 10/94/2022 HRD (X1 Post)

: SAPS Academy Chatsworth Ref No: 13/94/2022 HRD (X1 Post)

: SAPS Academy Moloto Ref No: 18/94/2022 HRD (X1 Post)

: SAPS Academy Paarl Ref No: 20/94/2022 HRD (X1 Post)

: SAPS Academy Potchefstroom Ref No: 23/94/2022 HRD (X1 Post)

: SAPS Academy Roodeplaat Ref No: 27/94/2022 HRD (X1 Post)

: SAPS Academy Thabazimbi Ref No: 28/94/2022 HRD (X1 Post)

: SAPS Academy Thabong Ref No: 30/94/2022 HRD (X1 Post)

: SAPS Academy Bhisho Ref No: 33/94/2022 HRD (X1 Post)

: SAPS Academy Graaff-Reinet Ref No: 40/94/2022 HRD (X1 Post)

: SAPS Academy Mthatha Ref No: 44/94/2022 HRD (X1 Post)

: SAPS Academy Oudtshoorn Ref No: 47/94/2022 HRD (X2 Posts)

: SAPS Academy Philippi Ref No: 51/94/2022 HRD (X1 Post)

: SAPS Academy Ulundi Ref No: 58/94/2022 HRD (X1 Post)

**REQUIREMENTS**

: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

## **DUTIES**

: Maintain general plumbing system maintenance tasks. Perform general electrical system maintenance tasks. Provide general maintenance and repairs. Attend to the completion of administrative and procedural reports related to maintenance and repairs.

## **ENQUIRIES**

: SAPS Academy Addo (Capt PT Zahela) at 060 759 1937/ Tel No: 042 233 0600  
SAPS Academy All Saints (Capt Foloti) Tel No: 040 608 2208  
SAPS Academy Arcadia (Capt Boshoff) Tel: 012 334 1868/ Tel: 0826795849  
SAPS Academy Benoni (Lt Col Hlungwani) at 082 557 6993  
SAPS Academy Chatsworth (Capt Molefe) Tel No: 031 402 7012  
SAPS Academy Hammanskraal (Lt Col Pitsi/Capt Roos) Tel No: 012 711 8028/27  
SAPS Academy Mankwe (PO Radibeela) Tel No: 014 558 8186  
SAPS Academy Moloto (Lt Col Phakedi) Tel No: 012 735 9615  
SAPS Academy Paarl (Lt Col van den Berg) Tel No: 021 807 9000  
SAPS Academy Potchefstroom (Lt Col Phala/Capt Moodley) Tel No: 018 299 0110/0114 / Tel No: 082 260 7212  
SAPS Academy Roodeplaat (Lt Col Oosthuizen) Tel No: 012 808 8664  
SAPS Academy Thabazimbi (Capt Mokhari) at 072 331 9153  
SAPS Academy Thabong (Lt Col Pato) Tel No: 057 391 8127 / Tel No: 076 411 9126  
SAPS Academy Bhisho (Capt Davids) Tel No: 040 608 8267  
SAPS Academy Bishop Lavis (Capt Cubeni) Tel No: 021 935 5575/Tel No: 021 935 5504  
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SAPS Academy Oudtshoorn (Lt Col Arries) Tel No: 044 203 2223  
SAPS Academy Philippi (Lt Col Sereko) at 082 772 9870 / Tel: 021 370 2665/02  
SAPS Academy Tshwane (Capt Nkuna) Tel No: 012 353 9170 / Tel No: 012 353 9171  
SAPS Academy Ulundi (Lt Col Mhlungu/Capt Mnisi) Tel No: 035 879 8914/ Tel No: 082 330 6783

## **APPLICATIONS**

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SAPS Academy Arcadia, 640 Francis Baard Street Arcadia, Pretoria 7-9/94/2022 HRD  
SAPS Academy Benoni C/O Great North/and Hospital Street, Northmead Benoni 10 – 11/94/2022 HRD  
SAPS Academy Chatsworth, 241 Moorton Drive Chatsworth, Durban 12 – 14/94/2022 HRD  
SAPS Academy Hammanskraal, 1 Soutpan Road Hammanskraal, Pretoria 15 – 16/94/2022 HRD  
SAPS Academy Mankwe R 510 Road towards Northan Mogwase 17/94/2022 HRD  
SAPS Academy Moloto, 243 JR Farm Plot Moloto Road, Jakkalsdans, Cullinan Pretoria 18/94/2022 HRD  
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SAPS Academy Potchefstroom, Welgegund Farm R53 Venterdorp Road, Potchefstroom 23 – 24/94/2022 HRD  
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SAPS Academy Thabazimbi, Alma Gravel Road, Thabazimbi 28 – 29/94/2022 HRD  
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SAPS Academy Bishop, Lavis 100 Myrtle Road Bishop Lavis 37 – 39/94/2022 HRD  
SAPS Academy Bhisho, R63 Komga Road, Bhisho 32 –36/94/2022  
SAPS Academy Graaff Reinnet, 22 College Road Graaff- Reinnet 40 – 2/94/2022 HRD  
SAPS Academy Mthatha, NO 1 Vukazana Street Police Camp, Mthatha 3 – 46/94/2022 HRD  
SAPS Academy Oudtshoorn, Parkway South Wesbank Oudtshoorn 47 – 49/94/2022 HRD

**NOTE**

SAPS Academy Philippi, New Eisleben Road, Philippi 50 – 53/94/2022 HRD  
SAPS Academy Tshwane NO 1 Rebecca Street, Pretoria West 54 – HRD  
SAPS Academy Ulundi, Ingulube Street Unit A Ulundi 57 – 60/94/2022 HRD

: Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**CLOSING DATE**

: 02 December 2022 at 16:00

**POST 44/207****SECURITY OFFICER****SALARY CENTRE**

: R128 166 per annum (Level 03)  
: Head Office Arcadia, Pretoria Ref No: VPO E11/2022 (X2 Posts)  
Central Firearm Register: City Centre Pretoria Ref No: VPO E12/2022 (X2 Posts)  
NIU Durban Ref No: VPO E13/2022 (X2 Posts)  
STF Pretoria Ref No: VPO E14/2022  
Air Wing Northern Cape Ref No: VPO E15/2022 (X4 Posts)  
Air Wing Heliport Ref No: VPO E16/2022 (X3 Posts)  
Air Wing Polokwane Ref No: VPO E17/2022  
Air Wing Wonderboom Ref No: VPO E18/2022  
KZN NPOPRU Ref No: VPO E19/2022 (X3 Posts)  
Western Cape NPOPRU Ref No: VPO E20/2022 (X3 Posts)  
Mpumalanga NPOPRU Ref No: VPO E21/2022 (X3 Posts)  
STF Cape Town Ref No: VPO E22/2022

**REQUIREMENTS**

: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security

certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

#### **DUTIES**

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contractors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

#### **ENQUIRIES**

: 540 Pretorius Street, LT Col Maswanganye / PO Ngobeni / PO Babana Tel No: (012) 421 8423 / (012) 421 8033 / (012) 421 8291  
Schindler House, Lt Col Mashau / Capt Vuma / W/O Modiba and PO Tema Tel No: (012) 400 3787 / (012) 400 3785 / (012) 400 3802 / (012) 400 3809

#### **APPLICATIONS**

: Applications can be hand delivered to the following addresses  
540 Pretorius Street, Arcadia, Pretoria, 0007 or posted to Private Bag x 12, Arcadia, 0007 (Ref no: VPO E8/22 to VPO E12/2022 and from Ref No: VPO E23/22 to VPO E34/22)  
459 Leyds Street, Schindler House, Sunnyside, Pretoria, 0002 or posted to Private Bag x 30, Sunnyside, 0132 (Ref No: VPO E13/22 to VPO E22/22 and from VPO E35/22 to VPO E43/22)

#### **NOTE**

: Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the

intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**CLOSING DATE**

: 02 December 2022 at 16:00

**POST 44/208**

: **SECURITY OFFICER REF NO: AS/01/22 (X21 POSTS)**

Section: Security Services

**SALARY**

: R128 166 per annum (Level 03)

**CENTRE**

: Saps Head Office (Pretoria)

**REQUIREMENTS**

: Applicants Must Display Competency In the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

**DUTIES**

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

**ENQUIRIES**

: Ms LJW de Witt Tel No: 012 393 4694

Mr MJ Mmako Tel No: 012 393 1789

**APPLICATIONS**

: Applications may be hand-delivered, as follows: SAPS Head Office, 231 Pretorius Street, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to: The Section Commander: Security Services, South African Police Service, Private Bag X 94, Pretoria, 0001

**FOR ATTENTION**

: Ms LJW de Witt or Mr MJ Mmako

**NOTE**

: Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Only short listed candidates will submit original documents. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the



Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 16:00
<b><u>POST 44/209</u></b>	:	<b><u>SECURITY OFFICER</u></b>
<b><u>SALARY</u></b>	:	R128 166 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Pretoria (Hatfield) Ref No: TMS 05/2022 (X8 Posts) Limpopo (Polokwane) Ref No: TMS 06/2022 North West (Phokeng) Ref No: TMS 07/2022 KwaZulu Natal (Durban) Ref No: TMS 08/2022 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.
<b><u>DUTIES</u></b>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contractors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<b><u>ENQUIRIES</u></b>	:	Capt Xoko Tel No: (012) 432-7709 /7364/7964
<b><u>APPLICATIONS</u></b>	:	Applications may be hand-delivered, as follows: (TMS 01/2022 and TMS 05/2022) 1234 Tulbagh Park Building, Cnr Stanza Bopape & Jan Shoba Hatfield, Pretoria (TMS 02/2022 AND TMS 07/2022) The Meent Building, Room 321, 123 Peter Mokaba Street, Potchefstroom (TMS 03/2022) 9 Fedsure Building, Charlotte Maxeke Street, Bloemfontein

(TMS 04/2022) Room 15&17 ground Floor, Block J; Griffiths Ngxenge Building, Zwelitsha

(TMS 06/2022) 116 A Blaauwberg Street, Ladine, Polokwane

(TMS 08/2022) Servamus Building, 15<sup>th</sup> Floor, room 152; 15 Braamfisher Road, Durban

**NOTE**

: Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted (where required) will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**CLOSING DATE**

: 02 December 2022 at 15:00

**POST 44/210**

**SECURITY**

**SALARY  
CENTRE**

: R128 166 per annum (Level 03)  
: National Head Office Pretoria Ref No: CI 2/11/22 (X4 Posts)  
Eastern Cape Ref No: CI 3/11/22 (X8 Posts)  
Free State Ref No: CI 4/11/22 (X7 Posts)  
Gauteng Ref No: CI 5/11/22 (X5 Posts)  
Kwazulu Natal Ref No: CI 6/11/22 (X4 Posts)  
Limpopo Ref No: CI 7/11/22 (X3 Posts)  
Mpumalanga Ref No: CI 8/11/22 (X8 Posts)  
Northern Cape Ref No: CI 9/11/22 (X3 Posts)  
North West Ref No: CI 10/11/22 (X1 Post)  
Western Cape Ref No: CI 11/11/22 (X8 Posts)

**REQUIREMENTS**

: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to

undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

## **DUTIES**

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contractors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

## **ENQUIRIES**

: Head Office Brigadier Ngqulunga ([NgqulungaP@saps.gov.za](mailto:NgqulungaP@saps.gov.za)) Tel 012 3601531  
 Eastern Cape: Lt. Col. Linden ([LindenL@saps.gov.za](mailto:LindenL@saps.gov.za)) Tel No: 040 608-8601  
 Free State: Lt. Col. Msindo ([MsindoD@saps.gov.za](mailto:MsindoD@saps.gov.za)) Tel No: 051 507-6609  
 Gauteng: Colonel van der Merwe ([VanderMerweSJ@saps.gov.za](mailto:VanderMerweSJ@saps.gov.za)) Tel No: 011 373-3423  
 KwaZulu Natal: Colonel Mkhize ([MkhizeAT@saps.gov.za](mailto:MkhizeAT@saps.gov.za)) Tel No: 031 325-6058  
 Limpopo: Lt.Col. Ntsoane ([Nepgen@saps.gov.za](mailto:Nepgen@saps.gov.za)) Tel No: 015 290 6860  
 Mpumalanga: Colonel Chalo ([ChaloRM@saps.gov.za](mailto:ChaloRM@saps.gov.za)) Tel No: 013 756-7030  
 Northern Cape: Colonel Weitz ([WeitszC@saps.gov.za](mailto:WeitszC@saps.gov.za)) Tel No: 053 838-5771  
 North West: Lt. Col. Phakedi ([PhakediKM@saps.gov.za](mailto:PhakediKM@saps.gov.za)) Tel No: 018 299 7858  
 Western Cape: Colonel Horn ([wc:cisupcmd@saps.gov.za](mailto:wc:cisupcmd@saps.gov.za)) Tel No: 021 935 9799

## **APPLICATIONS**

: All applications must be hand-delivered, as follows:  
 CI 1/11/22 – CI 2/11/22 (NHO Intelligence, Pretoria) 463 Prieska Street, Erasmuskloof, Pretoria  
 CI 3/11/22 (Eastern Cape) First Floor, Griffiths Mxenge Building, Zwelitsha  
 CI 4/11/22 (Free State) Fountain Building, No 44, Corner of Aliwal and Fountain, Bloemfontein  
 CI 5/11/2022 (Gauteng) 17 Daigonal str, Newtown, Johannesburg, 9<sup>th</sup> floor Old JSE Building  
 CI 6/11/2022 (Kwazulu Natal) 15 Braamfisher Road, Room 1029, 10<sup>th</sup> floor Durban  
 CI 7/11/2022 (Limpopo) 15 Jorisen Street, Polokwane  
 CI 8/11/2022 (Mpumalanga) 31 Brown Street, Standard Bank Building, 4<sup>th</sup> Floor, Nelspruit  
 CI 9/11/2022 (Northern Cape) Old United Building, Cnr Chapel and Du Toitspan road, Kimberley  
 CI 10/11/22 (North West Province) Santum Trust Building, 41 Nelson Mandela Drive, Potchefstroom  
 CI 11/11/22 (Western Cape) Old SARS Building, 3 AJ West Street, Bellville

## **NOTE**

: Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short listed applicant will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it

will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 15:00
<b><u>POST 44/211</u></b>	:	<b><u>SECURITY OFFICER REF NO: SCM 13/2022 (X9 POSTS)</u></b> Component: Corporate Support Service Section Financial Services (Auxiliary Services)
<b><u>SALARY</u></b>	:	R128 166 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Silverton, Pretoria, Division Supply Chain Management
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security will be an added advantage. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Relevant courses in the field of the post as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.
<b><u>DUTIES</u></b>	:	Core Functions Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contractors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – Only from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<b><u>ENQUIRIES</u></b>	:	Capt T Chetty / PO H Mudau / PO I Mphethi Tel No: (012) 841 7876 / 7217 / 7179
<b><u>APPLICATIONS</u></b>	:	Applications must be hand delivered / couriered or posted to the following addresses: Hand Delivery / Couriered: 117 Creswell Road, (Corner Creswell and Pretoria Road)

Weavind Park, Silverton, Pretoria, Division Supply Chain Management (Applications to be deposited in the Wooden Box provided at the Main Entrance)

Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Capt T Chetty)

#### **NOTE**

General: Only the official application form (available on the SAPS website ([www.saps.gov.za](http://www.saps.gov.za)) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. No emailed applications will be accepted.

#### **CLOSING DATE**

: 02 December 2022 at 15:30

#### **POST 44/212**

: **SECURITY OFFICER REF NO: SCM 14/2022 (X2 POSTS)**

Component: Vehicle Fleet Management

Section: Transport Management

#### **SALARY**

: R128 166 per annum (Level 03)

#### **CENTRE**

: New Vehicle Store (Benoni), Gauteng Province

#### **REQUIREMENTS**

: Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security will be an added advantage. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Relevant courses in the field of the post as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.

#### **DUTIES**

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the

		premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – Only from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<b><u>ENQUIRIES</u></b>	:	Capt T Chetty / PO H Mudau / PO I Mphethi Tel No: (012) 841 7876 / 7217 / 7179
<b><u>APPLICATIONS</u></b>	:	Applications must be hand delivered / couriered or posted to the following addresses: Hand Delivery / Couriered: 117 Creswell Road, (Corner Creswell and Pretoria Road) Weavind Park, Silverton, Pretoria, Division Supply Chain Management (Applications to be deposited in the Wooden Box provided at the Main Entrance) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Capt T Chetty)
<b><u>NOTE</u></b>	:	General: Only the official application form (available on the SAPS website ( <a href="http://www.saps.gov.za">www.saps.gov.za</a> ) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. No emailed applications will be accepted.
<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 15:30
<b><u>POST 44/213</u></b>	:	<b><u>SECURITY OFFICER REF NO: SCM 15/2022 (X3 POSTS)</u></b> Component: Vehicle Fleet Management Section: Transport Management
<b><u>SALARY</u></b>	:	R128 166 per annum (Level 03)
<b><u>CENTRE</u></b>	:	New Vehicle Store (King William's Town), Eastern Cape
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security will be an added advantage. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Relevant courses in the field of the post as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.

<b><u>DUTIES</u></b>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contractors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – Only from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<b><u>ENQUIRIES</u></b>	:	Capt T Chetty / PO H Mudau / PO I Mphethi Tel No: (012) 841 7876 / 7217 / 7179
<b><u>APPLICATIONS</u></b>	:	Applications must be hand delivered / couriered or posted to the following addresses: Hand Delivery / Couriered: 117 Creswell Road, (Corner Creswell and Pretoria Road) Weavind Park, Silverton, Pretoria, Division Supply Chain Management (Applications to be deposited in the Wooden Box provided at the Main Entrance) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Capt T Chetty)
<b><u>NOTE</u></b>	:	General: Only the official application form (available on the SAPS website ( <a href="http://www.saps.gov.za">www.saps.gov.za</a> ) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. No emailed applications will be accepted.
<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 15:30
<b><u>POST 44/214</u></b>	:	<b><u>SECURITY OFFICER REF NO: SCM 16/2022 (X2 POSTS)</u></b> Component: Moveable Government Property Section: Clothing and Distribution Management
<b><u>SALARY</u></b>	:	R128 166 per annum
<b><u>CENTRE</u></b>	:	Limpopo Uniform Shop (Lebowakgomo), Limpopo Province
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession

of at least a Grade C security certificate. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security will be an added advantage. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Relevant courses in the field of the post as well as a valid driver's license for at least a light motor vehicle will serve as an advantage \*Be willing to work shifts and extended hours.

#### **DUTIES**

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contractors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – Only from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

#### **ENQUIRIES**

: Capt T Chetty / PO H Mudau / PO I Mphethi Tel No: (012) 841 7876 / 7217 / 7179

#### **APPLICATIONS**

: Applications must be hand delivered / couriered or posted to the following addresses: Hand Delivery / Couriered: 117 Creswell Road, (Corner Creswell and Pretoria Road)

Weavind Park, Silverton, Pretoria, Division Supply Chain Management (Applications to be deposited in the Wooden Box provided at the Main Entrance)

Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Capt T Chetty)

#### **NOTE**

: General: Only the official application form (available on the SAPS website ([www.saps.gov.za](http://www.saps.gov.za)) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. No emailed applications will be accepted.

#### **CLOSING DATE**

: 02 December 2022 at 15:30



**POST 44/215****: SECURITY OFFICER REF NO: SCM 17/2022 (X2 POSTS)**

Component: Moveable Government Property  
Section: Clothing and Distribution Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R128 166 per annum (Level 03)  
: Northern Cape Uniform Shop (Kimberley), Northern Cape Province  
: Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security will be an added advantage. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Relevant courses in the field of the post as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.

**DUTIES**

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – Only from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

**ENQUIRIES  
APPLICATIONS**

: Capt T Chetty / PO H Mudau / PO I Mphethi (012) 841 7876 / 7217 / 7179  
: Applications must be hand delivered / couriered or posted to the following addresses: Hand Delivery / Couriered: 117 Creswell Road, (Corner Creswell and Pretoria Road)  
Weavind Park, Silverton, Pretoria, Division Supply Chain Management  
(Applications to be deposited in the Wooden Box provided at the Main Entrance)  
Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Capt T Chetty)

**NOTE**

: General: Only the official application form (available on the SAPS website ([www.saps.gov.za](http://www.saps.gov.za)) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will

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**CLOSING DATE**

: 02 December 2022 at 15:30

**POST 44/216**

: **SECURITY OFFICER REF NO: SCM 18/2022 (X2 POSTS)**

Component: Moveable Government Property  
Section: Clothing and Distribution Management

**SALARY**

: R128 166 per annum (Level 03)

**CENTRE**

: Eastern Cape Uniform Shop (Bisho), Eastern Cape Province

**REQUIREMENTS**

: Applicants must display competency in the post-specific core functions. \*Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security will be an added advantage. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Relevant courses in the field of the post as well as a valid driver's license for at least a light motor vehicle will serve as an advantage \*Be willing to work shifts and extended hours.

**DUTIES**

: Core Functions: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contractors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – Only from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

**ENQUIRIES**

: Capt T Chetty / PO H Mudau / PO I Mphethi Tel No: (012) 841 7876 / 7217 / 7179

**APPLICATIONS**

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Weavind Park, Silverton, Pretoria, Division Supply Chain Management (Applications to be deposited in the Wooden Box provided at the Main Entrance)

Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Capt T Chetty)

**NOTE**

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<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 15:30
<b><u>POST 44/217</u></b>	:	<b><u>SECURITY OFFICER REF NO: SCM 19/2022 (X2 POSTS)</u></b> Component: Moveable Government Property Section: Clothing and Distribution Management
<b><u>SALARY</u></b>	:	R128 166 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Free State Uniform Shop (Thaba-Nchu), Free State Province
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post-specific core functions. Be in possession of a Senior Certificate or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no criminal record or pending criminal / departmental cases. Degree / Diploma in the field of security will be an added advantage. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Relevant courses in the field of the post as well as a valid driver's license for at least a light motor vehicle will serve as an advantage. Be willing to work shifts and extended hours.
<b><u>DUTIES</u></b>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts, issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles workshops and equipment in the field – Only from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<b><u>ENQUIRIES</u></b>	:	Capt T Chetty / PO H Mudau / PO I Mphethi Tel No: (012) 841 7876 / 7217 / 7179
<b><u>APPLICATIONS</u></b>	:	Applications must be hand delivered / couriered or posted to the following addresses: Hand Delivery / Couriered: 117 Creswell Road, (Corner Creswell and Pretoria Road) Weavind Park, Silverton, Pretoria, Division Supply Chain Management (Applications to be deposited in the Wooden Box provided at the Main Entrance) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Capt T Chetty)
<b><u>NOTE</u></b>	:	General: Only the official application form (available on the SAPS website ( <a href="http://www.saps.gov.za">www.saps.gov.za</a> ) and at SAPS Police Stations) will be accepted. The Z83

previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No. 103 of 1994) as applicable to the post environment. Applications must be e-mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. No emailed applications will be accepted.

**CLOSING DATE**

: 02 December 2022 at 15:30

**POST 44/218**

: **SECURITY OFFICER**

**SALARY**  
**CENTRE**

: R128 166 per annum (Level 03)  
: National Head Office Pretoria Ref No: CI 2/11/22 (X4 Posts)  
(Erasmuskloof, Pretoria)  
**Eastern Cape:**  
Port St Johns Ref No: CI 3/11/22 (X2 Posts)  
Aliwal North Ref No: CI 4/11/22 (X2 Posts)  
Queenstown Ref No: CI 5/11/22 (X2 Posts)  
Grahamstown Ref No: CI 6/11/22 (X2 Posts)  
**Free State:**  
Provincial HO (Bloemfontein) Ref No: CI 7/11/22 (X2 Posts)  
Park Rd Cluster (Bloemfontein) Ref No: CI 8/11/22 (X2 Posts)  
Seosesha Cluster (Tabanchu) Ref No: CI 9/11/22 (X2 Posts)  
**Gauteng:**  
Old JSE Building Newtown Jhb Ref No: CI 10/11/22 (X2 Posts)  
Bronkhorstspuit Ref No: Ref No: CI 11/11/22 (X2 posts)  
**KwaZulu Natal:**  
Vryheid Ref No: CI 12/11/22 (X2 Posts)  
Pinetown Ref No: CI 13/11/22 (X2 Posts)  
**Limpopo:**  
Polokwane Ref No: CI 14/11/22 (X3 Posts)  
**Mpumalanga:**  
Mbombela Ref No: CI 15/11/22 (X2 Posts)  
Kwa-Mhlanga Ref No: CI 16/11/22 (X2 Posts)  
Komatipoort Ref No: CI 17/11/22 (X2 Posts)  
Standerton Ref No: CI 18/11/22 (X2 Posts)  
**Northern Cape:**  
PHO Kimberley Ref No: CI 19/11/22 (X3 Posts)  
**North West:**  
PHO Potchefstroom Ref No: CI 20/11/22 (X3 Posts)  
**Western Cape:**  
Bishop Lavis (Disa Court) Ref No: CI 21/11/22 (X8 Posts)

**REQUIREMENTS**

: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and

fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

## **DUTIES**

- : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

## **ENQUIRIES**

- : Head Office Brigadier Ngqulunga ([NgqulungaP@saps.gov.za](mailto:NgqulungaP@saps.gov.za)) Tel 012 3601531  
 Eastern Cape: Lt. Col. Linden ([LindenL@saps.gov.za](mailto:LindenL@saps.gov.za)) Tel No: 040 608-8601  
 Free State: Lt. Col. Msindo ([MsindoD@saps.gov.za](mailto:MsindoD@saps.gov.za)) Tel No: 051 507-6609  
 Gauteng: Colonel van der Merwe ([VanderMerweSJ@saps.gov.za](mailto:VanderMerweSJ@saps.gov.za)) Tel No: 011 373-3423  
 KwaZulu Natal: Colonel Mkhize ([MkhizeAT@saps.gov.za](mailto:MkhizeAT@saps.gov.za)) Tel No: 031 325-6058  
 Limpopo: Lt. Col. Ntsoane ([Nepgen@saps.gov.za](mailto:Nepgen@saps.gov.za)) Tel No: 015 290 6860  
 Mpumalanga: Colonel Chalo ([ChaloRM@saps.gov.za](mailto:ChaloRM@saps.gov.za)) Tel No: 013 756-7030  
 Northern Cape: Colonel Weitz ([WeitszC@saps.gov.za](mailto:WeitszC@saps.gov.za)) Tel No: 053 838-5771  
 North West: Lt. Col. Phakedi ([PhakediKM@saps.gov.za](mailto:PhakediKM@saps.gov.za)) Tel No: 018 299 7858  
 Western Cape: Colonel Horn ([wc:cisupcmd@saps.gov.za](mailto:wc:cisupcmd@saps.gov.za)) Tel No: 021 935 9799

## **APPLICATIONS**

- : All applications must be hand-delivered, as follows:  
 CI 1/11/22 – CI 2/11/22 (NHO Intelligence, Pretoria) 463 Prieska Street, Erasmuskloof, Pretoria  
 CI 3/11/22 (**Eastern Cape**) First Floor, Griffiths Mxenge Building, Zwelitsha  
 CI 4/11/22 (**Free State**) Fountain Building, No 44, Corner of Aliwal and Fountain, Bloemfontein  
 CI 5/11/2022 (**Gauteng**) 17 Daigonal str, Newtown, Johannesburg, 9<sup>th</sup> floor Old JSE Building  
 CI 6/11/2022 (**KwaZulu Natal**) 15 Braamfisher Road, Room 1029, 10<sup>th</sup> floor Durban  
 CI 7/11/2022 (**Limpopo**) 15 Jorisen Street, Polokwane  
 CI 8/11/2022 (**Mpumalanga**) 31 Brown Street, Standard Bank Building, 4<sup>th</sup> Floor, Nelspruit  
 CI 9/11/2022 (**Northern Cape**) Old United Building, Cnr Chapel and Du Toitspan road, Kimberley  
 CI 10/11/22 (**North West**) Santum Trust Building, 41 Nelson Mandela Drive, Potchefstroom  
 CI 11/11/22 (**Western Cape**) Old SARS Building, 3 AJ West Street, Bellville

## **NOTE**

- : Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short listed applicant will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant

institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 15:00
<b><u>POST 44/219</u></b>	:	<b><u>GENERAL WORKER</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	King William's Town Ref No: PSS: EC 1/11/22 (X2 Posts) VIP East London Ref No: PSS: EC 2/11/22 VIP Mthatha Ref No: PSS: EC 3/11/22 Durban Ref No: PSS: KZN 4/11/22 (X3 Posts) Pretoria Ref No: PSS: GP 5/11/22 VIP Jhb Ref No: PSS: GP 6/11/22 Polokwane Ref No: PSS: LIMP 7/11/22 Mafikeng Ref No: PSS: NW 8/11/22 Static Rondebosch Estate Ref No: PSS: WC 9/11/22
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
<b><u>DUTIES</u></b>	:	Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.
<b><u>ENQUIRIES</u></b>	:	Lieutenant Colonel Nyathi / Capt Mudau Tel No: (012) 400 5587 / 5468 Eastern Cape: Capt Guzana, PPO Mnyaka, PO Diko, PO Mulwa Tel No: 043 604 1107/ 1105 / 1103 / 1104 KwaZulu-Natal: Capt Reddy, PPO Puran Tel No: 031 319 2044/ 2021 Gauteng: Capt Pieters, PPO Tebele, PO Baqwa Tel No: 012 353 6739 / 6729 / 6736 Limpopo: Lt Col Mohale / PO Sebola Tel No: 015 284 8545 / 8547 / 8592

**APPLICATIONS**

North West: Capt Maleka, SPO Ntsimane Tel No: 018 397 9015 / 9018  
Western Cape: Lt Col Marthinus / Capt De Wet No: 021 467 6408 / 6535 / 6413  
Applications may be hand-delivered, as follows:  
(PSS: EC 1/11/22 TO PSS: EC 3/11/22) 49 Amotola Row, King William's Town  
(PSS: KZN 4/11/22 1) 143 Victoria Embankment Street; Maritime House 13th Floor, Durban  
(PSS: GP 5/11/22 TO PSS: GP 6/11/22) 184 c/o Bosman & Jeff Masemola, Rural Development Building 10<sup>th</sup> floor, Pretoria  
(PSS: LIMP 7/11/22) 28 c/o Market & Rabie Street, PSS Building, Polokwane  
(PSS: NW 8/11/22) Embassy Building, c/o William & Sarel Eloff Street, Mahikeng  
(PSS: WC 9/11/22) 121 Plein Street, Garmour House, Cape Town

**NOTE**

Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**CLOSING DATE**

02 December 2022 at 15:00

**POST 44/220****STORE ASSISTANT REF NO: 36/94/2022 HRD (X1 POST)****SALARY  
CENTRE  
REQUIREMENTS**

R107 196 per annum  
SAPS Academy Bhishe  
Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

**DUTIES**

Maintain store related functions with the Academy; Maintain and update registers, Ensure inspection of registers; Receipt of resources, packing and

## **ENQUIRIES**

sorting items neatly in the store; Issue items to the members; Maintain general neatness in the store.

: SAPS Academy Addo (Capt PT Zahela) Tel: 060 759 1937/ Tel: 042 233 0600  
SAPS Academy All Saints (Capt Foloti) Tel: 040 608 2208  
SAPS Academy Arcadia (Capt Boshoff) Tel: 012 334 1868/ Tel: 0826795849  
SAPS Academy Benoni (Lt Col Hlungwani) Tel: 082 557 6993  
SAPS Academy Chatsworth (Capt Molefe) Tel: 031 402 7012  
SAPS Academy Hammanskraal (Lt Col Pitsi/Capt Roos) Tel: 012 711 8028/27  
SAPS Academy Mankwe (PO Radibeela) Tel: 014 558 8186  
SAPS Academy Moloto (Lt Col Phakedi) Tel: 012 735 9615  
SAPS Academy Paarl (Lt Col van den Berg) Tel: 021 807 9000  
SAPS Academy Potchefstroom (Lt Col Phala/Capt Moodley) Tel: 018 299 0110/0114 / Tel: 082 260 7212  
SAPS Academy Roodeplaat (Lt Col Oosthuizen) Tel: 012 808 8664  
SAPS Academy Thabazimbi (Capt Mokhari) Tel: 072 331 9153  
SAPS Academy Thabong (Lt Col Pato) Tel: 057 391 8127 / Tel: 076 411 9126  
SAPS Academy Bhisho (Capt Davids) Tel: 040 608 8267  
SAPS Academy Bishop Lavis (Capt Cubeni) Tel: 021 935 5575/Tel: 021 935 5504  
SAPS Academy Graaff Reinet (Capt Meyer) Tel: 049 807 5203  
SAPS Academy Mthatha Lt Col Bidla/Sgt Mayekiso (Tel: 047 5017728/ Tel: 082 330 6066  
SAPS Academy Oudtshoorn (Lt Col Arries) Tel: 044 203 2223  
SAPS Academy Philippi (Lt Col Sereko) Tel: 082 772 9870 / Tel: 021 370 2665/02  
SAPS Academy Tshwane (Capt Nkuna) Tel: 012 353 9170 / Tel: 012 353 9171  
SAPS Academy Ulundi (Lt Col Mhlungu/Capt Mnisi) Tel: 035 879 8914/ Tel: 082 330 6783

## **APPLICATIONS**

: Applications may be hand-delivered, as follows:  
SAPS Academy Addo, Farm 7 Slagboom, Addo 1 –3/94/2022 HRD  
SAPS Academy All Saints, R 63 Komga Road, Bhisho 4 -6/94/2022 HRD  
SAPS Academy Arcadia, 640 Francis Baard Street Arcadia, Pretoria 7-9/94/2022 HRD  
SAPS Academy Benoni C/O Great North/and Hospital Street, Northmead Benoni 10 – 11/94/2022 HRD  
SAPS Academy Chatsworth, 241 Moorton Drive Chatsworth, Durban 12 – 14/94/2022 HRD  
SAPS Academy Hammanskraal, 1 Soutpan Road Hammanskraal, Pretoria 15 – 16/94/2022 HRD  
SAPS Academy Mankwe R 510 Road towards Northan Mogwase 17/94/2022 HRD  
SAPS Academy Moloto, 243 JR Farm Plot Moloto Road, Jakkalsdans, Cullinan Pretoria 18/94/2022 HRD  
SAPS Academy Paarl, 429 Main Road, Paarl 19 – 22/94/2022 HRD  
SAPS Academy Potchefstroom, Welgegund Farm R53 Venterdorp Road, Potchefstroom 23 – 24/94/2022 HRD  
SAPS Academy Roodeplaat, Remainder of Portion 3 of 293 JR Moloto Road, Roodeplaat 25 – 27/94/2022 HRD  
SAPS Academy Thabazimbi, Alma Gravel Road, Thabazimbi 28 – 29/94/2022 HRD  
SAPS Academy Thabong, Modikeng Road, Portion 1, of stand 8004 Thabong, Welkom 30 – 31/94/2022 HRD  
SAPS Academy Bishop, Lavis 100 Myrtle Road Bishop Lavis 37 – 39/94/2022 HRD  
SAPS Academy Bhisho, R63 Komga Road, Bhisho 32 –36/94/2022  
SAPS Academy Graaff Reinet, 22 College Road Graaff- Reinet 40 – 2/94/2022 HRD  
SAPS Academy Mthatha, NO 1 Vukazana Street Police Camp, Mthatha 3 – 46/94/2022 HRD  
SAPS Academy Oudtshoorn, Parkway South Wesbank Oudtshoorn 47 – 49/94/2022 HRD  
SAPS Academy Philippi, New Eisleben Road, Philippi 50 – 53/94/2022 HRD  
SAPS Academy Tshwane NO 1 Rebecca Street, Pretoria West 54 – HRD  
SAPS Academy Ulundi, Ingulube Street Unit A Ulundi 57 – 60/94/2022 HRD

## **NOTE**

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form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 16:00
<b><u>POST 44/221</u></b>	:	<b><u>GENERAL WORKER REF NO: NHO CI 1/11/22</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	National Head Office Crime Intelligence Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
<b><u>DUTIES</u></b>	:	Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.
<b><u>ENQUIRIES</u></b>	:	Lt. Colonel JH Van Zyl Tel No: (011) 373-3407
<b><u>APPLICATIONS</u></b>	:	All applications must be hand-delivered, as follows: CI 1/11/22 – CI 2/11/22 (NHO Intelligence, Pretoria) 463 Prieska Street, Erasmuskloof, Pretoria CI 3/11/22 ( <b>Eastern Cape</b> ) First Floor, Griffiths Mxenge Building, Zwelitsha CI 4/11/22 ( <b>Free State</b> ) Fountain Building, No 44, Corner of Aliwal and Fountain, Bloemfontein CI 5/11/2022 ( <b>Gauteng</b> ) 17 Daigonal str, Newtown, Johannesburg, 9 <sup>th</sup> floor Old JSE Building

CI 6/11/2022 (**KwaZulu Natal**) 15 Braamfisher Road, Room 1029, 10<sup>th</sup> floor  
Durban

CI 7/11/2022 (**Limpopo**) 15 Jorisen Street, Polokwane

CI 8/11/2022 (**Mpumalanga**) 31 Brown Street, Standard Bank Building, 4<sup>th</sup>  
Floor, Nelspruit

CI 9/11/2022 (**Northern Cape**) Old United Building, Cnr Chapel and Du  
Toitspan road, Kimberley

CI 10/11/22 (**North West**) Santum Trust Building, 41 Nelson Mandela Drive,  
Potchefstroom

CI 11/11/22 (**Western Cape**) Old SARS Building, 3 AJ West Street, Bellville

**NOTE**

: Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short listed applicant will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**CLOSING DATE**

: 02 December 2022 at 15:00

**POST 44/222**

: **FOOD SERVICE AID**

**SALARY  
CENTRE**

: R107 196 per annum (Level 02)  
: SAPS Academy Chatsworth Ref No: 14/94/2022 HRD (X2 Posts)  
SAPS Academy Roodeplaat Ref No: 26/94/2022 HRD (X1 Post)  
SAPS Academy Bishop Lavis Ref No: 39/94/2022 HRD (X1 Post)  
SAPS Academy Graaff-Reinet Ref No: 42/94/2022 HRD (X1 Post)  
SAPS Academy Philippi Ref No: 53/94/2022 HRD (X2 Posts)

**REQUIREMENTS**

: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

## **DUTIES**

: Prepare and serve refreshments; Render food service support functions; Prepare meals and clean equipment; Prepare dining halls; Ensure a clean and hygienic working environment; Perform general administrative functions within catering.

## **ENQUIRIES**

: SAPS Academy Addo (Capt PT Zahela) Tel: 060 759 1937/ Tel: 042 233 0600  
SAPS Academy All Saints (Capt Foloti) Tel: 040 608 2208  
SAPS Academy Arcadia (Capt Boshoff) Tel: 012 334 1868/ Tel: 0826795849  
SAPS Academy Benoni (Lt Col Hlungwani) Tel: 082 557 6993  
SAPS Academy Chatsworth (Capt Molefe) Tel: 031 402 7012  
SAPS Academy Hammanskraal (Lt Col Pitsi/Capt Roos) Tel: 012 711 8028/27  
SAPS Academy Mankwe (PO Radibeela) Tel: 014 558 8186  
SAPS Academy Moloto (Lt Col Phakedi) Tel: 012 735 9615  
SAPS Academy Paarl (Lt Col van den Berg) Tel: 021 807 9000  
SAPS Academy Potchefstroom (Lt Col Phala/Capt Moodley) Tel: 018 299 0110/0114 / Tel: 082 260 7212  
SAPS Academy Roodeplaat (Lt Col Oosthuizen) Tel: 012 808 8664  
SAPS Academy Thabazimbi (Capt Mokhari) Tel: 072 331 9153  
SAPS Academy Thabong (Lt Col Pato) Tel: 057 391 8127 / Tel: 076 411 9126  
SAPS Academy Bhisho (Capt Davids) Tel: 040 608 8267  
SAPS Academy Bishop Lavis (Capt Cubeni) Tel: 021 935 5575/Tel: 021 935 5504  
SAPS Academy Graaff Reinet (Capt Meyer) Tel: 049 807 5203  
SAPS Academy Mthatha Lt Col Bidla/Sgt Mayekiso (Tel: 047 5017728/ Tel: 082 330 6066  
SAPS Academy Oudtshoorn (Lt Col Arries) Tel: 044 203 2223  
SAPS Academy Philippi (Lt Col Sereko) Tel: 082 772 9870 / Tel: 021 370 2665/02  
SAPS Academy Tshwane (Capt Nkuna) Tel: 012 353 9170 / Tel: 012 353 9171  
SAPS Academy Ulundi (Lt Col Mhlungu/Capt Mnisi) Tel: 035 879 8914/ Tel: 082 330 6783

## **APPLICATIONS**

: Applications may be hand-delivered, as follows:  
SAPS Academy Addo, Farm 7 Slagboom, Addo 1 –3/94/2022 HRD  
SAPS Academy All Saints, R 63 Komga Road, Bhisho 4 -6/94/2022 HRD  
SAPS Academy Arcadia, 640 Francis Baard Street Arcadia, Pretoria 7-9/94/2022 HRD  
SAPS Academy Benoni C/O Great North/and Hospital Street, Northmead Benoni 10 – 11/94/2022 HRD  
SAPS Academy Chatsworth, 241 Moorton Drive Chatsworth, Durban 12 – 14/94/2022 HRD  
SAPS Academy Hammanskraal, 1 Soutpan Road Hammanskraal, Pretoria 15 – 16/94/2022 HRD  
SAPS Academy Mankwe R 510 Road towards Northan Mogwase 17/94/2022 HRD  
SAPS Academy Moloto, 243 JR Farm Plot Moloto Road, Jakkalsdans, Cullinan Pretoria 18/94/2022 HRD  
SAPS Academy Paarl, 429 Main Road, Paarl 19 – 22/94/2022 HRD  
SAPS Academy Potchefstroom, Welgegund Farm R53 Venterdorp Road, Potchefstroom 23 – 24/94/2022 HRD  
SAPS Academy Roodeplaat, Remainder of Portion 3 of 293 JR Moloto Road, Roodeplaat 25 – 27/94/2022 HRD  
SAPS Academy Thabazimbi, Alma Gravel Road, Thabazimbi 28 – 29/94/2022 HRD  
SAPS Academy Thabong, Modikeng Road, Portion 1, of stand 8004 Thabong, Welkom 30 – 31/94/2022 HRD  
SAPS Academy Bishop, Lavis 100 Myrtle Road Bishop Lavis 37 – 39/94/2022 HRD  
SAPS Academy Bhisho, R63 Komga Road, Bhisho 32 –36/94/2022  
SAPS Academy Graaff Reinet, 22 College Road Graaff- Reinet 40 – 2/94/2022 HRD  
SAPS Academy Mthatha, NO 1 Vukazana Street Police Camp, Mthatha 3 – 46/94/2022 HRD  
SAPS Academy Oudtshoorn, Parkway South Wesbank Oudtshoorn 47 – 49/94/2022 HRD  
SAPS Academy Philippi, New Eisleben Road, Philippi 50 – 53/94/2022 HRD  
SAPS Academy Tshwane NO 1 Rebecca Street, Pretoria West 54 – HRD  
SAPS Academy Ulundi, Ingulube Street Unit A Ulundi 57 – 60/94/2022 HRD

**NOTE**

: Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**CLOSING DATE**

: 02 December 2022 at 16:00

**POST 44/223**

: **CLEANER**

**SALARY CENTRE**

: R107 196 per annum (Level 02)  
: SAPS Academy Addo Ref No: 3/94/2022 HRD (X1 Post)  
SAPS Academy All Saints Ref No: 6/94/2022 HRD (X2 Posts)  
SAPS Academy Arcadia Ref No: 9/94/2022 HRD (X2 Posts)  
SAPS Academy Hammanskraal Ref No: 16/94/2022 HRD (X1 Post)  
SAPS Academy Paarl Ref No: 22/94/2022 HRD (X1 Post)  
SAPS Academy Thabong Ref No: 31/94/2022 HRD (X2 Posts)  
SAPS Academy Bhisho Ref No: 35/94/2022 HRD (X1 Post)  
SAPS Academy Mthatha Ref No: 46/94/2022 HRD (X1 Post)  
SAPS Academy Oudtshoorn Ref No: 49/94/2022 HRD (X2 Posts)  
SAPS Academy Tshwane Ref No: 56/94/2022 HRD (X2 Posts)  
SAPS Academy Ulundi Ref No: 60/94/2022 HRD (X1 Post)

**REQUIREMENTS**

: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

**DUTIES**

: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors; Vacuum carpets and mopping of tile floors; Remove refuse; Perform maintenance tasks in and around the assigned

premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of aids in the cleaning of the premises; Loading and unloading of goods; Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils; Reporting of losses and damages during execution of cleaning duties.

## **ENQUIRIES**

: SAPS Academy Addo (Capt PT Zahela) Tel: 060 759 1937/ Tel: 042 233 0600  
 SAPS Academy All Saints (Capt Foloti) Tel: 040 608 2208  
 SAPS Academy Arcadia (Capt Boshoff) Tel: 012 334 1868/ Tel: 0826795849  
 SAPS Academy Benoni (Lt Col Hlungwani) Tel: 082 557 6993  
 SAPS Academy Chatsworth (Capt Molefe) Tel: 031 402 7012  
 SAPS Academy Hammanskraal (Lt Col Pitsi/Capt Roos) Tel: 012 711 8028/27  
 SAPS Academy Mankwe (PO Radibeela) Tel: 014 558 8186  
 SAPS Academy Moloto (Lt Col Phakedi) Tel: 012 735 9615  
 SAPS Academy Paarl (Lt Col van den Berg) Tel: 021 807 9000  
 SAPS Academy Potchefstroom (Lt Col Phala/Capt Moodley) Tel: 018 299 0110/0114 / Tel: 082 260 7212  
 SAPS Academy Roodeplaat (Lt Col Oosthuizen) Tel: 012 808 8664  
 SAPS Academy Thabazimbi (Capt Mokhari) Tel: 072 331 9153  
 SAPS Academy Thabong (Lt Col Pato) Tel: 057 391 8127 / Tel: 076 411 9126  
 SAPS Academy Bhisho (Capt Davids) Tel: 040 608 8267  
 SAPS Academy Bishop Lavis (Capt Cubeni) Tel: 021 935 5575/Tel: 021 935 5504  
 SAPS Academy Graaff Reinet (Capt Meyer) Tel: 049 807 5203  
 SAPS Academy Mthatha Lt Col Bidla/Sgt Mayekiso (Tel: 047 5017728/ Tel: 082 330 6066  
 SAPS Academy Oudtshoorn (Lt Col Arries) Tel: 044 203 2223  
 SAPS Academy Philippi (Lt Col Sereko) Tel: 082 772 9870 / Tel: 021 370 2665/02  
 SAPS Academy Tshwane (Capt Nkuna) Tel: 012 353 9170 / Tel: 012 353 9171  
 SAPS Academy Ulundi (Lt Col Mhlungu/Capt Mnisi) Tel: 035 879 8914/ Tel: 082 330 6783

## **APPLICATIONS**

: Applications may be hand-delivered, as follows:  
 SAPS Academy Addo, Farm 7 Slagboom, Addo 1 –3/94/2022 HRD  
 SAPS Academy All Saints, R 63 Komga Road, Bhisho 4 -6/94/2022 HRD  
 SAPS Academy Arcadia, 640 Francis Baard Street Arcadia, Pretoria 7-9/94/2022 HRD  
 SAPS Academy Benoni C/O Great North/and Hospital Street, Northmead Benoni 10 – 11/94/2022 HRD  
 SAPS Academy Chatsworth, 241 Moorton Drive Chatsworth, Durban 12 – 14/94/2022 HRD  
 SAPS Academy Hammanskraal, 1 Soutpan Road Hammanskraal, Pretoria 15 – 16/94/2022 HRD  
 SAPS Academy Mankwe R 510 Road towards Northan Mogwase 17/94/2022 HRD  
 SAPS Academy Moloto, 243 JR Farm Plot Moloto Road, Jakkalsdans, Cullinan Pretoria 18/94/2022 HRD  
 SAPS Academy Paarl, 429 Main Road, Paarl 19 – 22/94/2022 HRD  
 SAPS Academy Potchefstroom, Welgegund Farm R53 Venterdorp Road, Potchefstroom 23 – 24/94/2022 HRD  
 SAPS Academy Roodeplaat, Remainder of Portion 3 of 293 JR Moloto Road, Roodeplaat 25 – 27/94/2022 HRD  
 SAPS Academy Thabazimbi, Alma Gravel Road, Thabazimbi 28 – 29/94/2022 HRD  
 SAPS Academy Thabong, Modikeng Road, Portion 1, of stand 8004 Thabong, Welkom 30 – 31/94/2022 HRD  
 SAPS Academy Bishop, Lavis 100 Myrtle Road Bishop Lavis 37 – 39/94/2022 HRD  
 SAPS Academy Bhisho, R63 Komga Road, Bhisho 32 –36/94/2022  
 SAPS Academy Graaff Reinet, 22 College Road Graaff- Reinet 40 – 2/94/2022 HRD  
 SAPS Academy Mthatha, NO 1 Vukazana Street Police Camp, Mthatha 3 – 46/94/2022 HRD  
 SAPS Academy Oudtshoorn, Parkway South Wesbank Oudtshoorn 47 – 49/94/2022 HRD  
 SAPS Academy Philippi, New Eisleben Road, Philippi 50 – 53/94/2022 HRD  
 SAPS Academy Tshwane NO 1 Rebecca Street, Pretoria West 54 – HRD  
 SAPS Academy Ulundi, Ingulube Street Unit A Ulundi 57 – 60/94/2022 HRD

**NOTE**

: Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**CLOSING DATE**

: 02 December 2022 at 16:00

**POST 44/224**

: **GENERAL WORKER REF NO: NHO CI 1/11/22**

**SALARY  
CENTRE  
REQUIREMENTS**

: R107 196 per annum (Level 02)  
: National Head Office Crime Intelligence Pretoria  
: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

**DUTIES**

: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

**ENQUIRIES  
APPLICATIONS**

: Brigadier PMZ Ngqulunga Tel No: (012) 3601535  
: All applications must be hand-delivered, as follows:  
CI 1/11/22 – CI 2/11/22 (NHO Intelligence, Pretoria) 463 Prieska Street, Erasmuskloof, Pretoria  
CI 3/11/22 (**Eastern Cape**) First Floor, Griffiths Mxenge Building, Zwelitsha

CI 4/11/22 (**Free State**) Fountain Building, No 44, Corner of Aliwal and Fountain, Bloemfontein  
 CI 5/11/2022 (**Gauteng**) 17 Daigonal Street, Newtown, Johannesburg, 9<sup>th</sup> floor Old JSE Building  
 CI 6/11/2022 (**KwaZulu Natal**) 15 Braamfisher Road, Room 1004, 10<sup>th</sup> floor, Durban  
 CI 7/11/2022 (**Limpopo**) 15 Jorisen Street, Polokwane  
 CI 8/11/2022 (**Mpumalanga**) 31 Brown Street, Standard Bank Building, 4<sup>th</sup> Floor, Nelspruit  
 CI 9/11/2022 (**Northern Cape**) Old United Building, Cnr Chapel and Du Toitspan road, Kimberley  
 CI 10/11/22 (**North West**) Santum Trust Building, 41 Nelson Mandela Drive, Potchefstroom  
 CI 11/11/22 (**Western Cape**) Old SARS Building, 3 AJ West Street, Bellville

**NOTE**

: Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short listed applicant will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**CLOSING DATE**

: 02 December 2022 at 15:00

**POST 44/225**

: **GENERAL**

**SALARY**  
**CENTRE**

: R107 196 per annum (Level 02)  
 : Veterinary Services: Roodeplaat Ref No: VPO E23/2022 (X2 Posts)  
 RRP: GN: Kempton park Corridor: Ref No: VPO E24/2022  
 RRP: GN: Saulsville Corridor Ref No: VPO E25/2022  
 RRP: GN: Denneboom Corridor Ref No: VPO E26/2022  
 RRP: GS: Krugersdorp Corridor Ref No: VPO E27/2022  
 RRP: GS: Springs Corridor Ref No: VPO E28/2022  
 RRP: GS: Cross Border & Freight South Ref No: VPO E29/2022  
 RRP: WC: Support Services Ref No: VPO E30/2022  
 RRP: East London Corridor Ref No: VPO E31/2022  
 RRP: KZN: Cross Border and Freight Corridor Ref No: VPO E32/2022  
 RRP: KZN: Mainline Corridor Ref No: VPO E33/2022

K9 Deployments: Atteridgeville Ref No: VPO E34/2022  
 NIU Durban Ref No: VPO E35/2022  
 NPOP Cape Town Ref No: VPO E36/2022  
 NPOP Durban Ref No: VPO E37/2022  
 NPOP Mpumalanga: VPO E38/2022  
 NIU Mthatha Ref No: VPO E39/2022  
 NIU Pretoria (Bon Accord) Ref No: VPO E40/2022  
 OR Tambo International Airport Ref No: VPO E41/2022  
 STF Pretoria: Pretoria West Ref No: VPO E43/2022

- REQUIREMENTS** :
- Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
- DUTIES** :
- Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.
- ENQUIRIES** :
- 540 Pretorius Street, LT Col Maswanganye / Capt Ramokgopa / PO Ngobeni  
 Tel No: (012) 421 8435 / (012) 421 8033
- APPLICATIONS** :
- Applications can be hand delivered to the following addresses:  
 540 Pretorius Street, Arcadia, Pretoria, 0007 or posted to Private Bag x 12, Arcadia, 0007 (Ref no: VPO E8/22 to VPO E12/2022 and from Ref No: VPO E23/22 to VPO E34/22)  
 459 Leyds Street, Schindler House, Sunnyside, Pretoria, 0002 or posted to Private Bag x 30, Sunnyside, 0132 (Ref no: VPO E13/22 to VPO E22/22 and from VPO E35/22 to VPO E43/22)
- NOTE** :
- Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that



your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 16:00
<b><u>POST 44/226</u></b>	:	<b><u>GENERAL WORKER</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Pretoria (Hatfield) Ref No: TMS 01/2022 (X4 Posts) North West (Klerksdorp) Ref No: TMS 02/2022 Free State (Park Road) Ref No: TMS 03/2022 Eastern Cape (East London) Ref No: TMS 04/2022
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
<b><u>DUTIES</u></b>	:	Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.
<b><u>ENQUIRIES</u></b>	:	Capt Xoko/W/O Mashike or PO Nkadimeng Tel No: (012) 432-7709/ 7364/7964
<b><u>APPLICATIONS</u></b>	:	Applications may be hand-delivered, as follows: (TMS 01/2022 AND TMS 05/2022) 1234 Tulbagh Park Building, Cnr Stanza Bopape & Jan Shoba Hatfield, Pretoria (TMS 02/2022 AND TMS 07/2022) The Meent Building, Room 321, 123 Peter Mokaba Street, Potchefstroom (TMS 03/2022) 9 Fedsure Building, Charlotte Maxeke Street, Bloemfontein (TMS 04/2022) Room 15&17 ground Floor, Block J; Griffiths Ngxenge Building, Zwelitsha (TMS 06/2022) 116 A Blaauwberg Street, Ladine, Polokwane (TMS 08/2022) Servamus Building, 15 <sup>th</sup> Floor, room 152; 15 Braamfisher Road, Durban
<b><u>NOTE</u></b>	:	Only the official application form (available on the SAPS website <a href="http://www.saps.gov.za/careers">www.saps.gov.za/careers</a> and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted (where required) will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new

appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 15:00
<b><u>POST 44/227</u></b>	:	<b><u>GENERAL WORKER</u></b>
<b><u>SALARY CENTRE</u></b>	:	R107 196 per annum (Level 02)
	:	PPS (Head Office) Maupa Naga Ref No: PPS 1/11/22 (X3 Posts)
	:	PPS (Union Buildings) Ref No: PPS 2/11/22 (X1 Post)
	:	PPS (Bryntirion) Ref No: PPS 3/11/22 (X1 Post)
	:	PPS (Johannesburg) Ref No: PPS 04/11/22 (X1 Post)
	:	PPS KZN Ref No: PPS 5/11/22 (X2 Posts)
	:	PPS W/Cape Ref No: PPS 6/11/22 (X2 Posts)
<b><u>DUTIES</u></b>	:	Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.
<b><u>ENQUIRIES</u></b>	:	Head Office Tel No: (012) 400 5310/ 6840/ 6552/ 7039 Capt Kganyago, WO Sithebe, AC Sekwape, AC Modiha and PO Sibande: KZN Tel No: (031) 2037328 / 7329 Lt Col Mkhize and Capt Malinga Cape Town Tel No: (021) 4676485 / 6489, WO Teyise and Admin Klaas
<b><u>APPLICATIONS</u></b>	:	Applications may be hand-delivered, as follows: (PPS1/11/22 TO PPS 2/11/22 TO PPS 3/11/2022 TO PPS 4/11/22) NO3 Corner Troye and Park Street Sunnyside (PPS 5/11/22) 446 Vusi Mzimela Road, Cator Manor Durban (PPS 6/11/22) 4 <sup>th</sup> Floor Gamour House, Cape Town Application must be forwarded by post addressed to: The Section Head: Att Captain Kganyago, Private Bag X272, Pretoria, 0001
<b><u>NOTE</u></b>	:	Only the official application form (available on the SAPS website <a href="http://www.saps.gov.za/careers">www.saps.gov.za/careers</a> and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new

appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**CLOSING DATE**

:

02 December 2022

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE**  
**NOTE**

- : 02 December 2022
- : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

**ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 42 dated 04 November 2022, Engineering Technician, Ref No: 181122/04 with a closing date of 18 November 2022 has been withdrawn.

## OTHER POSTS

**POST 44/228**

- : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A – C REF NO: 021222/01**
- : Branch: Provincial Coordination and International Cooperation: Northern Cape
- : Dir: Water Services Infrastructure Development and Refurbishment Programmes

**SALARY**

- : R326 536 – R495 099 per annum, (all-inclusive OSD package), (Offer will be based on proven years of experience)

**CENTRE**  
**REQUIREMENTS**

- : Upington
- : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. A valid driver's license. Project management, technical design and analytical skills. Research and development. Computer-aided engineering applications.

		Knowledge of legal compliance and technical report writing. Problem solving, decision making, teamwork, creativity, customer focus, good communication skills, computer skills and people management skills.
<b><u>DUTIES</u></b>	:	Render technical services to the directorate. Assist engineers, technologists and associates in the appraisal of business plans and technical reports. Monitor the implementation of Regional Bulk Infrastructure Programme (RBIG) and Water Services Infrastructure Grant (WSIG) projects through conducting site inspections; site meetings; compilation and submission of progress reports. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit expenditure reports as required. Verify and certify invoices for payment of contractors and Public Service Providers. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the infrastructure development operational plan. Develop, implement, and maintain databases. Research and development. Continuous professional development to keep up with new technologies and procedures.
<b><u>ENQUIRIES</u></b>	:	Mr J Roelofse Tel No: 053 830 8800
<b><u>APPLICATIONS</u></b>	:	Northern Cape (Kimberley): Please forward your application, quoting the post reference number to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301
<b><u>FOR ATTENTION</u></b>	:	Ms C Du Plessis
<b><u>POST 44/229</u></b>	:	<b><u>ENVIRONMENTAL OFFICER: PRODUCTION (GRADE A-C) REF NO: 021222/02</u></b> Branch: Provincial Coordination and International Cooperation: Free State Directorate: Regulation, Compliance and Enforcement
<b><u>SALARY</u></b>	:	R285 135 - R495 099 per annum, (all-inclusive OSD package)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Environmental Management or Natural Sciences. Relevant experience in water resource management environment. A valid unexpired driver's license. Computer skills including MS Office suite, GIS experience and related computer packages. Excellent presentation skills. Good communication skills. A solid understanding of the National Water Act, 1998, the Water Services Act, 1997, and related Environmental legislations. Dispute resolution skills. Be able to manage programs and projects. Be able to negotiate. Self-motivated with good interpersonal communication skills at all stakeholder levels. A good understanding of compliance monitoring and enforcement process.
<b><u>DUTIES</u></b>	:	Apply policies and strategies on Water Regulation to ensure that principles and legal aspects are complied with by all water users as set up in the National Water Act and Water Services Act. Evaluate Environmental Management Plans, Environmental Impact Assessments and Basic Assessments Reports to ensure protection of the water resources. Conduct authorisation conditions compliance monitoring and audits in mines, agriculture, industries and domestic sectors. Address non compliances to conditions of authorisation licenses by ensuring implementation of enforcement protocol in line with the National Water Act. Perform general inspections throughout all water use sectors within the Free State Provincial Office's area of responsibility. Investigations and Inspections of possible unlawful/unauthorised water use activities. Investigation and Inspection of pollution incidence cases. Applicant must be willing to travel long distances and work long hours.
<b><u>ENQUIRIES</u></b>	:	Mr W Grobler Tel No: 051 405 9000
<b><u>APPLICATIONS</u></b>	:	Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.
<b><u>FOR ATTENTION</u></b>	:	Ms L Wymers

<b><u>POST 44/230</u></b>	:	<b><u>ENVIRONMENTAL OFFICER: PRODUCTION (GRADE A-C) REF NO: 021222/03</u></b>
		Branch: Provincial Coordination and International Cooperation: Free State
		Division: Upper Orange Water Management Area
<b><u>SALARY</u></b>	:	R285 135 – R495 099 per annum (all-inclusive OSD package)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Environmental Management or Natural Science in any one of the following fields: Agriculture, Resource-economics, Integrated Water Resource Management and Water Resource Engineering. Minimum of two (2) years' experience in water related area after obtaining qualification. A valid code B drivers' license. Sound knowledge of integrated water resource management, water quality management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) and related policies, regulations, guidelines and principles; and implementation thereof. Good communication, interpersonal relations and organising skills. Report writing and presentation skills. Ability to work in a multi-disciplinary environment. Willingness to work beyond normal working hours and travel; and ability to work under pressure. Liaising and networking skills relevant to Corporative Governance and stakeholder engagement.
<b><u>DUTIES</u></b>	:	Assess completeness of Water Use License Applications and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during Water Use License Authorisation assessments. Request scientific inputs within the Department using the specified templates. Access and evaluate Hydrological and Environmental information regarding license applications. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998 regarding the water use sector. Final assessment of information submitted by Water Use License Applicants and input from internal specialists. Drafting record of recommendations (RORs) and resultant decision documents. Draft license conditions to control/mitigate the negative impacts of water use. Assist on responding to queries from clients within and outside the department.
<b><u>ENQUIRIES</u></b>	:	Mr B Fortuin Tel No: 051 405 9000
<b><u>APPLICATIONS</u></b>	:	Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.
<b><u>FOR ATTENTION</u></b>	:	Ms L Wymers

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

**APPLICATIONS**

- : Applications directed to the addresses as indicated below or Hand Delivery as indicated below:
- Nelson Mandela Metro District Office** – Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164.
- Nelson Mandela Academic Hospital** - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4469.
- Cecilia Makiwane Regional Hospital** - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel No: 043 708 2121.
- Livingstone Tertiary Hospital** - Post to and Hand deliver to: HR Office, Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel No: 041 405 2348
- Mthatha Regional Hospital** - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital. Enquiries: Ms Mkhosi Tel No: 047 502 4143/4008.
- Tower Psychiatric Hospital** – Post to: HR Office, Private Bag X228, Fort Beaufort, 5720 or hand deliver to: HR Office, Tower Psychiatric Hospital, Street, Fort Beaufort, Eastern Cape, 5720. Enquiries: Mrs V Whitecross Tel No: 046 645 5008
- Tafalofefe Hospital** – Post to: HR Office, Tafalofefe Hospital Private Bag X 3024, Butterworth, 4960 or hand deliver to: HR Office, Tafalofefe Hospital, Kabakazi A/A Centane 4960. Enquiries: Ms V. Motebele Tel No: 047 498 0026.
- Butterworth Hospital** - Post to: HR Office, Butterworth Hospital, Private Bag x3051, Butterworth 4960, or hand deliver to: HR Office, Main Registry, Butterworth Hospital, Butterworth 4960. Enquires: Ms P Mtshemla Tel No: 047 401 9000.
- Dora Nginza Regional Hospital** - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zweide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel No: 041 406 4421.
- Elizabeth Donkin Psychiatric Hospital** – Post to: HR Office, Elizabeth Donkin Hospital, Private Bag X6024, Port Elizabeth, 6000 or hand deliver to: HR Office, 1 La Roche Drive, Elizabeth Donkin Hospital, Walmer, Port Elizabeth, 6001. Enquiries: Mr E Felkers Tel No: 041 585 2323.
- Ngcobo Sub-District** - Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N. Matala Tel No: 047 548 0022/34
- Inxuba Yethembu Sub District** – Human Resource Office, Inxuba Yethembu Sub District Private Bag x90 Cradock 5880. Enquiries: Ms GO Van Heerden Tel No: 048 881 2921
- Intsika Yethu Sub-District Office:** Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District Office, Private bag X 1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela Tel No: 047 874 0079.
- Kouga Sub District** - Post to: The Human Resource Office, Kouga Sub District, P.O. Box 1154, Humansdorp, or Hand Delivered to Room 131 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquiries: Mrs Phillips Tel No: 042 200 4214.
- Settlers Hospital** - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires: Ms S Diva Tel No: 046 602 5046.
- PZ Meyer TB Hospital** – Post to: HR Office, PO Box 1154, Humansdorp, 6300 or hand deliver to: HR Office, Humansdorp Hospital, Johnston Street, Humansdorp, 6300. Enquiries: Dr Mboya Majola Tel No: 042 291 2072.

**Andries Vosloo Hospital** - Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo – Tel no: 042 243 1313

**Aliwal North Forensic Pathology Services** - Post to: Human Resource Office, Forensic Pathology Services P O Box 1022, Queenstown 5320 or Hand deliver to CSSD Building, Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: Ms M Mathiso Tel no 045 858 8112.

**Mount Road Forensic Pathology Services**: Post to & hand deliver to: PE Central CHC, Northwood Street, Mount Croix, Port Elizabeth, 8001. Enquiries: Mr J Jenniker Tel no 041 373 1525

**Stutterheim Hospital** - Post to: HR Office, Stutterheim Hospital PO Box 40 Stutterheim 4930 or hand deliver to: HR Office Stutterheim Hospital No 1 Hospital Street Stutterheim 4930 Enquiries: Ms P Booli Tel no 043 683 1313.

**Bedford Hospital** – Post to: HR Office, Bedford Hospital, PO Box 111, Bedford, 5780 or hand delivery to: HR Office, Bedford Hospital, 4 Maitland Street, Bedford, 5780. Enquiries: Mr S Matandela Tel no 046 685 0043/0361

**Victoria Hospital** - Post to: HR Office, Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms B Mbekeni Tel no: 040 653 1141

**St Patricks Hospital** - Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Gxaweni AO Tel No. 039 251 0236.

**Buffalo City Metro District Office** - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Ms Jaceni Tel no 043 708 1700.

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

**Taylor Bequest Hospital (Matatiele)** - Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr Kholiso Tel no 039 737 3107.

**Elliot Hospital** - P.O. Box 523. Elliot, 5460. or Hand deliver to Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Ms NB Puza Tel No: 045 931 1321.

**Gida Hospital** - Post to: S.S. Gida Hospital: Private Bag x 12 Keiskammahoek, 5670: Enquiries: Ms N. E Fumanisa Tel no 040 658 0043.

**Raymond Mhlaba Sub District** - Post to: Human Resource Office, Raymond Mhlaba Sub District, P.O. Box 967, Fort Beaufort, 5720 or hand deliver to: HR Office, Raymond Sub District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720. Enquiries: Mr Dyomfana Tel no 046 645 1892.

**Fort England Psychiatric Hospital** – Post to: HR Office, Fort England Psychiatric Hospital, Private Bag x1002, Grahamstown, 6140 or hand delivery to: Human Resource Office, Fort England Psychiatric Hospital, York Street, Grahamstown, 6140. Enquiries: Ms Nazo Tel no 046 602 2300.

**Jansenville Hospital** - Post to: HR Office, PO Box 156, Jansenville, 6265 or hand deliver to: Janseville, Hospital, College Street, Jansenville, Enquiries: Mr T Marenene Tel No: 049 836 0086

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

**Mnquma Sub-district** - Post to: HR Office, Mnquma Sub-district or hand deliver to: HR Office 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries: Ms N Tengwa Tel no: 047 491 0740.

**Elundini Sub District** – Post to: HR Office, Elundini Sub District, PO Box 1129, Mt Fletcher, 4770 or hand deliver to: HR Office, Elundini Sub District Office, Police Street, Mt Fletcher, 4770. Enquiries: Ms Du Plessis Tel no 039 257 2400.

**All Saints Hospital** - Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo, 5605 or hand deliver All Saints Hospital, Engcobo 5605, Enquiries: Ms NP Gcaza – Tel no: 047 548 4104

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



**Aliwal North Hospital** – Post to: HR Office, Aliwal North Hospital, Private Bag x 1004, Aliwal North, 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklande Street, Aliwal North. Enquiries: Ms Fourie Tel no 051 633 7700.

**Umlamli Hospital** - Post to: Human Resource Office, Umlamli Hospital, Private bag X5016, Sterkspruit, 9762 or Hand delivery: HR Office, Umlamli Hospital, Sterkspruit, 9762. Enquiries: Ms Mpithimpithi - Tel no: 051 611 0079/90.

**Cala Hospital** - Post to: HR Office, Cala Hospital, Private bag X 516, Cala, 5455 or hand deliver to: HR Office, Cala Hospital, Drully Lane Street, Cala, 5455. Enquiries: Ms Z Sentile Tel no: 047 874 8000.

**Isilimela Hospital** - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel no 047 564 2805/2/3

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

**Mhlontlo Sub District** - Post to Human Resource Office, Mhlontlo Sub District, Private Bag X421, Qumbu, 5180, Enquiries: Ms Ntlabi Tel no 047 553 0585

**Amahlati Sub-district** - Post to: Human Resources Office, Amahlati Sub-district, Private Bag x7425, King Williams Town, 5600. Hand Delivery: HR Office, Amahlati Sub-district, 01 Bridge Street, West Bank, King Williams Town, 5600. Enquiries: Ms B Mngxe Tel no: 043 643 4775/6.

**Butterworth Hospital** - Post to: HR Office, Butterworth Hospital, Private Bag x3051, Butterworth 4960, or hand deliver to: HR Office, Main Registry, Butterworth Hospital, Butterworth 4960. Enquiries: Ms P Mtshemla Tel: 047 401 9000.

#### **CLOSING DATE**

: 02 December 2022

#### **NOTE**

: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Additional Note: Utilisation of the e-recruitment system is for specified posts, such posts are only available on <https://erecruitment.ecotp.gov.za>. The e-

Recruitment System Closes at 23:59pm on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za) (NB: For Technical Glitches Only – No CVs). Technical support is limited to working hours: (08:00 -16:30 Mon-Thursday and 08:00-16:00 on Fri). For more information, please contact Mr AV Gonyela Tel No: 040 608 1602/5/6/10. For e-Recruitment Technical Support eMail to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

## **MANAGEMENT ECHELON**

**POST 44/231** : **DEPUTY DIRECTOR - GENERAL: HOSPITALS & CLINICAL SUPPORT SERVICES REF NO: ECHEALTH/DDGHCSS/HO/AR/01/1/2022**

Job Purpose: To ensure provision of hospital and clinical support services.

**SALARY** : R1 590 747 – R1 791 978 per annum (Level 15), all-inclusive package  
**CENTRE** : Head Office, Bhisho  
**REQUIREMENTS** : National Senior Certificate, Degree (NQF level 7) and postgraduate qualification (NQF Level 8) as recognised by SAQA in Health related field or equivalent qualification. A minimum of 8 -10 years' experience at Senior Management level. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Skills: Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulation. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

**DUTIES** : Ensure effective provision of health services in the hospitals: Oversee overall management of performance in central, tertiary, regional and mental hospitals. Oversee management and provision of transversal health services: Manage effective rendering of pharmaceutical services. Co-ordinate effective functioning of pharmaceutical depot. Co-ordinate and manage rendering of allied health services. Ensure management and effective utilization and maintenance of health technology in health facilities. Oversee and monitor rendering of medical, dental and nursing services. Ensure overall provision of quality health care assurance management services: Monitor development and co-ordination of coherent systems framework for delivery of quality health services. Ensure promotion of customer care systems responsiveness and functionality of supportive governance structures. Ensure management and coordination of clinical health development service: Monitor effective coordination of health professional training and development services. Manage Lilitha Nursing College. Manage Emergency Medical Services College. Co-ordinate, monitor and evaluate Regional Training Centre services. Promote good corporate governance: Establish effective audit and risk management mechanisms to prevent fraud and corruption. Accountability reporting (monthly, quarterly, half yearly and annual reporting) including reporting to the Legislature. Stakeholder management and annual reporting to Citizens. Management of MTEC process. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : Dr L Matiwane Tel No: 040 608 1223  
**NOTE** : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

<b><u>POST 44/232</u></b>	:	<b><u>CHIEF EXECUTIVE OFFICER (CEO) REF NO:</u></b> <b><u>ECHEALTH/CEO/KOMH/ARP/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 105 383 – R1 302 102 per annum (Level 13), all-inclusive package Chris Hani District, Komani Psychiatric Hospital National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.
<b><u>ENQUIRIES</u></b>	:	Mr B Msibi Tel No: 040 608 1163 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 44/233</u></b>	:	<b><u>DIRECTOR: HUMAN RESOURCES ADMINISTRATION REF NO:</u></b> <b><u>ECHEALTH/DIR-HRA/HO/ARP/01/010/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 105 383 – R1 302 102 per annum (Level 13), all-inclusive package Head Office, Bhisho National Senior Certificate, An undergraduate qualification (NQF Level 7) as recognised by SAQA in Human Resources/Public Administration coupled with 5 years' experience at a middle managerial level. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide human resource administration strategic services: Develop human resource administration services plans, strategies and business models. Facilitate implementation of business plans, strategies and programs. Monitor implementation of HRA strategies and interventions. Guide and direct provision of human resource administration services: Manage recruitment, selection, appointment and other life cycle events of employees. Ensure properly qualified applicants are recruited and hired for the position. Facilitate implementation of programs, policies, procedures and controls regarding employment. Manage provision of conditions of services. Manage and monitor

leave in compliance with contracts and policies. Manage administration and maintenance of human resource personnel records. Manage performance and all the allocated resources: Encourage team effort in the unit. Encourage production of excellent quality work. Set work targets and monitor timelines. Allocate work tasks/activities to staff and provide the necessary guidance and support. Facilitate staff training and development. Develop staff Work Plans and Personal Development Plans (PDP's). Manage daily employee performance and make Performance Assessments/reviews. Manage records and ensure safekeeping of assets.

**ENQUIRIES** : Ms B Caga Tel No: 040 608 1210  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)  
**NOTE** : Applicants must apply for this post by using e-Recruitment system  
<https://erecruitment.ecotp.gov.za/>

#### OTHER POSTS

**POST 44/234** : **DEPUTY DIRECTOR: ALL PROGRAMMES REF NO: ECHEALTH/DD-ALLP/NMMDO/ARP/01/11/2022**  
Re-advertisement. Applicants who have applied before are encouraged to apply again.

**SALARY** : R766 584 – R903 006 per annum (Level 11), all-inclusive package  
**CENTRE** : Nelson Mandela Metro District Office  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) /preferably Degree (NQF level 7) as recognized by SAQA in Public Health or Nursing or Health Education, Health Administration or relevant qualification coupled with 5 years' experience in the field of which 3 years must be at the level of an Assistant Director. Computer literacy. Valid driver's license. Ability to interpret and apply policies. Knowledge of Public Health Act, early childhood development and health related services. Knowledge of Public Service Act, LRA, EEA, BCEA, Public Service Regulations etc. Possess sound Managerial skills, Leadership skills, Sense of responsibility, Decision making skills, Interpersonal skills and Communication Skills. Ability to work under pressure, work within a team and work accurately.

**DUTIES** : Ensure provision and accessibility of NCD and health promotion throughout the district. Provide mother, child and women's health services. Facilitate, monitor and evaluate implementation of MCWH program, NCD and Health promotions. Facilitate health promotion and community engagement activities within a district. Monitor records management and reporting. Manage quality improvement initiatives. Manage Human and Financial Resources.

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

**POST 44/235** : **DEPUTY DIRECTOR: FACILITIES REF NO: ECHEALTH/DDFAC/CMH/APL/01/11/2022**

**SALARY** : R766 584 – R903 006 per annum (Level 11), all-inclusive package  
**CENTRE** : Buffalo City Metro, Cecilia Makiwane Regional Hospital  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6)/preferably Degree (NQF Level 7) as recognised by SAQA in Built Environment, Facilities Management and Property/Real Estate Management coupled 5 years' experience of which 3 years must be at Assistant Director Level. Knowledge: Occupational Health and Safety Act and other building regulations, General built environment including mechanical, electrical and civil, Water Services Act and National Environmental Management Act (NEMA), Horticultural processes/regulations and Cleaning Industry. Public Financial Management Act, Supply Chain Management framework, directives and procedures; Government Budget processes and procedures. Skills: Computer Literacy, Financial skills, Time management, Administration skills, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organizing, Diplomacy skills, Problem solving, Facilitation skills, Effective communication, Patient, Understanding, Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated, Creative. A valid driver's licence.

**DUTIES** : To ensure effective and efficient facilities management, including civil, mechanical, and electrical and water care Facilities, and compliance with the relevant Acts including Occupational health and Safety Act. Effective and

efficient management of Cleaning and Horticultural services. To ensure resource efficiency in state owned buildings. The implementation of procurement policies-co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase of equipment and services. Monitor the maintenance of facilities and compilation of reports. Provide guidance on the implementation of the policy. Monitor and evaluate the impact and effectiveness of the policies. Provide continuous feedback on compliance with policy. Ensure the promotion of black emerging enterprises. Manage Line Managers within the sub unit and provide supervision of resources, oversee the development and training of staff. Supervise the budget expenditure of Facilities management services. Direct preparation of financial statements and report on status of State Facilities.

**ENQUIRIES**

: Ms N. Matshaya Tel No: 043 708 2121

**POST 44/236**

: **DEPUTY DIRECTOR: INTERNSHIPS, LEARNERSHIPS, ARTISAN DEV AND TRAINEESHIPS** REF NO: **ECHEALTH/DD-ILADT/HRD/HO/APL/01/11/2022**

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

: R766 584 – R903 006 per annum (Level 11), all-inclusive package  
: Head Office, Bisho  
: National Senior Certificate, National Diploma (NQF Level 6) /preferably Degree (NQF 7) as recognised by SAQA in Human Resource Management/Public Administration/Human Resource Development coupled with 5 years' experience of which 3 years must be at Assistant Director Level in HRD environment. Certificate as a Skills Development Facilitator, Assessor, Moderator would be an added advantage. Working knowledge of Government policies and regulations pertaining to Youth Development, Internships, Learnerships, Traineeships, Artisan Development and related training & development initiatives. Extensive knowledge and understanding of applicable legislation and policies governing HRD's Youth Development, Internships, Learnerships, Traineeships, Artisan Development and related training & development initiatives. Understanding of the Planning Process of the HRD Internship, Learnership, Traineeship, Artisan Development and Generic Training and Development Unit including the WSP Formulation, comprehensive training plan, Training Needs Analysis (skills audit), monitoring and evaluation processes. Report writing and presentation skills. Effective communication, Programme and Project Management skills, Policy Formulation, Budgeting and Financial Management, Change and diversity management skills, Knowledge Management, Strategic Capability & Leadership, Service Delivery Innovation, Problem Solving and analysis, People Management and Empowerment. The ability to work under pressure and flexible hours. Willingness to undertake extensive travelling throughout the province. Good administrative and organisational skills. Computer literacy. A valid driver's licence.

**DUTIES**

: Provide guidance on the implementation of related legislative frameworks (that is to Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies and procedure for logistics and inventory management services, Develop and monitor the implementation of the related plans and programmes) Coordinate the implementation of a variety of youth development and job creation initiatives including the bursary related Programmes in the Department. (That is to develop the departmental Youth Developments and Traineeship programme policy and frameworks. Facilitate the implementation of national and departmental Youth Development Programmes. Management of the marketing of departmental bursary Programmes and other youth development initiatives, youth job creation initiatives and proposals in the Department. Provide Secretariat service during departmental bursary programme meetings. Coordinate the administration of Learnership and internship Programmes in the Department. (That is to coordinate the development and implementation of Learnership, traineeship, artisan development, clinical engineering technicians' development, engineering traineeships and graduate internship programme policy imperatives. Monitors progress regarding the implementation of Learnership, traineeship, artisan development, clinical engineering technicians' development, engineering traineeships and graduate internship programme and report thereon. Liaise with learning institutions on Artisan Development, Traineeships, Learnership and internship matters. Manage the development of Learnership, traineeship, artisan development, clinical engineering

technicians' development, engineering traineeships and graduate internship guides/booklets and information packs. Oversee the implementation of orientation, induction, supportive supervision, mentoring and coaching programmes throughout the department. (That is to coordinate the provision of necessary information, resources and motivation to assist new employees and existing employees to adjust to the work environment as quickly as possible, including capacity building to be proficient on their job, culture change, integrity and improve capacity to effectively deliver on the work of the Public Service. Provide and manage strategy for professionalization of the Public Service within the Eastern Cape Department of Health. Develop Strategic Documents that seeks to Provide guidance on the arrangement of orientation, supportive supervision, coaching and mentorship sessions, including compulsory induction, on the job training and programme specific inductions of newly employed and/or contracted employees. Manage the development of orientation, supportive supervision, coaching and mentorship guides/booklets and information packs. Manage the allocated resources of the sub-directorate (that is to Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates , Ensure management, maintenance and safekeeping of assets, Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from the senior manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

- ENQUIRIES** : Mr M Pinca Tel No: 040 608 1625  
For e-Recruitment Technical Support eMail to: [RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)
- NOTE** : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>
- POST 44/237** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: ECHEALTH/DDHRMD/NMAH/ARP/01/11/2022**
- SALARY CENTRE REQUIREMENTS** : R766 584 – R903 006 per annum (Level 11), all-inclusive package  
: OR Tambo District, Nelson Mandela Academic Hospital  
: National Senior Certificate, National Diploma (NQF Level 6)/Preferably Degree (NQF Level 7) as recognised by SAQA in Human Resource Management/Public Administration or relevant qualification coupled with 5 years' experience in the field of which 3 years must be at Assistant Director Level. Knowledge of human Resource Management and applicable Legislative act/policies. Good Communication skills. Problem Solving & conflict resolutions skills. Ability to compile presentations and excellent presentation skills. Excellent problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Excellent verbal and written communication skills. Attributes: Must be assertive and self- driven, client oriented and customer focus, creative, innovative, solution oriented and be able to work under pressure and the ability to maintain high level of confidentiality. A valid driver's licence.
- DUTIES** : Guide and supervise the implementation of Human Resource related policies and programmes. Planning and compilation of operations baseline plans such as sub-directorate operational plan HR administration activities for the financial year, budget plan for the year and adjustments, workforce planning &utilization plans-check supply and demand or programmes. Manage utilization of unit operations/programme reports. Guide execution & Maintenance of the following activities: Selection and recruitment process, Workforce planning (HR Plan & EE Plan). Leave administration, Remuneration service benefits, Employee relations, wellness and training and development. Staff establishment. Monitor and administer staff establishment. Monitor general performance of the unit and make relevant changes or reviews. Responsible for the development of personnel job profiles, work plans and conducting of personnel performance reviews. Responsible for coaching g and mentoring of personnel. Institute disciplinary actions where necessary to correct unwarranted behavior/conduct in work place. Monitor and amend HR administration processes and systems. Set operational standards with view to

		have realistic performance turn-around times. Facilities engagement session of marketing related policies and procedures to the entire workforce. Ms Calaza Tel No: 047 502 4469
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 44/238</u></b>	:	<b><u>DEPUTY DIRECTOR: ACCOUNTS PAYABLE &amp; SALARY ADMINISTRATION</u></b> <b><u>REF NO: ECHEALTH/DD-AP&amp;SA/NMAH/ARP/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R766 584 – R903 006 per annum (Level 11) OR Tambo District, Nelson Mandela Academic Hospital National Senior Certificate, National Diploma (NQF Level 6)/Preferably Degree (NQF Level 7) as recognised by SAQA in Financial Management/Accounting/Auditing/Public Management/Cost and Management or any relevant qualification with 5 years' experience of which 3 years must be Assistant Director level. Working experience on government financial systems: BAS, LOGIS and PERSAL. Supplier payment and salary administration management. Practical knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and all applicable legislation, policies, practices and procedures. Practical knowledge and understanding of Public Service Anti-Corruption Strategy and fraud prevention measures. Knowledge and understanding of principles and practices pertinent to financial accounting. Practical knowledge and understanding of Standard Chart of Accounts (SCOA). Be computer literate and have sound knowledge of Microsoft Office and Microsoft Excel. Ability to write reports and submissions. Ability to compile presentations and excellent presentation skills. Excellent problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Excellent verbal and written communication skills. Attributes: Must be assertive and self- driven, client oriented and customer focus, creative, innovative, solution oriented and be able to work under pressure and the ability to maintain high level of confidentiality. A valid driver's licence.
<b><u>DUTIES</u></b>	:	The implementation of sound financial management controls. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Be responsible for asset management of the section, Manage payroll and electronic payslips and management of personnel in the sub-directorate. Reconciliation of supplier payment accounts. Ensure appropriate risk management and controls. Ensure effective and timeous financial reporting. Undertake human resource and other related administrative functions. Establish, implement, and maintain efficient and effective communication arrangements. Manage Audit processes. Maintain adequate availability and efficient utilisation of staff in the Finance Section. Manage and verify capturing of invoices and oversee the authorization payments of LOGIS system for goods and services daily as received. Monitor final payment of invoices within 30 days and avoid accruals according to PFMA and Treasury regulations. Ensure sound and accurate reporting on payments and accruals. Ensure sound governance and improved compliance with Supply Chain Management reporting requirements. Approval of Allowances and Deductions on PERSAL. Freezing of Salary and Reversal of Salary. Salary Recalls. Prepare and submit Annual and Bi-annual employees tax reconciliation. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 44/239</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUDGET PLANNING REF NO: ECHEALTH/ASD-BP/HO/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 – R463 764 per annum (Level 09) Head Office, Bhisho National Senior Certificate, National Diploma/Degree in Financial Management/Economics coupled with 5 years' experience in Management Accounting and of which three (3) years must be at supervisory level (Level



		7&8). Knowledge: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, Good understanding of Public Finance Management Act (PFMA), Treasury Regulations and DORA, Programme/Project and Financial management, Departmental SCM policies 124 and regulations, Occupational Health and Safety Act (OHS). Skills: Ability to manage multiple projects, Excellent interpersonal & communication skills (written & verbal), A sound knowledge of Microsoft Office applications (Excel and Access are essential), Report writing skills, Presentation and report writing. Personal Attributes: The incumbent must be assertive and self-driven, innovative, and creative, Client orientated and customer focused, Solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage and allocate budget. Analyse and review allocated budget in terms of In Year Management (IYM), Estimates of Provincial Revenue and expenditure Expenditure Framework (EPRE) as per PFMA and relevant policies. Assist in preparation of section 40 cashflows. Plan in terms of need analysis of the Programmes. Analyse and report on expenditure trends and manage budget shifts using correct information in terms of Standard Chart of Accounts (SCOA) on BAS. Monitor in a broad scope, compliance with all policies and guidelines. Assist in preparation of financial and performance reports on a quarterly, monthly, and annually in compliance with all relevant policies and guidelines. Identify misallocations in the programmes and provide support.
<b><u>ENQUIRIES</u></b>	:	Mr S Vika Tel No: 040 608 1386 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 44/240</u></b>	:	<b><u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT SYSTEMS REF NO: ECHEALTH/ASD-IMS/HO/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 – R463 764 per annum (Level 09) Head Office, Bhisho National Senior Certificate, National Diploma in Information Technology/Information Science/ ICT/Computer Science or relevant qualification (NQF Level 6) as recognized by SAQA in coupled with 5 years' experience of which 3 years must be at Supervisory level (SL 7&8) in Health Information Management Systems. Competencies: Have an insight of the District Health Information Systems. Ability to manipulate raw data into meaningful, useable information to management to effectively and efficiently plan, monitor and evaluate public health service delivery. Knowledge and understanding of relevant prescripts of legislative framework governing the Public Service, e.g. Promotion of Access to Information Act (PAIA) etc. Knowledge in data, information and knowledge management. Strategic planning and policy analysis skills. Advanced report writing skills and presentation. Financial Management skills. Project Management skills. Good communication skills. Computer literate and ability to utilize Microsoft Office applications. Basic knowledge of administration processes. Responsive person with positive attitude. Advanced Data Management and packaging skills. Verbal communication, good interpersonal, analytical and presentation skills. Work under pressure within a team as a member and as a team leader. Must travel throughout the Province and National. Knowledge of legislature related to Information Management and Public Services. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Responsible for developing a shared vision and effective strategies to implement the vision. Leadership is a collective responsibility between administrative and clinical management at all levels. Ensure compliance to all relevant acts, policies and procedures and guidelines guiding provision of health services within the Province. Measure Health facilities that submitted DHIS Routine data for programs e.g. PHC, Hospitals, EHS, EMS etc. in compliance with Routine Data Flow Policy timelines. Responsible for ensuring efficient and effective use of resources in the provision of good quality health care. Institutionalize DHIMS Policy SOP's and NIDS by capacitating and training information users: Program Managers, Clinicians and Information personnel. Provide reports from the system on measure timeliness, submission and completeness of data from health facilities that submitted DHIS data in compliance with revised facility SOP and NIDS. Measure reporting Health



facilities that complied with absolute validation rules for quality purpose to ensure correctness, completeness and consistency. Render support services and capacity and training on systems: DHIS, EVDS, DATCOV. In collaboration with the Manager: Administration, drive the implementation of the DHIS Standard Operational Procedures, in an iterative manner, to progressively improve the quality and timely availability of DHIS data. Ensure that data is captured on DHIS in timely manner in compliance with revised facility SOP and NIDS 2020. Compile Pre-submission data verification report and give feedback to Districts on monthly basis. Conduct facilities visits on rotational basis to monitor data quality and provide audit support visits. Develop audit intervention plan. Produce monthly and quarterly reports of strategic information for M&E. Ensure timely and appropriate response to data request using the system for all stakeholder / information end users. Convene NIDS and workshops and training of the aligned data collection tools for the Province. Provide support on Information Management to all Information Users from Facility to Province. Provide administrative support services.

**ENQUIRIES** : Ms Steto Tel No: 040 608 1925  
For e-Recruitment Technical Support eMail to:  
[RecruitmentHeadOffice@echealth.gov.za](mailto:RecruitmentHeadOffice@echealth.gov.za)

**NOTE** : Applicants must apply for this post by using e-Recruitment system  
<https://erecruitment.ecotp.gov.za/>

**POST 44/241** : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: ECHEALTH/ASD-IT/FRH/APL/01/11/2022**

**SALARY CENTRE REQUIREMENTS** : R393 711 – R463 764 per annum (Level 09)  
: Buffalo City Metro, Frere Tertiary Hospital  
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology coupled with 5 years' experience of which 3 years' experience must be at supervisory level (7/8). Extensive computer software and systems experience. Appropriate comprehensive training, working experience, and knowledge of Electronic Content Management Systems. Appropriate management experience would be an advantage. Good communication skills. Strong interpersonal skills. Good meeting and presentation skills and the ability to liaise between different parties at management level. Management and leadership skills. Module training and experience will be an added advantage. Competency in desktop support. High-level computer competency in Microsoft Office Suite. Must also have research and report writing skills, on site and online training provision skills and analytical skills. A valid drivers' licence.

**DUTIES** : Design and presentation of software and systems training. Develop training manuals. Develop training plans and strategies for the Department. Management of training resources. Ensure accreditation of all training. Manage Information Management Systems within HEI environment. Collaborate internally and externally with Stakeholders to ensure optimal functioning of IT Infrastructure, IT Equipment, and Information Management Systems. Manage all IT Infrastructure, Multi-Campus/Sites, and IT Equipment (Hardware and software) to ensure compliance with CHE. Plan, develop and implement the IT Budget including IT Systems Contract management. Responsible to supervise ICT (Information and Communication Technology) staff within the Department of Health and the institution.

**ENQUIRIES** : Ms N Mthitshana Tel No: 043 709 2487/2532

**POST 44/242** : **ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: ECHEALTH/ASD-SA/NMAH/ARP/01/11/2022**

**SALARY CENTRE REQUIREMENTS** : R393 711 – R463 764 per annum (Level 09)  
: OR Tambo District, Nelson Mandela Academic Hospital  
: National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management/Accounting, Cost and Management or relevant qualification coupled with 5 years' experience of which 3 years' experience at supervisory level (SL7/8). In depth knowledge of government financial systems especially PERSAL and BAS. Good understanding of Public Financial Management Act, Treasury Regulations and any other relevant prescripts. Knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Promotion of Access to Information Act (PAIA), Public Service Act, Public Service Regulations, and Treasury

		Regulations. Attributes: The incumbent must be able to demonstrate competency in acting independently, professionally and be solution driven. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage payroll and electronic payslips/ salaries and suspense accounts. Manage the BAS/PERSAL reconciliation. Provide monthly information for management report. Provide support to auditors and implement audit recommendations. Conduct awareness sessions with different sections and new staff coming to the hospital. Manage staff and other resources within the sub-directorate. Approval of Allowances and Deductions on PERSAL. Freezing of Salary and Reversal of Salary. Salary Recalls. Monitoring of Certified Payroll Certificates. Clearance of Suspense Accounts. Tax Reconciliation, declaration and payments to SARS. Accumulating the Payments made outside PERSAL. Reprinting of Duplicate IRP5's. Issuing the Last Pay Certificate of Employees transferred to other departments. Interdepartmental claims. Employee's debt management. Supervision of office staff, state accountants and clerks. Management Suspense Accounts and debtors relating to employees, ex-employees and creditors, payments & updating of accounts. Manage and limit Human resource accruals. Manage Norms and Standards. Assist the Deputy Director in responding to audit enquiries, ensure that quarterly appraisals and monthly reports are done and submitted to the Deputy Director.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 44/243</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUDGET SERVICES REF NO: ECHEALTH/ASD-BS/NMAH/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 – R463 764 per annum (Level 09)
	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management/Accounting or relevant qualification coupled with 5 years' experience of which 3 years' experience at supervisory level (SL7/8). Background in financial management, cost and management including economics will be an added advantage. Experience in government financial systems, Basic Accounting System (BAS), PERSAL and in-depth knowledge of the standard chart of accounts. Understanding of government prescripts including but not limited to Public Finance Management Act (PFMA) and Treasury Regulations. Presentation skills. Good verbal and written communication skills, as well as administrative, organizational and general office. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The means of formal, clear and persuasive presentation of facts and ideas. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Computer literacy and valid driver's licence.
<b><u>DUTIES</u></b>	:	To assist with the following: The compilation and submission of In-Year Monitoring and Key Control Measures. The preparation of the MTEF budget (Estimates of Provincial Revenue and Expenditure (EPRE), Database, Appropriation Bill and Cash flow projections (S40). Managing the functions of financial planning, budgeting, and reporting, analysis and budget preparation process. Request BAS reports for Directorates and units. Report monthly to head office and institution budget advisory committee on spending of budget, equitable and Conditional Grants. Submission of adjusted Estimates of Provincial Revenue and Expenditure (EPRE). Preparation of roll over, virements and shifting of funds and budget loading on BAS. Reporting according to DORA timeframes. Management of conditional grants and compiling of business plans and budget submission. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 44/244</u></b>	:	<b><u>ASSISTANT DIRECTOR: PRE-AUDIT REF NO: ECHEALTH/ASD-PA/NMAH/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum (Level 09)

<b><u>CENTRE REQUIREMENTS</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Accounting/Auditing/Financial Management coupled with 5 years' experience of which 3 years' experience at supervisory level (SL7/8). The incumbent to have means of an examination of the documents, claims, and validity of each independent charge incurred against the Division's budget to ensure compliance with all requirements of law, regulation, policy and procedure. Be able to examine all documents supporting a transaction or a series of transactions before they are paid for and recorded. Skills & Competencies applicable legislation and prescripts. Government programmes. Information management. Policies and procedures. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Render control, compliance and expenditure pre-audit services: Conduct manual verification of all orders before services is rendered and issues Pre-Audit certificate. Conduct manual verification of payment vouchers before payment is effected on BAS. Conduct manual verification of payments vouchers before payment is effected on PERSAL. Conduct verification of documents before authorisation on PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines: Facilitate development and review of internal control framework. Facilitate development and review of procedure manual and checklist for Pre-Audit. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the hospital: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Manage the allocated resources of the sub-directorate: Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 44/245</u></b>	:	<b><u>ASSISTANT DIRECTOR: SOFT SERVICES REF NO: ECHEALTH/AD-SS/MTRH/ARP/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 – R463 764 per annum (Level 09)
	:	OR Tambo District, Mthatha Regional Hospital
	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Management or relevant qualification coupled with 5 years' experience of which 3 years' must be at supervisory level (SL7/8) in the related field. Experience in Cleaning, Security, Landscaping, Laundry and Food Services. Computer Literacy. Knowledge of PFMA, Treasury Regulations, Procurement, Public Service Regulations, OHS Act and other legislations applicable to the post. Strong Leadership, negotiation, people management, presentation, policy development & implementation, analytical-thinking & problem solving, contract administration, skills. Highly evolved knowledge of Project Management, Planning & Organising Skills. Good verbal and written communication skills with respect to interacting with management, sub-ordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, memos, letters and specifications. Proven ability to co-ordinate, comply and enforce the implementation of policies. Display the willingness to work extended hours.
<b><u>DUTIES</u></b>	:	Oversee all programmes; Catering, Laundry, Security, Waste Management, Cleaning and Landscaping Services for the institution. Control service programmes of external companies in Housekeeping Services for the institution. Support the institution in its strategic goals and objectives. Liaise with Senior Management and colleagues of different ranks with regard to required support from the sub-directorate. Administer all budget and Financial

Management matters of the sub-directorate. Manage staff on direct and indirect levels in the sub-directorate. Allocate, control and monitor the resources within the sub-directorate. Develop and maintain policies, methods, practices and standards on quality services and legislation. Overall Quality Control of work in line with Batho Pele principles. Plan, programme and execute a Preventative and Reactive programme within the sub-directorate. Ensure that all purchases and acquisitions of material and/or goods are done in accordance with SCM prescripts. Liaise with SCM to ensure minimum stock levels are available for operational needs. To solve problems of an operational nature. Assist management with advice relating to Housekeeping services.

**ENQUIRIES**

:

Ms Mkhosi Tel No: 047 502 4143/4008

**POST 44/246**

:

**ASSISTANT DIRECTOR: PEP SEXUAL ASSAULT AND PRE EXPOSURE PROPHYLAXIS REF NO: ECHEALTH/PSAPEP/HO/APL/01/11/2022**

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

:

R393 711 – R463 764 per annum (Level 09)

:

Head Office, Bhisho

:

National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Nursing in Public Health with 5 years' experience in the field of which 3 years' experience in a supervisory level (SL7/8) in clinical management of pre and post exposure prophylaxis sexual services and related issues. Diploma in HIV management will be an added advantage. Sound technical knowledge of HTS, PEP sexual assault, Pre exposure prophylaxis, PMTCT and TB-HIV integration Experience in implementation of the HIV combination prevention strategies. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Experience in policy implementation, planning and program design Core Competencies. Ability to communicate (verbally or written) effectively to staff, patients, physicians and demonstrate professional standards in interacting with others. Knowledgeable in medical terminology and clinical documentation. Requires a high level of independent judgment and direction. Ability to be flexible in the work environment. Ability to problem solve. Organizational, planning and implementation skills required. Thinking analytically and strategically. Basic knowledge of and experience in financial management and project management. Developing and Applying Professional Expertise/Business Acumen. Working in Teams/Managing Ourselves and our Relationships. Advocacy/Advancing a policy-oriented agenda. Leveraging the resources of national governments and partners/ building strategic alliances and partnerships. Resource mobilization and donor relations. Computer literacy (MS Word, Excel, and PowerPoint) essential. Knowledge of and experience in information management principles (collection, collation, analysis and reporting). Pro-active, able to exercise discretion and independent decision-making. Able to prioritize own workload and work. A valid driver's licence.

**DUTIES**

:

Oversee and coordinate implementation of non-occupational PEP and PrEP in the entire province. Coordinate on-going inter- and intra-departmental collaboration (e.g. Departments of Justice, SAPS, Social Services, Health, NGO's, etc.) for sexual assault clients. Distribution of the policy and standardized guidelines to all the relevant stakeholders and facilitate dissemination thereof. Monitor correct implementation and regular up-date thereof. Budget, mobilize and ensure equal distribution of resources for both PEP and PrEP programmes. Distribute targets and provide technical support up to facility level. Participate in facility data and performance audits, district review as well as provincial review sessions. Establish (together with the Directorate Health Information) a provincial database for rape statistics to monitor and evaluate on-going provision of services. Provide regular feedback to the stakeholders. Participate in the Provincial Rape Forum. Continuously assess the existing facilities to evaluate whether they are appropriate for the implementation of rape services. Ensure equitable access to all survivors to a rape service based on rape statistics and population density. Identify deficiencies and obstacles in the care of rape survivors and develop strategies to address these. Work in collaboration with other initiatives, which focus on the prevention and management of victims of violence and abuse to coordinate service provision. Convene regular meetings and debriefing session for sexual assault service providers. Facilitate demand creation of PrEP among high-risk individuals. Promote and participate in related community and health events as needed. Develop close working relationships with leadership and direct staff at

		other prevention clinics to ensure coordination of services. Provide HIV Counseling, Testing and Referrals as needed to at-risk population.
<b><u>ENQUIRIES</u></b>	:	Mrs. L. Lunyawo Tel No: 040 608 1752 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 44/247</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: ECHEALTH/AD-LR/HO/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 – R463 764 per annum (Level 09) Head Office, Bhisho National Senior Certificate, A National Diploma (NQF Level 6) as recognised by SAQA in Labour Law / Labour Relations / Human Resource Management/ Public Management/or relevant qualification coupled with 5 years' experience of which at least 3 years must be at supervisory level (SL7/8) in the field of Labour Relations /related field. Knowledge of Departmental Policies on Labour Relations, Public Service Act, Basic Conditions of employment Act PSCSBC and PHSDSBC Resolutions. Conflict Resolution capabilities and confidentiality. Negotiations and research skills innovative and change management. Be able to give basic counselling. Computer Literate. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Assist the institutions in drafting notices of disciplinary hearing. Facilitate the finalization of disciplinary cases. Represent the employer in disciplinary hearings and chair disciplinary hearing when required. Handling of cases or disputes referred to CCMA, PSCSBC and PHSDSBC bargaining cases. Give guidance on incapacity cases and abscondment. Compile Monthly Report, Quarterly reports, Annual Reports. Compile Statistics and submit to the relevant offices. Advise the Management on labour Matters, Strike Management and Conflict Management. Co-ordinate the departmental labour relations policy as contained in the labour relations Act, and amend as necessary. Ensure the effective implementation of labour relations policy. Provide guidance and advice on labour relations procedures at all levels of management within the department. Facilitate consultation and collective negotiation between employers, employees and trade unions in respect of health personnel. Manage procedures relating to personnel grievances in order to resolve employer and employees' differences. Manage the disciplinary measures in the complex in such a manner that strict disciplinary levels are maintained. Intervene in the event of industrial action so as to minimize production loss. Report on the state of industrial relations within the department.
<b><u>ENQUIRIES</u></b>	:	Mr S Nxumalo Tel No: 040 608 1602/1604 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 44/248</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: ECHEALTH/AD-ER/NMMDO/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 – R463 764 per annum (Level 09) Nelson Mandela Metro District Office National Senior Certificate, A National Diploma (NQF Level 6) as recognised by SAQA in Labour Law / Labour Relations / Human Resource Management/ Public Management/or relevant qualification coupled with 5 years' experience of which at least 3 years must be at supervisory level (SL7/8) in the field of Labour Relations /related field. Knowledge of Departmental Policies on Labour Relations, Public Service Act, Basic Conditions of employment Act PSCSBC and PHSDSBC Resolutions. Conflict Resolution capabilities and confidentiality. Negotiations and research skills innovative and change management. Be able to give basic counselling. Computer Literate. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Supervise the administration of grievances disciplinary processes and Strike Management. Carry out investigations, grievance handling and disciplinary proceedings. Attend effectively to all litigations. Prepare documentation for consultations and negotiations. Control grievance procedures and promote

		labour relations support during negotiations. Provide monthly reports on ER related matters. Supervise the rendering of technical advisory services i.r.o employee services. Give guidance to employees regarding procedures and practices related to employee relation matters. Facilitate communication to employees by providing guidance and consultation regarding problem solving, dispute resolution and litigation avoidance. Provide advice and guidance on all employee relations aspects. Facilitate consultative meetings between Management and Social partners. Facilitate Employee relations related training. Ensure implementation of collective agreements. Manage performance and all the allocated resources. Encourage team effort in the unit. Encourage production of excellent quality work. Set work targets and monitor timelines. Allocate work tasks/activities to staff and provide the necessary guidance and support. Facilitate staff training and development. Develop staff Work Plans and Personal Development Plans (PDP's). Manage daily employee performance and make Performance Assessments/review. Manage records and ensure safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Ms P Makuluma Tel No: 041 391 8164
<b><u>POST 44/249</u></b>	:	<b><u>ASSISTANT DIRECTOR: GIS, INFORMATION &amp; DATA MANAGEMENT (NTSG) REF NO: ECHEALTH/ASD-GIS/HO/NTSG/ARP/01/11/2022</u></b> (1-year contract)
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in GIS Information Systems / Public Management or Administration / Computer Science / Business Information Systems, or relevant qualification coupled with 5 years' experience of which 3 years' experience must be in a supervisory level (Level 7/8). Post Graduate Qualification would be an added advantage. Knowledge and experience of Public Sector Data Information Management Services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing. Ability to work under pressure. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Oversee and manage the overall performance of the National Tertiary Services Grant in adherence to the Division of revenue Act, which includes Data and Information Management, GIS Mapping, Coordination of grant related Audit of Performance Information. Coordinate processes to ensure compliance with National Core Standards, the PAIAI, DORA, PFMA and Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant information and performance data on the grant and programme 4 & 5 facilities. Accurate and timeous preparation of reports (e.g. Needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual Reports as well as Interim and Annual reports. Monitor overall data and performance patterns and projections. People management (effective leadership) related functions within the component.
<b><u>ENQUIRIES</u></b>	:	Mr. G Ndlovu Tel No: 040 608 1163 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 44/250</u></b>	:	<b><u>ASSISTANT DIRECTOR: GRANT FINANCIAL SUPPORT &amp; BUDGETING (NTSG) REF NO: ECHEALTH/ASD-FIN/NTSG/ARP/01/11/2022</u></b> (1-year contract)
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with 5 years' experience of which 3 years' experience must be in a supervisory level (Level 7/8). Post Graduate Qualification would be an added advantage. Knowledge and experience of Public Sector

		Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing. Ability to work under pressure. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Oversee and manage the overall performance of the National Tertiary Services Grant in adherence to the Division of revenue Act, which includes Budget Management, Accounts Payments, Internal financial control and Supply Chain Management. Coordinate processes to ensure compliance with Supply Chain policies, the DORA, PFMA and Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on the grant. Accurate and timely preparation of reports (e.g. Needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual Reports as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. People management (effective leadership) related functions within the component.
<b><u>ENQUIRIES</u></b>	:	Mr. G Ndlovu Tel No: 040 608 1163 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 44/251</u></b>	:	<b><u>ASSISTANT DIRECTOR: GRANT FINANCIAL SUPPORT &amp; BUDGETING (NHI) REF NO: ECHEALTH/ASD-FIN/HO/NHI/ARP/01/11/2022</u></b> (1-year contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 – R463 764 per annum (Level 09) Head Office, Bhisho National Senior Certificate, National Diploma/ Degree (NQF Level 6) as recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with 5 years' experience of which 3 years' experience must be in a supervisory level (Level 7/8). Post Graduate Qualification would be an added advantage. Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing. Ability to work under pressure. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Oversee and manage the overall performance of the National Health insurance Grant in adherence to the Division of revenue Act, which includes Budget Management, Accounts Payments, Internal financial control and Supply Chain Management. Coordinate processes to ensure compliance with Supply Chain policies, the DORA, PFMA and Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on the grant. Accurate and timely preparation of reports (e.g. Needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual Reports as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. People management (effective leadership) related functions within the component.
<b><u>ENQUIRIES</u></b>	:	Mr. G Ndlovu Tel No: 040 608 1163 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>



<b><u>POST 44/252</u></b>	:	<b><u>ASSISTANT DIRECTOR: BAS CONTROL REF NO: ECHEALTH/ASD-BAS/HO/ARP/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 – R463 764 per annum (Level 09) Head Office, Bhisho National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Public Finance coupled with 5 years' experience of which 3 years' experience must be in a supervisory level (level 7/8). Computer literacy. Knowledge: In depth knowledge of SCOA and BAS. Knowledge of other Financial Management Systems such as PERSAL, LOGIS. Knowledge of relevant legislation such (PFMA), DORA, Treasury Regulations, Treasury Practise notes, General Accounting principles. Proof of BAS System Controller certificate. Competencies: Project Management, Financial Management, Communication, Client Orientation and Customer focus. Valid driver's licence.
<b><u>DUTIES</u></b>	:	To ensure effective utilization of the BAS functions. To promote effective BAS user account and security Management. Interface monitoring and reporting. Provision of support and guidance to financial practitioners. To provide BAS and SCOA training to new and existing BAS users. Co-ordinate Month end and Financial Year end book closures.
<b><u>ENQUIRIES</u></b>	:	Mr P Ntete Tel No: 040 608 1123 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a> . Further note, this post is a re-advertisement.
<b><u>POST 44/253</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION (SERVICE BENEFITS) REF NO: ECHEALTH/ASD-HRA/NMAH/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 – R463 764 per annum (Level 09) OR Tambo District, Nelson Mandela Academic Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management /Public Administration coupled with 5 years' relevant experience of which 3 years must be at supervisory level (SL7/8). Knowledge and understanding of Public Service Regulations, PSCBC Resolutions, BCOEA, LRA, SDA, and other Human resources regulatory frameworks, Extensive Knowledge of PERSAL Systems. Ability to work under pressure and independently, Ability to Handle Stressful Environment. Computer literate. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Overall Management of Human Resources general administration: Guide execution of service benefits, leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the department. Supervise Utilization of Physical. Financial and human resource in the section. Compile budget proposal of the Section. Monitor budget spending. Assign Work to relevant Offices in the section, Develop and review performance work plans and relate job profiles. Evaluate performance of subordinates (PMDS). Manage Information, records and Knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the SNR Manager. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records information and knowledge in the section. Implement corporate service, supervision and ensure smooth Functioning across the board at the depot in financial and administrative management.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469.
<b><u>POST 44/254</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: ECHEALTH/ASD-EW/NMAH/ARP/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 – R463 764 per annum (Level 09) OR Tambo District, Nelson Mandela Academic Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management /Public Administration/Industrial Psychology or relevant qualification coupled with 5 years' relevant experience of which 3 years must be at supervisory level (SL7/8). Communication Skills,



		Computer Skills, presentation and report writing skills. Computer literacy. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Facilitate, coordinate and support implementation of EWP policies, plans and programs. To facilitate the provision of professional assistance to employees whose Personal, work related challenges may have potential of provision of affecting their job performance. Facilitate, coordinate and support the provision of interventions through presentation of life skills programs and awareness as means of prevention. Assist in conducting research in hazards that may have a potential of causing risks in the work place and interventions thereof. Assist in the establishment of District Disability structure and its activities. Assist in Management of HIV/AIDS & TB in the work place. Coordinate Wellness activities. Coordinate Disability Activities. Assist in Coordinating Occupational health and Safety. Coordinate Health Calendar Events. Information Management. Assist in Coordination of Incapacity and IOD (Injury on Duty).
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 44/255</u></b>	:	<b><u>MORTUARY      MANAGER      REF      NO:      ECHEALTH/MM-ALINFPS/ARP/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Chris Hani District, Aliwal North Forensic Pathology Services
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration / Management or equivalent qualification coupled with 5 years' relevant experience in administration of which three (3) years must be of supervisory level (SL7 & 8). Ability to work in a Forensic Pathology Service (Medico Legal Laboratory) environment. Computer literacy with ability to use the MS Office package. An in depth knowledge of the relevant legislations, regulations and policies governing medico-legal procedures and investigations. Knowledge of the Public Service Act, Regulation and the related HR policies and practices. An understanding of forensic pathology services including the operations, procedures and documentation in medico-legal laboratories. Knowledge and interest in transforming the service which can lead to improvements of existing methods techniques and procedures. Ability to work independently. Planning and organizing skills. Leadership skills. Preparedness and the ability to work under real pressure in order to meet deadlines. Strong interpersonal, written verbal communication skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Execute the management function of the Medico-Legal Laboratory in order to achieve its objective. Manage all the key resources effectively. Effective management of waste disposal. Implement health and safety measures according to the OHSA and related regulations. Ensure continued support to the Forensic Pathologist or Medical Officer. Assist with post mortem where necessary. Attend at court when necessary. Compile and implement effective and efficient disaster plans. Compile monthly report, statistics and other relevant data as per prescripts.
<b><u>ENQUIRIES</u></b>	:	Ms M Mathiso Tel No: 045 858 8112
<b><u>POST 44/256</u></b>	:	<b><u>MORTUARY      MANAGER      REF      NO:      ECHEALTH/MM-MTRFPS/ARP/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Mount Road Forensic Pathology Services
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration / Management or equivalent qualification coupled with 5 years' relevant experience in administration of which three (3) years must be of supervisory level (SL7 & 8). Ability to work in a Forensic Pathology Service (Medico Legal Laboratory) environment. Computer literacy with ability to use the MS Office package. An in depth knowledge of the relevant legislations, regulations and policies governing medico-legal procedures and investigations. Knowledge of the Public Service Act, Regulation and the related HR policies and practices. An understanding of forensic pathology services including the operations, procedures and documentation in medico-legal laboratories. Knowledge and interest in transforming the service which can lead to improvements of existing methods techniques and procedures. Ability to work independently. Planning and organizing skills. Leadership skills. Preparedness and the ability to work under real pressure in order to meet

		deadlines. Strong interpersonal, written verbal communication skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Execute the management function of the Medico-Legal Laboratory in order to achieve its objective. Manage all the key resources effectively. Effective management of waste disposal. Implement health and safety measures according to the OHSA and related regulations. Ensure continued support to the Forensic Pathologist or Medical Officer. Assist with post mortem where necessary. Attend at court when necessary. Compile and implement effective and efficient disaster plans. Compile monthly report, statistics and other relevant data as per prescripts.
<b><u>ENQUIRIES</u></b>	:	Mr J Jenniker Tel No: 041 373 1525
<b><u>POST 44/257</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE REF NO: ECHEALTH/ASD-FIN/TAYLBH/ARP/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with 3 years' experience must be in a supervisory level (level 7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing. Ability to work under pressure. A valid driver's license.
<b><u>DUTIES</u></b>	:	Oversee and manage the overall performance of the Finance Section (Budget, Accounts payments, revenue collection, internal financial control) and Supply Chain Management (procurement, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. Manage all people management (effective leadership) related functions within the component.
<b><u>ENQUIRIES</u></b>	:	Mr Kholiso Tel No: 039 737 3107
<b><u>POST 44/258</u></b>	:	<b><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: ECHEALTH/ETPGA/CMH/APL/01/010/2022</u></b>
<b><u>SALARY</u></b>	:	R326 031 – R 337 722 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma in Clinical/Electrical Engineering or equivalent coupled (3) years' experience working in a hospital or on Medical equipment and practicing clinical engineering. Good communication skills (verbal and written). Ability to work under pressure. Skilled in the use of various hand tools and test equipment. A valid driver's licence. Computer literacy.
<b><u>DUTIES</u></b>	:	Manage the Clinical Engineering workshop running and organization. Perform in-house repairs and maintenance of medical equipment. Attend medical equipment related meetings. Give advice on procurement of medical equipment, prepare and monitor maintenance program, monitor repair costs of equipment and advise on equipment life cycle costs. Monitor and manage performance of out-sourced contracts. Liaise with suppliers for services, repair-parts, and training, consumables and accessories. Maintain the medical equipment assets register, updated. Perform standby and respond to after-hours call-out duties. Prepare medical equipment maintenance and replacement plans. Provide input into budgeting planning process.
<b><u>ENQUIRIES</u></b>	:	Ms N. Matshaya Tel No: 043 708 2121

<b><u>POST 44/259</u></b>	:	<b><u>ARTISAN FOREMAN GRADE A REF NO: ECHEALTH/ARTF/DRH/APL/01/11/2022</u></b>
		Re-advertisement. Applicants who have applied before are encouraged to apply again.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R318 090 – R360 303 per annum, (OSD)
	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
	:	An applicant must be in possession of Appropriate Trade Test Certificate (Electrical/Mechanical). Five years post qualification experience required as an Artisan. Valid Driver's License is required.
<b><u>DUTIES</u></b>	:	Coordinate effective rendering of technical services. Lead and guide on all technical activities. Compile technical/ inspection reports. Monitor adherence to safety standard. Ensure maintenance of technical services. Ensure servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work. Supervise human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421
<b><u>POST 44/260</u></b>	:	<b><u>FINANCE PRACTITIONER: REVENUE AND BILLING MANAGEMENT REF NO: ECHEALTH/SARB/ARP/ARP/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 – R317 127 per annum (Level 07)
	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	National Senior Certificate, National Diploma (NQF Level 6) in Financial Management / Cost and Management/Accounting or relevant qualification coupled with 1-2 years' experience. Knowledge: Public Finance Management Act, Public Service Regulations, Public Service Act, Treasury Regulations, Generally Recognized Accounting Principles, Generally Accepted Accounting Principles, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Financial Management, Communication, Computer literacy, Time Management, Report Writing, Planning and Organizing, Analytical, Creative, Numeracy, Presentation. Knowledge of RAF payments system and payment schedules. Basic Accounting Systems, HMS2, debt management, Candidates will be tested on their knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999), Treasury Regulations, PERSAL and accounting principles. Competencies: A good understanding and application of National, Provincial and Departmental policies, prescripts and practices regarding financial matters, especially the PFMA. Working knowledge of Accounting Systems; Good communication (written and verbal) and report writing skills. Proven computer literacy in MS Office. Record keeping and report writing skills.
<b><u>DUTIES</u></b>	:	Collection of revenue for the hospital. Billing and safekeeping of the hospital revenue. Journals on BAS. Management of the human resources of the section.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 44/261</u></b>	:	<b><u>LOGISTIC SUPPORT OFFICER (TRANSPORT) REF NO: ECHEALTH/LSO-FM/NMMDO/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 – R317 127 per annum (Level 07)
	:	Nelson Mandela Metro District Office
	:	National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Transport Management/Logistics/Public Management coupled with 1-2 years' experience in fleet management/transport services. Knowledge, Skills and Competencies: Good communication skills, interpersonal skills, negotiation and planning skills. Sound problem solving skills, good manner of approach. Ability to work under pressure. Supervisory skills. Knowledge of vehicle maintenance and services procedure. Knowledge of fleet disposal procedure. Knowledge and understanding of legislative framework governing the Public Service. Knowledge of traffic law. Computer literate in MS Software Package (MS Word, MS PowerPoint, MS Outlook, etc.). A valid driver's licence.
<b><u>DUTIES</u></b>	:	To provide and administer transport services in the District. Audit the utilization of transport in the District. Provide effective Fleet Maintenance. Maintain Asset

		Register. Manage subsidized vehicle. Supervise Transport Officers of the District. Ensure that the vehicles allocated are kept in good working condition. Ensure that logbooks are always up-to-date. Ensure licensing and registration of vehicles. Ensure that petrol cards are renewed timeously. Ensure proper management of petrol cards and safe record keeping of petrol slips. Ensure servicing of state vehicles within the service intervals. Supervise transport staff i.e. drivers. Ensure timeous reporting of accidents with the relevant authorities. Member of the Accident Committee and other committees within the institution. Ensure effective and efficient utilization of state vehicles in a cost-effective manner. Management of all resources allocated to the Transport department. Submit monthly reports to Fleet Manager.
<b><u>ENQUIRIES</u></b>	:	Ms P Makuluma Tel No: 041 391 8164
<b><u>POST 44/262</u></b>	:	<b><u>ADMINISTRATION OFFICER: STATUTORY HUMAN RESOURCE AND TRAINING</u></b> <b><u>GRANT REF NO: ECHEALTH/AO-SHRTG/NMAH/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 – R317 127 per annum (Level 07) OR Tambo District, Nelson Mandela Academic Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Public Management/Finance and Costing Management or equivalent qualification coupled with 1-2 years' experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resources prescripts, regulations, procedures and understanding of different human resources, financial and costing management processes. Basic knowledge of PERSAL, BASS, PFMA and all relevant financial prescripts that are utilized by the Budget section. Knowledge of administration functions, computer skill, Excel, communication skill, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused.
<b><u>DUTIES</u></b>	:	Compliance to financial regulations, procurement policies & procedures. Assist in the formulation of the SHR and Training Business Plan. Manage Registrar HR processes and monitor budget spending, HR provisioning (Recruitment and selection, appointments, transfers, verification of qualifications, secretariat functions at interviews and Statutory Human Resource & Training Grant support visits). Requesting establishment report from PERSAL for proper monitoring of Statutory Human Resource & Training Grant related appointments. Developing a monitoring spreadsheet of Medical registrars, Medical interns and/or employees that are wrongly/mistakenly paid under the Statutory Human Resource & Training Grant budget. Communicate with the Registrar Academic Coordinator from the University (WSU), Head of Departments and Clinical component from the facility on registrar matters. Assist in registrar registrations with the University and verification of qualifications. Update registrar information and keep track of all registrar activities (passed, dropped out, rotation, time expired, other sources of funding). Observe and comply with all departmental policies and guidelines regulating employment relationship in administration functioning. Compile monthly IYM reports, coordinate quarterly SHR & Training Grant reports. Attend to mandatory support visits by the Grant and annual performance Monitoring and Evaluation visits. Ensure quality of work at all times particularly with the Registrar programme. Perform other duties as assigned by the supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 44/263</u></b>	:	<b><u>ADMINISTRATION OFFICER: PATIENT REGISTRATION &amp; ADMINISTRATION</u></b> <b><u>REF NO: ECHEALTH/AO-PATR&amp;A/VICH/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 – R317 127 per annum (Level 07) Amathole District, Victoria Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem solving. A valid driver's licence.

<b><u>DUTIES</u></b>	:	To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.
<b><u>ENQUIRIES</u></b>	:	Ms B Mbekeni Tel No: 040 653 1141
<b><u>POST 44/264</u></b>	:	<b><u>ADMINISTRATION OFFICER (PATIENT REGISTRATION) REF NO: ECHEALTH/AO/ NMCH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum (Level 07)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Office Administration coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.
<b><u>DUTIES</u></b>	:	To provide an efficient and comprehensive patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 44/265</u></b>	:	<b><u>ADMINISTRATION OFFICER: PATIENT ADMINISTRATION REF NO: ECHEALTH/AO-PAT/LVH/APL/01/11/2022 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills and problem solving.
<b><u>DUTIES</u></b>	:	To provide an efficient and comprehensive patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional

		<p>policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.</p>
<b><u>ENQUIRIES</u></b>	:	Ms L Mabanga Tel No: 041 405 2348
<b><u>POST 44/266</u></b>	:	<p><b><u>ADMINISTRATION OFFICER: GRANT FINANCIAL SUPPORT (NTSG/NHI)</u></b>  <b><u>REF NO: ECHEALTH/ASD-FIN/NTSG/ARP/01/11/2022</u></b>  (1-year contract)</p>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	<p>National Senior Certificate, National Diploma/ Degree (NQF Level 6) as recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with coupled with 1-2 years' experience in administration. Post Graduate Qualification would be an added advantage. Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing. Ability to work under pressure. A valid driver's licence.</p>
<b><u>DUTIES</u></b>	:	<p>Provide administrative support on the overall performance of the NTSG and NHI Grants in adherence to the Division of revenue Act, which includes Budget Preparation, Accounts Payments, Internal Financial Control and Supply Chain Management. Support processes to ensure compliance with Supply Chain policies, the DORA, PFMA and Treasury instructions to achieve effective and efficient corporate governance. Accurate and timeous preparation of reports Monitor overall budget and expenditure patterns and projections.</p>
<b><u>ENQUIRIES</u></b>	:	<p>Mr. G Ndlovu Tel No: 040 608 1163  For e-Recruitment Technical Support eMail to:  <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a></p>
<b><u>NOTE</u></b>	:	<p>Applicants must apply for this post by using e-Recruitment system  <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a></p>
<b><u>POST 44/267</u></b>	:	<p><b><u>ADMINISTRATION OFFICER: GRANT CLINICAL INFORMATION</u></b>  <b><u>SUPPORT (NTSG/NHI) REF NO: ECHEALTH/ASD-</u></b>  <b><u>FIN/NTSG/ARP/01/11/2022</u></b>  (1-year contract)</p>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	<p>National Senior Certificate, National Diploma/ Degree (NQF Level 6) as recognised by SAQA in GIS Information Systems / Public Management or Administration / Computer Science / Business Information Systems, or relevant qualification coupled with 1 -2 years' experience in administration. Post Graduate Qualification would be an added advantage. Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing. Ability to work under pressure. A valid driver's license.</p>
<b><u>DUTIES</u></b>	:	<p>Provide administrative support which includes Data and Information Management, GIS Mapping, Coordination of grant related Audit of</p>

		Performance Information. Coordinate processes to ensure compliance with National Core Standards, the PAIAI, DORA, PFMA and Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant information and performance data on the grant and programme 4 & 5 facilities. Accurate and timeous preparation of reports.
<b><u>ENQUIRIES</u></b>	:	Mr. G Ndlovu Tel No: 040 608 1163
		For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 44/268</u></b>	:	<b><u>HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: ECHEALTH/HRDP/DNH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/Human Resource Development/Public Administration or relevant qualification coupled with 1-2 years' experience in the field. Knowledge of relevant Human Resource Development Prescripts (Public Service Act and regulations, Skills Development Act, Skills Levy Act, PFMA). Knowledge and understanding of HRD practices and procedures. Competencies: Good communication skills, interpersonal skills, problem solving, project management, presentation skills, planning, organising and facilitation skills. Computer literate. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Coordinate and implement training and development in the hospital. Coordinate training of employees in line with skills development plan in addressing employee training needs. Coordinate costing of identified training programmes against allocated budget. Monitor and evaluate the impact of training provided by obtaining feedback from trainees and immediate supervisors. Facilitate the implementation of learnership/internship/work integrated learning programmes aimed at assisting unemployed youth to gain work experience. Facilitate the orientation and induction programmes for new learners and interns. Facilitate the exit strategy of interns. Provide administrative support services. Draft memos inviting/requesting participants to attend training. Coordinate and implement staff induction and orientation.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421
<b><u>POST 44/269</u></b>	:	<b><u>LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/DNH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421
<b><u>POST 44/270</u></b>	:	<b><u>FOOD SERVICE MANAGER REF NO: ECHEALTH/FSM/ELTH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Chris Hani District, Elliot Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as a recognised by SAQA in Food Service Management or relevant qualification with 1-2 years'

	:	experience. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.				
<b><u>DUTIES</u></b>	:	Manage food services. Facilitate and monitor implementation of policies and guidelines. Supervise human and physical resources. Ensure healthy and hygienic environment. Compile cycle menus and recipes monitor stock levels, order stores. Manage and maintain safety standards, adapt legislations and capacitate relevant role players. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews and identify training needs. Oversee and manage food pre-plating system from food services unit to ward.				
<b><u>ENQUIRIES</u></b>	:	Ms NB Puza Tel No: 045 931 1321				
<b><u>POST 44/271</u></b>	:	<b><u>FOOD</u></b>	<b><u>SERVICE</u></b>	<b><u>MANAGER</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/FSM/DNH/APL/01/11/2022</u></b>				
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum (Level 07)				
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Ngiza Regional Hospital				
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as a recognised by SAQA in Food Service Management or relevant qualification with 1-2 years' experience. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.				
<b><u>DUTIES</u></b>	:	Manage food services. Facilitate and monitor implementation of policies and guidelines. Supervise human and physical resources. Ensure healthy and hygienic environment. Compile cycle menus and recipes monitor stock levels, order stores. Manage and maintain safety standards, adapt legislations and capacitate relevant role players. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews and identify training needs. Oversee and manage food pre-plating system from food services unit to ward.				
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421				
<b><u>POST 44/272</u></b>	:	<b><u>FOOD</u></b>	<b><u>SERVICE</u></b>	<b><u>MANAGER</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/FSM/EDH/APL/01/11/2022</u></b>				
		Re-advertisement. Applicants who have applied before are encouraged to apply again.				
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum (Level 07)				
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital				
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as a recognised by SAQA in Food Service Management or relevant qualification with 1-2 years' experience. Knowledge of food service processes and procedures and other relevant legal framework such as: Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure Grievance Procedure etc.				
<b><u>DUTIES</u></b>	:	Manage food services, facilitate and monitor implementation of policies and guidelines. Supervise human and physical resources. Ensure healthy and hygienic environment. Compile cycle menus and recipes monitor stock levels, order stores. Manage and maintain safety standards, adapt legislations and capacitate relevant role players. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews and identify training needs Oversee and manage food pre-plating system from food services unit to ward.				
<b><u>ENQUIRIES</u></b>	:	Mr E Felkers Tel No: 041 585 2323.				
<b><u>POST 44/273</u></b>	:	<b><u>PERSONAL ASSISTANT:</u></b>	<b><u>OFFICE OF THE CEO:</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>	
		<b><u>ECHEALTH/PA/MRH/APL/01/11/2022</u></b>				
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum (Level 07)				
<b><u>CENTRE</u></b>	:	OR Tambo District. Mthatha Regional Hospital				



<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Management/Public Administration or equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To provide professional and efficient secretarial and administrative support to the CEO in the execution of the duties of the office, thereby uploading the image of the Office of the CEO. Coordinate logistical arrangements for the CEO in line with the procurement process, Manages the diary with guidance from the CEO and Office Manager by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the CEO. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms Mkhosi Tel No: 047 502 4143/4008
<b><u>POST 44/274</u></b>	:	<b><u>PERSONAL ASSISTANT: HEAD OF DEPARTMENT (OBS &amp; GYNAE) REF NO: ECHEALTH/PA-O&amp;G/DNH/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 – R317 127 per annum (Level 07)
	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
	:	National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Office Management/Public Administration or equivalent Qualification coupled with 1-2 years' experience in Office Administration or as a secretary. Computer Skills with proven experience on application of MS Word, MS Power point. Good communication skills, excellent telephone etiquette. Knowledge of filing system, document tracking, storage and retrieval. Willing to work beyond office hours. Ability to work under pressure. Ability to be a team player and maintain confidentiality. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To provide professional and efficient secretarial and administrative support to the CEO in the execution of the duties of the office, thereby uploading the image of the Office of the Head of Department: Obs & Gynae. Coordinate logistical arrangements for the HOD in line with the procurement process, Manages the diary with guidance from the HOD by diarizing and scheduling meetings promptly and correctly. Transcribes minutes of management meetings and distribute to relevant role players. Follow up on action item from meetings to ensure completion within stipulated deadlines. Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents. Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates. Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the HOD. Ensure that classified and confidential documents are kept safely. Type Business letters, memorandums and general correspondences for internal and external purposes. Provide ad-hoc administrative assistance as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421
<b><u>POST 44/275</u></b>	:	<b><u>ADMINISTRATION CLERK (PAIA COORDINATION) REF NO. ECHEALTH/AC-PAIA/HO/APL/01/11/2022 (X5 POSTS)</u></b> (1-year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 – R213 912 per annum (Level 05)
	:	Head Office, Bhisho
	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1)

		year Public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.
<b><u>DUTIES</u></b>	:	Receive all PAIA requests and coordination of all PAIA responses to head office. Training of all facilities on the management of PAIA requests to ensure response within the stipulated period. Liaise with the internal legal advisors to ensure that such requests are analysed and quality checked before they are forwarded to the various requesters. Facilitate response to requests by internal defence teams, e.g. Office of the State Attorney, State Law Adviser, Legal Service Officials, etc. Facilitate monthly reconciliation between requests received, responses and information captured on the e-Liability system for reporting. Loading of all PAIA requests, documents in support of the requests and all relevant records in the electronic system. Management of records and submission of info to various institutions like AGSA.
<b><u>ENQUIRIES</u></b>	:	Ms N Maseko Tel No: 040 608 1141 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 44/276</u></b>	:	<b><u>ADMINISTRATION CLERK (E-LIABILITY AND AUDIT SUPPORT) REF NO. ECHEALTH/AC-ELAS/HO/APL/01/11/2022 (X7 POSTS)</u></b> (1 year Contract)
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year Public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.
<b><u>DUTIES</u></b>	:	Receive correspondence from different stakeholders. Identify all types of claims. Quality check the claim documents for completeness and validity. Capture files on the claim management system. Monitor incoming and outgoing files at registry. Sort files according to file plan electronically and manually for audit purposes. Assist in retrieval of files for legal advisors. Maintain the updating of the claim management system. Prepare files and engage with auditors on various contents.
<b><u>ENQUIRIES</u></b>	:	Ms N Maseko Tel No: 040 608 1141 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 44/277</u></b>	:	<b><u>ADMINISTRATION CLERK (E-LIABILITY AND AUDIT SUPPORT) REF NO. ECHEALTH/AC-ELAS/FRTH/APL/01/11/2022</u></b> (1-year Contract)
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year Public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.
<b><u>DUTIES</u></b>	:	Receive correspondence from different stakeholders. Identify all types of claims. Quality check the claim documents for completeness and validity. Capture files on the claim management system. Monitor incoming and outgoing files at registry. Sort files according to file plan electronically and manually for audit purposes. Assist in retrieval of files for legal advisors. Maintain the updating of the claim management system. Prepare files and engage with auditors on various contents.
<b><u>ENQUIRIES</u></b>	:	Ms N Maseko Tel No: 040 608 1141

<b><u>POST 44/278</u></b>	:	<b><u>ADMINISTRATION CLERK (E-LIABILITY AND AUDIT SUPPORT) REF NO: ECHEALTH/AC-ELAS/CMH/APL/01/11/2022</u></b> (1-year Contract)
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year Public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.
<b><u>DUTIES</u></b>	:	Receive correspondence from different stakeholders. Identify all types of claims. Quality check the claim documents for completeness and validity. Capture files on the claim management system. Monitor incoming and outgoing files at registry. Sort files according to file plan electronically and manually for audit purposes. Assist in retrieval of files for legal advisors. Maintain the updating of the claim management system. Prepare files and engage with auditors on various contents.
<b><u>ENQUIRIES</u></b>	:	Ms N Maseko Tel No: 040 608 1141
<b><u>POST 44/279</u></b>	:	<b><u>ADMINISTRATION CLERK (E-LIABILITY AND AUDIT SUPPORT) REF NO: ECHEALTH/AC-ELAS/LVH/APL/01/11/2022</u></b> (1-year Contract)
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year Public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.
<b><u>DUTIES</u></b>	:	Receive correspondence from different stakeholders. Identify all types of claims. Quality check the claim documents for completeness and validity. Capture files on the claim management system. Monitor incoming and outgoing files at registry. Sort files according to file plan electronically and manually for audit purposes. Assist in retrieval of files for legal advisors. Maintain the updating of the claim management system. Prepare files and engage with auditors on various contents.
<b><u>ENQUIRIES</u></b>	:	Ms N Maseko Tel No: 040 608 1141
<b><u>POST 44/280</u></b>	:	<b><u>ADMINISTRATION CLERK (E-LIABILITY AND AUDIT SUPPORT) REF NO: ECHEALTH/AC-ELAS/NMAH/APL/01/11/2022</u></b> (1-year Contract)
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year Public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.
<b><u>DUTIES</u></b>	:	Receive correspondence from different stakeholders. Identify all types of claims. Quality check the claim documents for completeness and validity. Capture files on the claim management system. Monitor incoming and outgoing files at registry. Sort files according to file plan electronically and manually for audit purposes. Assist in retrieval of files for legal advisors. Maintain the updating of the claim management system. Prepare files and engage with auditors on various contents.
<b><u>ENQUIRIES</u></b>	:	Ms N Maseko Tel No: 040 608 1141
<b><u>POST 44/281</u></b>	:	<b><u>FINANCE CLERK (SUPPLIER PAYMENTS) REF NO: ECHEALTH/FCHO/APL/01/11/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Bhisho
	:	National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
<b><u>DUTIES</u></b>		Process payments of departmental liabilities i.r.o. of supplier's / service providers. Ensure that all invoices received are captured and updated on Payment Management Tool (PMT). FIIN and Add / Capture Payment Batches on LOGIS and BAS. Compile Batches on Creditors Payment Advice before submission for checking & verification. Prepare creditor's reconciliation and endorse signature as proof thereon. Ensure that Quarterly supplier confirmations is done. Ensure safekeeping of all financial documents and paid batches are captured on PVREMS. Attending to all payment enquiries.
<b><u>ENQUIRIES</u></b>		Mr M Mpahlwa Tel No: 040 608 1229 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 44/282</u></b>	:	<b><u>FINANCE CLERK: EXPENDITURE MANAGEMENT REF NO: ECHEALTH/FC-EM/LVH/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 – R213 912 per annum (Level 05)
	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
	:	Grade 12/ NQF level 4 with no experience. One-year Public Service internship programme experience will be given preference. Extensive knowledge of PFMA and Treasury Regulations. Knowledge of filing of Creditor Payment Advices. Practical knowledge of BAS and LOGIS systems will be an advantage. Computer skills (written and verbal), good telephone etiquette. Ability to maintain high level of confidentiality and able to work under pressure.
<b><u>DUTIES</u></b>	:	Compliance with Financial Regulations, Process Creditor payments within 30 days as per the PFMA and Treasury Regulations. Ensure that allocations used in payment vouchers are correct according to documentations. Verify bank account details before invoice capture, add invoices and capture Creditor payments on LOGIS on-line. Reconciling Supplier monthly statements to ensure that all outstanding invoices are paid. Do payment enquiry on BAS and write disbursement details on Creditor Payment Advice. Report to supervisor, Financial Practitioner Expenditure management. Handle queries concerning outstanding creditor payments. Prepare Payment Monitoring tool, Prepare Treasury Note 34 monthly, follow up on failed creditor payments ensuring creditor payments is done in specified time. File Creditor Payment voucher in BAS payment number sequence and capture payment vouchers on ReMS.
<b><u>ENQUIRIES</u></b>	:	Ms L Mabanga Tel No: 041 405 2348
<b><u>POST 44/283</u></b>	:	<b><u>FINANCE CLERK REF NO: ECHEALTH/FC/VICH/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 – R213 912 per annum (Level 05)
	:	Amathole District, Victoria Hospital
	:	National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt

		including audit queries, capture journals and prepare reconciliation of debtors account.
<b><u>ENQUIRIES</u></b>	:	Ms B Mbekeni Tel No: 040 653 1141
<b><u>POST 44/284</u></b>	:	<b><u>FINANCE CLERK REF NO: ECHEALTH/FC/VICH/APL/01/11/2022</u></b> Re-advertisement. Applicants who have applied before are encouraged to apply again.
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.
<b><u>ENQUIRIES</u></b>	:	Ms N. Matshaya Tel No: 043 708 2121
<b><u>POST 44/285</u></b>	:	<b><u>FINANCE CLERK REF NO: ECHEALTH/FC/DNH/APL/01/11/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421
<b><u>POST 44/286</u></b>	:	<b><u>ADMINISTRATION CLERK (X8 POSTS)</u></b> Re-advertisement. Applicants who have applied before are encouraged to apply again.
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Intsika Yethu Sub District, Qwiliqwili Clinic REF NO. ECHEALTH/AC/QWIIQC-ARP/01/11/2022 (X1 Post) Sabalele Clinic Ref No. ECHEALTH/AC/SABLC-ARP/01/11/2022 (X1 Post) Qitsi Clinic Ref No. ECHEALTH/AC/FQITSC-ARP/01/11/2022 (X1 Post) Banzi Clinic Ref No. ECHEALTH/AC/BANZIC-ARP/01/11/2022 (X1 Post) Ncora Clinic Ref No. ECHEALTH/AC/NCORC-ARP/01/11/2022 (X1 Post)

	Lower Seplan Clinic Ref No.ECHEALTH/AC/LWRSEC-ARP/01/11/2022 (X1 Post)
	Mtingwevu Clinic Ref No. ECHEALTH/AC/MTINGCARP/01/11/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	: Khuze Clinic Ref No. ECHEALTH/AC/KHUZC/ARP/01/11/2022 (X1 Post) National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	: Ms A Mabentsela Tel No: 047 874 0079
<b><u>POST 44/287</u></b>	: <b><u>ADMINISTRATION CLERK (X2 POSTS)</u></b> Re-advertisement. Applicants who have applied before are encouraged to apply again.
<b><u>SALARY CENTRE</u></b>	: R181 599 – R213 912 per annum (Level 05) Ngcobo Sub District, Qebe Clinic Ref No: ECHEALTH/AC/QEBC-ARP/01/11/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	: Clarkbury Clinic Ref No: ECHEALTH/AC/CLKBC-ARP/01/11/2022 (X1 Post) National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	: Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	: Ms N. Matala Tel No: 047 548 0022/34
<b><u>POST 44/288</u></b>	: <b><u>WARD CLERK REF NO: ECHEALTH/WC/CMH/APL/01/11/2022 (X13 POSTS)</u></b> (1 Year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R181 599 – R213 912 per annum (Level 05) Buffalo City Metro, Cecilia Makiwane Regional Hospital National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. A good understanding of general administration. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	: Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty

		roosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
<b><u>ENQUIRIES</u></b>	:	Ms N. Matshaya Tel No: 043 708 2121
<b><u>POST 44/289</u></b>	:	<b><u>WARD CLERK REF NO: ECHEALTH/WC/DNH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. A good understanding of general administration. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty roosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421
<b><u>POST 44/290</u></b>	:	<b><u>WARD CLERK REF NO: ECHEALTH/WC/NMAH/ARP/01/11/2022 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. A good understanding of general administration. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photo copies. Compile duty roosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 44/291</u></b>	:	<b><u>PATIENT ADMIN CLERK REF NO: ECHEALTH/PAC/TAFH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Amathole District, Tafalofefe Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. A good understanding of general administration. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suit especial Word & Excel. One (1) year Public service internship programme experience will be given preference.

<b><u>DUTIES</u></b>	:	Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Do patient registration on entry points. Compile patient folders that contain the relevant documentation. Maintain files need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files. Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.
<b><u>ENQUIRIES</u></b>	:	Ms V. Motebele Tel No: 047 498 0026.
<b><u>POST 44/292</u></b>	:	<b><u>ADMINISTRATION CLERK (PATIENT REGISTRATION &amp; ADMINISTRATION) REF NO: ECHEALTH/AC-PAR&amp;A/DNH/APL/01/11/2022 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 – R213 912 per annum (Level 05)
	:	Nelson Mandela Metro, Dora Ngiza Regional Hospital
	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Do patient registration on entry points. Compile patient folders that contain the relevant documentation. Maintain files need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files. Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421
<b><u>POST 44/293</u></b>	:	<b><u>ADMINISTRATION CLERK (PATIENT REGISTRATION) REF NO: ECHEALTH/OPDAC/LTH/APL/01/010/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 – R213 912 per annum (Level 05)
	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Do patient registration on entry points. Compile patient folders that contain the relevant documentation. Maintain files need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files. Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.
<b><u>ENQUIRIES</u></b>	:	Ms L Mabanga Tel No: 041 405 2348
<b><u>POST 44/294</u></b>	:	<b><u>ADMINISTRATION CLERK (PATIENT REGISTRATION) REF NO: ECHEALTH/AC/EDH/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R181 599 – R213 912 per annum (Level 05)
	:	Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital



<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.			
<b><u>DUTIES</u></b>	:	Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Do patient registration on entry points. Compile patient folders that contain the relevant documentation. Maintain files need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filling of correspondence and tracing of files. Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.			
<b><u>ENQUIRIES</u></b>	:	Mr E Felkers Tel No: 041 585 2323			
<b><u>POST 44/295</u></b>	:	<b><u>ADMINISTRATION</u></b>	<b><u>CLERK</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/AC/NMAH/ARP/01/11/2022 (X13 POSTS)</u></b>			
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)			
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital			
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.			
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.			
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469			
<b><u>POST 44/296</u></b>	:	<b><u>ADMINISTRATION</u></b>	<b><u>CLERK</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/AC/SSGDH/APL/01/11/2022</u></b>			
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)			
<b><u>CENTRE</u></b>	:	Amathole District, SS Gida Hospital			
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.			
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.			
<b><u>ENQUIRIES</u></b>	:	Ms N. E Fumanisa Tel No: 040 658 0043			
<b><u>POST 44/297</u></b>	:	<b><u>ADMINISTRATION</u></b>	<b><u>CLERK</u></b>	<b><u>REF</u></b>	<b><u>NO:</u></b>
		<b><u>ECHEALTH/AC/PECHC/APL/01/11/2022</u></b>			
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)			
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, PE Central CHC			
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal			

		and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms P Makuluma Tel No: 041 391 8164
<b><u>POST 44/298</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/IZYC/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Kouga Sub-District, Imizamo Yethu Clinic
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Mrs Phillips Tel No: 042 200 4214
<b><u>POST 44/299</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/UNC/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Raymond Mhlaba Sub-District, Upper Ncera Clinic
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Mr Dyomfana Tel No: 046 645 1892
<b><u>POST 44/300</u></b>	:	<b><u>HUMAN                      RESOURCE                      CLERK                      REF                      NO:</u></b> <b><u>ECHEALTH/HRC/CMH/APL/01/11/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Cecilia Makiwane Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service

		benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.
<b><u>ENQUIRIES</u></b>	:	Ms N. Matshaya Tel No: 043 708 2121
<b><u>POST 44/301</u></b>	:	<b><u>HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/MRH/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 – R213 912 per annum (Level 05) Or Tambo District, Mthatha Regional Hospital National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.
<b><u>ENQUIRIES</u></b>	:	Ms Mkhosi Tel No: 047 502 4143/4008
<b><u>POST 44/302</u></b>	:	<b><u>LOGISTIC SUPPORT CLERK REF NO: ECHEALTH/LSC/SBDO/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 – R213 912 per annum (Level 05) Sarah Baartman District Office Grade 12/ NQF level 4 with no experience. Sound Knowledge of supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Facilitate the request for Quotations. Generate purchase orders on the LOGIS system. Keep record of all generated orders and generation of monthly reports. Monitor and facilitate the delivery of goods and services. Attend to internal stakeholders and supplier's inquiries. Capturing all goods and services on the LOGIS system, completion of the Goods Received Voucher and submission of all received order to Payments for processing. Facilitate quarterly stock taking for all institutions, maintain and update all bin and ledger cards. Monitor and report all stock levels for replenishment. Ensure the storehouse is well maintained and cleaned. Co-ordinate and facilitate the submission of stock take reports and commitments.
<b><u>ENQUIRIES</u></b>	:	Ms T. Mpitimpiti Tel No: 041 408 8509
<b><u>POST 44/303</u></b>	:	<b><u>LOGISTIC SUPPORT CLERK: ASSET AND TRANSPORT MANAGEMENT REF NO: ECHEALTH/LSC-ATM/NMAH/ARP/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 – R213 912 per annum (Level 05) OR Tambo District, Nelson Mandela Academic Hospital Grade 12/ NQF level 4 with no experience. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Assist with effective management of assets within the institutions according to the Asset Management Strategy and the requirements of PFMA. Adhere to asset management reporting requirements by preparing the following register: assets, lease register, donations, fleet and disposal and loss. Submission of asset management report utilizing appropriate systems within the Department. Ensure monthly reconciliation of all section registers. Conduct quarterly and annual asset verification. Provide facilities and office management services in the Province. Manage maintenance record of facilities equipment. Report and assist in forensic investigations to determine liability for accident damage including claims by 3rd parties. Prevent financial misconduct in line with PFMA (Irregular, unauthorized, fruitless & wasteful expenditures, etc.) Allocate

		hospital vehicles under transport section by requests. Compile outreach program requirement of the section and monthly returns to head office.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 44/304</u></b>	:	<b><u>LOGISTIC SUPPORT CLERK: PROVISIONING REF NO: ECHEALTH/LSC-PRV/NMAH/ARP/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 – R213 912 per annum (Level 05)
	:	OR Tambo District, Nelson Mandela Academic Hospital
	:	Grade 12/ NQF level 4 with no experience. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Knowledge of the Supply Chain Management Framework and Preferential Procurement Acts. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Recording and maintaining inventory of all goods and materials in the warehouse. Carrying out all tasks as assigned by the warehouse supervisor / manager. Keeping records of all documentation relating to the dispatch and receipt of goods. Assisting in the compliance of all legal procedures of procuring and dispatching materials. Filling material requisitions and order forms. Verify the orders of end-users. Monitor the implementation of stores procedure. Check that the stock is despatched in a correct manner. Recording damage, loss, or surplus of goods and materials stored in the warehouse and reporting the same to the supervising authorities. Preparing of inventory balances and taking part in all stock counts at the warehouse. Checking usage of FEFO and FIFO at the warehouse. Ensuring that stock taking is done quarterly. All housekeeping related tasks assigned by the relevant supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 44/305</u></b>	:	<b><u>ADMINISTRATION CLERK (DIAGNOSTIC &amp; ULTRASOUND) REF NO: ECHEALTH/AC-DU/LTH/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 – R213 912 per annum (Level 05)
	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. One (1) year Public service internship programme experience will be given preference.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	Ms L Mabanga Tel No: 041 405 2348
<b><u>POST 44/306</u></b>	:	<b><u>DATA CAPTURER (HEALTH INFORMATION MANAGEMENT SYSTEM) REF NO: ECHEALTH/HO/HO/APL/01/11/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R151 884 – R178 917 per annum (Level 04)
	:	Head Office, Bhisho
	:	ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<b><u>DUTIES</u></b>	:	Measure Health Facilities that submitted DHIS Routine data for PHC, Hospitals, ISHP, WBPHCOT, EHC, EMS etc in compliance with Routine Data Flow Policy timelines. Compile Data quality reports. Capture and update data on computer. Generate spreadsheets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component. Capture routine transactions on the computer such as the transfer of information from manual records to electronic records. Continuous updating of information on

		computer for reporting purposes. Maintain DHIS database. Retrieve information when required.
<b><u>ENQUIRIES</u></b>	:	Ms L Nemavhandu Tel No: 040 608 1310 For e-Recruitment Technical Support eMail to: <a href="mailto:RecruitmentHeadOffice@echealth.gov.za">RecruitmentHeadOffice@echealth.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants must apply for this post by using e-Recruitment system <a href="https://erecruitment.ecotp.gov.za/">https://erecruitment.ecotp.gov.za/</a>
<b><u>POST 44/307</u></b>	:	<b><u>DRIVER REF NO: ECHEALTH/DRV/NMAH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R128 166 – R150 975 per annum (Level 03)
<b><u>CENTRE</u></b>	:	OR Tambo District, Nelson Mandela Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's licence and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
<b><u>DUTIES</u></b>	:	To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality. When transporting documents.
<b><u>ENQUIRIES</u></b>	:	Ms Calaza Tel No: 047 502 4469
<b><u>POST 44/308</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/BDFH/APL/01/11/2022 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Bedford Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr S Matandela Tel No: 046 685 0043/0361
<b><u>POST 44/309</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/STPH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Alfred Nzo District, St Patrick's Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean

		relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms AO Gxaweni Tel No: 039 251 0236
<b><u>POST 44/310</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/FTH/APL/01/11/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Frere Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms N Mthitshana Tel No: 043 709 2487/2532
<b><u>POST 44/311</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/KWANC/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Inxuba Yethemba Sub-District, Kwa Nonzame Clinic
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms GO Van Heerden Tel No: 048 881 2921

<b><u>POST 44/312</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/BTWH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Butterworth Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms P Mtshemla Tel No: 047 401 9000
<b><u>POST 44/313</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/QMBCHC/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Mhlontlo Sub District, Qumbu CHC
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Ntlabi Tel No: 047 553 0585
<b><u>POST 44/314</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/LVNGH/APL/01/11/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and

spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

:

Ms L Mabanga Tel No: 041 405 2348

**POST 44/315**

:

**GENERAL WORKER REF NO: ECHEALTH/GW/STLH/APL/01/11/2022**

**SALARY**

:

R107 196 - R126 270 per annum (Level 02)

**CENTRE**

:

Sarah Baartman District, Settlers Hospital

**REQUIREMENTS**

:

ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**

:

Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

:

Ms S Diva Tel No: 046 602 5046

**POST 44/316**

:

**GENERAL WORKER REF NO: ECHEALTH/GW/ADVH/APL/01/11/2022**

**SALARY**

:

R107 196 - R126 270 per annum (Level 02)

**CENTRE**

:

Sarah Baartman District, Andries Vosloo Hospital

**REQUIREMENTS**

:

ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**

:

Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

:

Ms CZ Zozo Tel No: 042 243 1313



<b><u>POST 44/317</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/FTEGH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Fort England Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Ms Nazo Tel No: 046 602 2300
<b><u>POST 44/318</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/JNVH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, Jansenville Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Mr T Marenene Tel No: 049 836 0086
<b><u>POST 44/319</u></b>	:	<b><u>GENERAL WORKER REF NO: ECHEALTH/GW/PZMH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sarah Baartman District, PZ Meyer TB Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<b><u>DUTIES</u></b>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas.

		Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and Equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<b><u>ENQUIRIES</u></b>	:	Dr Mboya Majola Tel No: 042 291 2072
<b><u>POST 44/320</u></b>	:	<b><u>PROPERTY CARETAKER REF NO: ECHEALTH/PCT/DNH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421
<b><u>POST 44/321</u></b>	:	<b><u>PROPERTY CARETAKER REF NO: ECHEALTH/PCT/BDC/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Qaukeni Sub-District, Bodweni Clinic
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms N Hlobo Tel No: 039 253 1541
<b><u>POST 44/322</u></b>	:	<b><u>PROPERTY CARETAKER REF NO: ECHEALTH/PCT/NTSC/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Mnquma Sub-District, Ntseshe Clinic
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

<b><u>ENQUIRIES</u></b>	:	Ms N Tengwa Tel No: 047 491 0740
<b><u>POST 44/323</u></b>	:	<b><u>PROPERTY CARETAKER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Dimbaza CHC Ref No: ECHEALTH/PCT/DMZCHC/APL/01/11/2022 (X1 Post) Nobuhle Clinic NU 8 Ref No: ECHEALTH/PCT/NBHC/APL/01/11/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms Jaceni Tel No: 043 708 1700
<b><u>POST 44/324</u></b>	:	<b><u>PROPERTY CARETAKER REF NO:</u></b> <b><u>ECHEALTH/PCT/MQKC/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Elundini Sub-District, Mqokolweni Clinic
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms Du Plessis Tel No: 039 257 2400
<b><u>POST 44/325</u></b>	:	<b><u>PROPERTY CARETAKER REF NO:</u></b> <b><u>ECHEALTH/PCT/KHZC/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amahlathi Sub-District, Khuze Clinic
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<b><u>DUTIES</u></b>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms B Mngxe Tel No: 043 643 4775/6.

**POST 44/326** : **PROPERTY CARETAKER REF NO:**  
**ECHEALTH/PCT/NTMC/APL/01/11/2022**

**SALARY** : R107 196 - R126 270 per annum (Level 02)  
**CENTRE** : Ngcobo Sub-District, Ntsimba Clinic  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

**DUTIES** : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

**ENQUIRIES** : Ms N. Matala Tel No: 047 548 0022/34

**POST 44/327** : **PROPERTY CARETAKER REF NO:**  
**ECHEALTH/PCT/SDVC/APL/01/11/2022**

**SALARY** : R107 196 - R126 270 per annum (Level 02)  
**CENTRE** : Nelson Mandela Metro, Schauderville Clinic  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

**DUTIES** : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

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

**POST 44/328** : **PROPERTY CARETAKER REF NO:**  
**ECHEALTH/PCT/GDHC/APL/01/11/2022**

**SALARY** : R107 196 - R126 270 per annum (Level 02)  
**CENTRE** : Qaukeni District, Good Hope Clinic  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

**DUTIES** : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

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

**POST 44/329** : **HOUSEHOLD WORKER REF NO: ECHEALTH/HHW/STTH/APL/01/11/2022**

**SALARY** : R107 196 - R126 270 per annum (Level 02)  
**CENTRE** : Amathole District, Stutterheim Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 -3 with no experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.

<b><u>DUTIES</u></b>	:	Provide cleaning services: clean all the designated areas such as ward bed/side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms P Booi Tel No: 043 683 1313
<b><u>POST 44/330</u></b>	:	<b><u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/TWH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Amathole District, Tower Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<b><u>DUTIES</u></b>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<b><u>ENQUIRIES</u></b>	:	Mrs V Whitecross Tel No: 046 645 5008
<b><u>POST 44/331</u></b>	:	<b><u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/ELTH/APL/01/11/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, Elliot Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<b><u>DUTIES</u></b>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day.

		Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor. Ms NB Puza Tel No: 045 931 1321
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 44/332</u></b>	:	<b><u>FOOD SERVICE AID REF NO: ECHEALTH/FSA/ALSH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, All Saints Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<b><u>DUTIES</u></b>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor. Ms NP Gcaza Tel No: 047 548 4104
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 44/333</u></b>	:	<b><u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/BISH/APL/01/10/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro, Bhisho Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
<b><u>ENQUIRIES</u></b>	:	Mrs T. Awlyn Tel no Qegu Tel No: 040 635 2950/5
<b><u>POST 44/334</u></b>	:	<b><u>LAUNDRY WORKER REF NO: ECHEALTH/LAUW/ANH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Joe Gqabi District, Aliwal North Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
<b><u>DUTIES</u></b>	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow

the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

**ENQUIRIES** : Ms Fourie Tel No: 051 633 7700

**POST 44/335** : **TRADE LABOURER REF NO: ECHEALTH/TL/LVNG/APL/01/11/2022**

**SALARY** : R107 196 - R126 270 per annum (Level 02)  
**CENTRE** : Nelson Mandela Metro, Livingstone Tertiary Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

**DUTIES** : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

**ENQUIRIES** : Ms L Mabanga Tel No: 041 405 2348

**POST 44/336** : **TRADE LABOURER REF NO: ECHEALTH/TL/ALSH/APL/01/11/2022**

**SALARY** : R107 196 - R126 270 per annum (Level 02)  
**CENTRE** : Chris Hani District, All Saints Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

**DUTIES** : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

**ENQUIRIES** : Ms NP Gcaza Tel No: 047 548 4104

**POST 44/337** : **MESSANGER REF NO: ECHEALTH/MSN/UMLH/APL/01/010/2022**

**SALARY** : R107 196 - R126 270 per annum (Level 02)  
**CENTRE** : Joe Gqabi District, Umlamli Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Clear operational understanding of document management systems. Problem

		Solving Customer relationship management, Communication (written, verbal and responsive), Conflict resolution, Analytical, Decision-making, Negotiation, Quality management. Team worker, Proactive and resourceful. Flexible/change oriented, Responsive, Customer focused, Organising.
<b><u>DUTIES</u></b>	:	Report on operations. Daily collection and delivery of the post. Collect and deliver post. Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed.
<b><u>ENQUIRIES</u></b>	:	Ms Mpithimpithi Tel No: 051 611 0079/90
<b><u>POST 44/338</u></b>	:	<b><u>PORTER REF NO: ECHEALTH/POR/DRH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<b><u>DUTIES</u></b>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
<b><u>ENQUIRIES</u></b>	:	Ms B Bomela Tel No: 041 406 4421
<b><u>POST 44/339</u></b>	:	<b><u>PORTER REF NO: ECHEALTH/POR/LVH/APL/01/11/2022</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<b><u>DUTIES</u></b>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
<b><u>ENQUIRIES</u></b>	:	Ms L Mabanga Tel No: 041 405 2348
<b><u>POST 44/340</u></b>	:	<b><u>PORTER REF NO: ECHEALTH/POR/CLH/APL/01/11/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R107 196 - R126 270 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Chris Hani District, Cala Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<b><u>DUTIES</u></b>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to



wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

**ENQUIRIES** : Ms Z Sentile Tel No: 047 874 8000

**POST 44/341** : **PORTER REF NO: ECHEALTH/POR/ISMH/APL/01/11/2022**

**SALARY** : R107 196 - R126 270 per annum (Level 02)  
**CENTRE** : OR Tambo District, Isilimela Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

**DUTIES** : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

**ENQUIRIES** : Ms N Gwiji Tel No: 047 564 2805/2/3

**POST 44/342** : **PORTER REF NO: ECHEALTH/POR/NMAH/ARP/01/11/2022 (X4 POSTS)**

**SALARY** : R107 196 - R126 270 per annum (Level 02)  
**CENTRE** : OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

**DUTIES** : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469.

### **SOUTH AFRICAN POLICE SERVICE**

**APPLICATIONS** : Applications may be hand-delivered, as follows:  
 EC 1/2022 – Alice: 1 Bell Street, Alice 5700  
 EC 2/2022 TO EC 6/2022 – Aliwal North: 21 Grey Street (Old SPAR Building), room 103 / 108 Ground Floor, Aliwal North 9750  
 EC 8/2022 – Butterworth: 44 Bell Street, Butterworth 4960  
 EC 9/2022 – Cofimvaba: Main Street, Cofimvaba 5380  
 EC 10/2022 – Cradock: Corner of regent & Sikhulu St, Cradock 5880  
 EC 11/2022 TO EC 17/2022 – East London: Waverly Park, Room G06, 36 Phillip Frame Street, Chiselhurst, East London 5201  
 EC 18/2022 TO EC 21/2022 – Elliot: 17 Barry Road, Elliot 5460

EC 22/2022 – Graaff-Reinet: 4 Middle Street, Graaff-Reinet 6280  
 EC 23/2022 – Grahamstown: Grahamstown Police Station, 16 Beaufort Street, Market Square, Grahamstown 6141  
 EC 24/2022 AND EC 25/2022 – Humansdorp: 2 Rheeboek Street, Panorama, Humansdorp 6300  
 EC 26/2022 TO EC 29/2022 – King Williams Town: 28 Amatola Row, King William's Town 5600  
 EC 30/2022 TO EC 32/2022 – Mdantsane: 2<sup>ND</sup> Floor, 1 Mazaule Street, NU1, Mdantsane, 5219  
 EC 33/2022 TO EC 35/2022 – Mount Fletcher: Taylor Bequest Street, Mount Fletcher, 4770  
 EC 36/2022 TO EC 41/2022 – Mount Road: 1-9 Lennox Street, Mount Croix, Port Elizabeth, 6000  
 EC 42/2022 TO EC 45/2022 – Mthatha: PRD II Building, 10<sup>th</sup> Floor, Room 1053, Sutherland Street, Mthatha, 5099  
 EC 46/2022 AND EC 47/2022 – Port Alfred: 3 Pascoe Crescent, HRM – Room 28, Port Alfred, 6170  
 EC 48/2022 TO EC 51/2022 – Queenstown: Old SANDF Base, Building 57, Queenstown, 5320  
 EC 52/2022 – Uitenhage: Broad Way Building, Chase Street, Uitenhage, 6229  
 02 December 2022 at 15:00

**CLOSING DATE**  
**NOTE**

:  
 : Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**OTHER POSTS**

**POST 44/343**

: **SECURITY OFFICER**

**SALARY**  
**CENTRE**

: R128 166.per annum (Level 03)  
 : Aliwal North VSS Ref No: EC 5/2022 (X3 Posts)  
 Aliwal North Garage Ref No: EC 6/2022 (X3 Posts)  
 East London Garage Ref No: EC 15/2022 (X2 Posts)

East London VSS Ref No: EC 16/2022 (X3 Posts)  
 East London Prov FLASH Ref No: EC 17/2022 (X4 Posts)  
 Grahamstown VSS Ref No: EC 23/2022 (X2 Posts)  
 Qonce New Vehicle Warehouse Ref No: EC 27/2022 (X4 Posts)  
 Bhisho Garage Ref No: EC 28/2022 (X5 Posts)  
 Bulembu Airport Ref No: EC 29/2022 (X8 Posts)  
 Maluti Garage Ref No: EC 35/2022 (X6 Posts)  
 Port Elizabeth 10111 Ref No: EC 39/2022 (X3 Posts)  
 Humewood Vehicle Disposal Unit Ref No: EC 40/2022 (X4 Posts)  
 Port Elizabeth VSS Ref No: EC 41/2022  
 Mthatha GarageRef No: EC 44/2022 (X2 Posts)  
 Mthatha VSS Ref No: EC 45/2022 (X3 Posts)  
 Queenstown Garage Ref No: EC 50/2022 (X8 Posts)  
 Queenstown VSS Ref No: EC 51/2022 (X3 Posts)

## **REQUIREMENTS**

: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

## **DUTIES**

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contractors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

## **ENQUIRIES**

: Alice Tel No: 040 653 1007  
 Aliwal North Tel No: 051 633 1466  
 Butterworth Tel No: 047 401 1218 / 1157  
 Cofimvaba Tel No: 047 874 0009 (Ext. 119/114)  
 Cradock Tel No: 048 881 7079 / 7081  
 East London Tel No: 043 711 3743  
 Elliot Tel No: 045 931 6026 / 6028  
 Graaff-Reinet Tel No: 049 807 1128  
 Grahamstown Tel No: 046 603 9111  
 Humansdorp Tel No: 042 200 7107  
 King Williams Town Tel No: 043 604 0163 / 0170  
 Mdantsane Tel No: 043 708 7000  
 Mount Fletcher Tel No: 039 257 0020  
 Mount Road Tel No: 041 394 6482  
 Mthatha Tel No: 047 505 5141 / 5279  
 Port Alfred Tel No: 046 604 2023 / 2024  
 Queenstown Tel No: 045 808 1127 / 1036 / 1117  
 Uitenhage Tel No: 041 996 3015 / 3032

## **POST 44/344**

: **GENERAL WORKER**

## **SALARY**

: R107 196 per annum (Level 02)

**CENTRE**

: Alice FCS Ref No: EC 1/2022  
Aliwal North Detectives Ref No: EC 2/2022  
Aliwal North FCS Ref No: EC 3/2022  
Aliwal North K9 Ref No: EC 4/2022  
Butterworth SAPS Ref No: EC 8/2022  
Bholota SAPS Ref No: EC 9/2022  
Cookhouse SAPS Ref No: EC 10/2022  
East London SAPS Ref No: EC 11/2022  
Chalumna SAPS Ref No: EC 12/2022  
East London Garage Ref No: EC 13/2022  
East London POP's Ref No: EC 14/2022  
Rossouw SAPS Ref No: EC 18/2022  
Barkley East Garage Ref No: EC 19/2022  
Elliot K9 Ref No: EC 20/2022  
Indwe SAPS Ref No: EC 21/2022  
Klipplaat SAPS Ref No: EC 22/2022  
Storms River SAPS Ref No: EC 24/2022  
Patensie SAPS Ref No: EC 25/2022  
Kei Road SAPS Ref No: EC 26/2022  
Mdantsane SAPS Ref No: EC 30/2022  
Vulindlela SAPS Ref No: EC 31/2022  
MaCleantown SAPS Ref No: EC 32/2022  
Mount Fletcher SAPS Ref No: EC 33/2022  
Maluti STES Ref No: EC 34/2022  
Port Elizabeth 10111 Ref No: EC 36/2022  
Port Elizabeth VSS Ref No: EC 37/2022  
Humewood Garage Ref No: EC 38/2022  
Tsolo STES Ref No: EC 42/2022  
Mthatha Garage Ref No: EC 43/2022  
Hamburg SAPS Ref No: EC 46/2022  
Kenton On Sea SAPS Ref No: EC 47/2022  
Queenstown Garage Ref No: EC 48/2022  
Queensotwn 10111 Ref No: EC 49/2022  
Uitenahge Garage Ref No: EC 52/2022

**REQUIREMENTS**

: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

**DUTIES**

: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

**ENQUIRIES**

: Alice Tel No: 040 653 1007  
Aliwal North Tel No: 051 633 1466  
Butterworth Tel No: 047 401 1218 / 1157  
Cofimvaba Tel No: 047 874 0009 (Ext. 119/114)  
Cradock Tel No: 048 881 7079 / 7081  
East London Tel No: 043 711 3743  
Elliot Tel No: 045 931 6026 / 6028  
Graaff-Reinet Tel No: 049 807 1128  
Grahamstown Tel No: 046 603 9111  
Humansdorp Tel No: 042 200 7107  
King Williams Town Tel No: 043 604 0163 / 0170  
Mdantsane Tel No: 043 708 7000  
Mount Fletcher Tel No: 039 257 0020  
Mount Road Tel No: 041 394 6482  
Mthatha Tel No: 047 505 5141 / 5279

Port Alfred Tel No: 046 604 2023 / 2024  
Queenstown Tel No: 045 808 1127 / 1036 / 1117  
Uitenhage Tel No: 041 996 3015 / 3032

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL  
AFFAIRS**

*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.*

<b><u>APPLICATIONS</u></b>	:	Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Mesdames. M Parkies/ K Majafe
<b><u>CLOSING DATE</u></b>	:	09 December 2022 at 16:00
<b><u>NOTE</u></b>	:	Directions to applicants: Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> and must be accompanied by a recently updated comprehensive CV only (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. 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 course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and proof of the level of their qualifications after evaluation will be required when shortlisted. No e-mailed or faxed applications will be considered. 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. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. Note: Only shortlisted candidates will be required to submit certified copies of qualifications. Failure to do so will result in your application being disqualify.

**OTHER POSTS**

<b><u>POST 44/345</u></b>	:	<b><u>SCIENTIST PRODUCTION GRADE A: ORNITHOLOGIST REF NO: DESTEA 31/11/22</u></b>
<b><u>SALARY</u></b>	:	R646 854 per annum, (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF level 7 qualification in Natural Science or equivalent qualifications. Compulsory registration with the SACNASP as a professional Natural Scientist. 3 years post-qualification natural scientific experience. Programmed and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Policy development and analysis. Presentation skills and Mentoring. A valid driver's license.
<b><u>DUTIES</u></b>	:	Develop and implement methodologies, policies, systems and procedures in relation to the Ornithological Studies: identify and consolidate needs for methodologies, policies, systems and procedures, identify gaps and develop appropriate interventions to address gaps identified, monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework, create public awareness on the science system regarding birds, their behaviour, ecology, classification, conservation and their habitants provide scientific data, information and advice as a result of the studies conducted, review scientific publications for the departmental and provincial economy knowledge. To perform scientific analysis and regulatory functions: conduct analysis of scientific data, gather and interpret data, evaluate results and disseminate

information, apply appropriate scientific models to generate information and knowledge, formulate proposals and compile reports, develop and customize scientific models and techniques. Cooperate with other governmental, and non-governmental organizations in the formulation and implementation of provincial, inter-provincial and national bird conservation projects and policies. Research, monitor and manage birds in their natural environments in the Province: conduct research with specimens in a laboratory or in the field and submit proposals of their research ideas to institutions such as government agencies or universities for the Provincial economic knowledge, publish and present research findings to seek funding for a specific research depending on the needs of the Province, liaise with relevant bodies/councils on science-related matters and to keep abreast with developments in pertinent fields, monitor and manage the interactions between birds and man in the Province. Human capital development: mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice, supervise scientific work and processes and manage the performance and development of staff, provide professional support and advice, both internally and to the public, continuous professional development to keep up with new technologies and procedures, ensure effective administration of relevant functions.

<b><u>ENQUIRIES</u></b>	:	Ms. D. Hayter Tel No: 051 400 9511
<b><u>POST 44/346</u></b>	:	<b><u>SCIENTIST PRODUCTION GRADE A: FISHERIES REF NO: DESTEA 32/11/22</u></b>
<b><u>SALARY</u></b>	:	R646 854 per annum, (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF level 7 qualification in Natural Science or equivalent qualifications. Compulsory registration with the SACNASP as a professional Natural Scientist. 3 years post-qualification natural scientific experience. Programmed and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Policy development and analysis. Presentation skill and Mentoring. A valid driver's license.
<b><u>DUTIES</u></b>	:	Develop and implement methodologies, policies, systems and procedures in relation to all three dimensions of fisheries (Ecological/Biological, Social and Economic): identify and consolidate needs for methodologies, policies, systems and procedures, identify gaps and develop appropriate interventions to address gaps identified, monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework, provide scientific data, information and advice as a result of the studies conducted, review scientific publications for the departmental and provincial economy knowledge. To perform scientific analysis and regulatory functions: conduct analysis of scientific data, gather and interpret data, evaluate results and disseminate information, apply appropriate scientific models to generate information and knowledge, formulate proposals and compile reports, develop and customize scientific models and techniques, co-operate with other governmental, and non-governmental, organisations in the formulation and implementation of provincial, inter-provincial and national fish conservation projects and policies, conduct research projects, write and implement programs to monitor fish, and participate in educating the public on environmental issues, publish and present research findings to seek funding for a specific research depending on the needs of the Province liaise with relevant bodies/councils on science-related matters and to keep abreast with developments in pertinent fields, analyzes fish survey data and information, and makes recommendations for setting seasons and catch limits, conducts fish population and species surveys and prepares reports on findings. To perform scientific analysis and regulatory functions: conduct analysis of scientific data, gather and interpret data, evaluate results and disseminate information, apply appropriate scientific models to generate information and knowledge, formulate proposals and compile reports, develop and customize scientific models and techniques. Human capital development: mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound

		scientific principles and code of practice, supervise scientific work and processes. c) Manage the performance and development of staff.
<b><u>ENQUIRIES</u></b>	:	Mr. D. Hayter Tel No: 051 400 9511
<b><u>POST 44/347</u></b>	:	<b><u>SCIENTIST PRODUCTION GRADE A: BOTANIST REF NO: DESTEA 33/11/22</u></b>
<b><u>SALARY</u></b>	:	R646 854 per annum, (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF level 7 qualification in Natural Science or equivalent qualifications. Compulsory registration with the SACNASP as a professional Natural Scientist. 3 years post-qualification natural scientific experience. Programmed and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Policy development and analysis. Presentation skill and Mentoring. A valid driver's license.
<b><u>DUTIES</u></b>	:	Develop and implement methodologies, policies, systems, and procedures: conducting research in fields such as ecology, genetics, evolution, conservation biology, systematics, physiology, taxonomy and plant breeding, identify and consolidate needs for methodologies, policies, systems, and procedures, identify gaps and develop appropriate interventions, perform scientific functions that require interpretation in the absence of an established framework. To perform scientific analysis and regulatory functions: analyze scientific data on the Provincial botanical areas i.e. identifying new species of flora, fauna, etc. by studying their physical characteristics, geographic location, and the effect thereof, gather and interpret data, evaluate results and disseminate information, i.e. measuring plant growth to determine how different conditions affect growth rates, apply appropriate scientific models to generate information and knowledge, formulate proposals, and compile reports; develop and customize scientific models and techniques. Conduct continuous research and professional development on botanical studies for the Province to be abreast with the new technologies and procedures: collecting specimens of plants, algae, fungi, mosses, etc. for study and classification in herbariums or laboratories, conducting experiments or field studies to test hypotheses regarding plant growth and development, conducting laboratory tests on plants to determine their chemical composition or physiological responses to environmental stimuli, prepare reports and give presentations about research findings at professional conferences and other platforms where such is required, liaise with relevant bodies/councils on botanical science-related matters. Human capital development: Mentor, train, and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice, supervise scientific work and processes, manage the performance and development of staff.
<b><u>ENQUIRIES</u></b>	:	Mr. D. Hayter Tel No: 051 400 9511
<b><u>POST 44/348</u></b>	:	<b><u>SCIENTIST PRODUCTION GRADE A: MAMMALOGIST REF NO: DESTEA 34/11/22</u></b>
<b><u>SALARY</u></b>	:	R646 854 per annum, (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF level 7 qualification in Natural Science or equivalent qualifications. Compulsory registration with the SACNASP as a professional Natural Scientist. 3 years post-qualification natural scientific experience. Programmed and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Policy development and analysis. Presentation skill and Mentoring. A valid driver's license.
<b><u>DUTIES</u></b>	:	Develop and implement methodologies, policies, systems, and procedures: conduct field research by observing mammals in their natural environment, identify and consolidate needs for methodologies, policies, systems, and procedures, identify gaps and develop appropriate interventions taking into



consideration the different mammalogy divisions, which include; ecology management and control, etiology, anatomy, physiology, etc. monitor and evaluate program performance, and perform scientific functions that require interpretation in the absence of an established framework, provide scientific support and advice on issues related to the mammologist environment as and when required, create public awareness of the science system and review scientific publications with the latest research study results. To perform scientific analysis and regulatory functions: gather and interpret data, evaluate results and disseminate information, apply appropriate scientific models to generate information and knowledge, formulate proposals and compile reports, and develop and customize scientific models and techniques. Research and development: conduct field research by observing mammals in their natural environment, continuous professional development to keep up with new technologies and procedures, conduct basic and applied research, research/literature studies to improve expertise, publish and present research findings, and liaise with relevant bodies/councils on science-related matters, perform laboratory research by analyzing specimens to help manage certain mammal species and protect their wildlife habits. Human capital development: mentor, train, and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice, supervise scientific work and processes and manage the performance and development of staff.

<b><u>ENQUIRIES</u></b>	:	Mr. D. Hayter Tel No: 051 400 9511
<b><u>POST 44/349</u></b>	:	<b><u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: EDUCATION AND AWARENESS: FEZILE DABI REF NO: DESTEA 35/11/22</u></b>
<b><u>SALARY</u></b>	:	R285 135 per annum, (OSD) - Appropriate salary will be determined according to the regulatory framework based on OSD.
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF level 7 qualification in Environmental Management or Natural Science or equivalent qualifications. Computer literacy and a valid driver's license (Code B).
<b><u>DUTIES</u></b>	:	Promotion of Environmental Education for Sustainable Development (ESD) by amongst others Implementing environmental education programs to assist with the integration of Environmental Education in formal education structures (schools, SETA, ABET, higher education etc). Identify and implement environmental capacity building programs for the general public and relevant stakeholders (informal). Develop and implement community based natural resource management and environmental action projects for sustainable development. To initiate, implement and monitor Environmental school Programs & projects and where the programs or initiatives are on-going, provide the technical support. Promote and implement community environmental awareness and Education programs, liaise with both external and internal stakeholders and build sectoral/professional network in your area of responsibility. Perform all administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr. J. Kesi Tel No: (051) 400 4919
<b><u>POST 44/350</u></b>	:	<b><u>GRAPHIC DESIGNER REF NO: DESTEA 36/11/22</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An undergraduate NQF level 6 in Graphic Design/ Multimedia Design or equivalent qualifications. Computer Literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Implementing and assisting with design, layout and cover concepts for departmental reports such as Annual Reports, Strategic Plans and branch reports. Developing and implementing creative concepts and products for departmental campaigns, projects, events, and exhibition (design of exhibition stands, branding of promotional items, campaign concepts, event invitations and programmes. Developing and implementing multimedia content, including photographs digital publication for the website. Providing advice and ensuring the correct application of logo in line with the prescripts. Archiving all visuals and publications produced. Support the Web Developer through supplying multimedia contents for the website and intranet.
<b><u>ENQUIRIES</u></b>	:	Ms. F. Mfazwe Tel No: 051 400 9548

## DEPARTMENT OF HEALTH

### **CLOSING DATE** **NOTE**

: 02 December 2022

: Applications must be submitted on new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at **www.dpsa.gov.za-vacancies**. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered." Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. 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. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The recommended candidate(s) for OSD production posts MUST submit endorsed service certificates from the previous employer and endorsed Persal service records where applicable within 2 days of accepting the offer. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan

## OTHER POSTS

### **POST 44/351**

: **HEAD CLINICAL UNIT (OBS AND GYNAE) REF NO: H/H/28**

### **SALARY**

: R1 807 380 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

### **CENTRE** **REQUIREMENTS**

: Bongani Regional Hospital

: Matric/ MBCHB or equivalent Degree. Registration as a Medical Sub-Specialist in (OBS & GYNAE) with HPCSA. A minimum of 3 years' appropriate experience as Medical Specialist after registration with HPCSA in (OBS & GYNAE). Current registration for 2022/2023. Knowledge And Skills: Good communication, interpersonal skills, computer literacy financial, statistical skills and human resource management skills Knowledge of relevant Acts, Policies,

		Guidelines and Ethical practices. Analytic thinking, independent decision making and problem- solving skills.
<b><u>DUTIES</u></b>	:	Rendering Clinical Services. To be responsible for service delivery within the department. To fulfil the administrative, academic and research requirement of an appointment to the joint staff establishment. To supervise pre and post-graduate training and examination in the department including intermediate training programmes. Render outreach and support service to other levels of care.
<b><u>ENQUIRIES</u></b>	:	Dr RL Mkatsane Tel No: 057 916 8000
<b><u>APPLICATIONS</u></b>	:	To Assistant Director Bongani Regional Hospital Private Bag X29, Welkom, 9460 OR hand delivery @ HR Office, 3 <sup>rd</sup> Floor
<b><u>FOR ATTENTION</u></b>	:	Mr T Tsholo
<b><u>POST 44/352</u></b>	:	<b><u>CLINICAL MANAGER GRADE 1: REF NO: H/C/44</u></b>
<b><u>SALARY</u></b>	:	R1 227 255 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements, per annum.
<b><u>CENTRE</u></b>	:	Parys District Hospital: Parys
<b><u>REQUIREMENTS</u></b>	:	Matric/ MBCHB Degree. A minimum of 3 years' appropriate experience as Medical Practitioner after registration with HPCSA. Current registration for 2022/2023. Knowledge And Skills: Computer literacy. Good understanding of the National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes.
<b><u>DUTIES</u></b>	:	Participation in management and reporting of Chief Executive Officer (CEO), Co-ordinate and manage clinical and support services of related disciplines. Oversee disciplines including allied in development and implementation of clinical audits and to manage business audits. Ensure co-ordinate od all activities necessary for quality and effective patient care. Ensure adherence to relevant health and public service legislations including Batho Pele Principals and Patients' Rights Charter as well as Service Pledge. Manage all the resources, including Human Resource to ensure value for the money. Undertaking any appropriate duty as directed by the CEO. Ability to work with people.
<b><u>ENQUIRIES</u></b>	:	Mr MJ Molete Tel No: (0568162114/5)
<b><u>APPLICATIONS</u></b>	:	To The Chief Executive Officer, Parys District Hospital, Private Bag X5, PARYS 9585 or hand deliver.
<b><u>FOR ATTENTION</u></b>	:	NS Malinga
<b><u>POST 44/353</u></b>	:	<b><u>CLINICAL PROGRAM COORDINATOR: PNA5: QUALITY ASSURANCE REF NO: H/C/45</u></b>
<b><u>SALARY</u></b>	:	R464 466 per annum, plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE</u></b>	:	Diamant Hospital
<b><u>REQUIREMENTS</u></b>	:	Matric/ Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after Registration with the SANC as a professional nurse in General Nursing. Registration with SANC (2022/2023). Knowledge And Skills: Good communication and interpersonal relation. Ability to function under pressure and with multi – disciplinary team. Computer literacy.
<b><u>DUTIES</u></b>	:	Coordinate and promote implementation of Quality Assurance, continuous monitoring and evaluation NCS. Conduct annual assessment. Develop and monitor Quality Improvement Plan. Maintain standards and norms of Nursing practices to promote the health care status pf health care users. Ensure the implementation and manage and utilize resources in accordance with relevant directives and legislations. Plan and facilitates in-service training on complaints, patient's safety and risk management
<b><u>ENQUIRIES</u></b>	:	Mr MM Mdala Tel No: 051 724 9310
<b><u>APPLICATIONS</u></b>	:	To: The CEO Diamant Hopital –Private Bag X06, Jagersfontein, 9974 OR hand delivered at No 11 Weil Street Jagersfontein 9974
<b><u>FOR ATTENTION</u></b>	:	Ms SQ Leshabane

<b><u>POST 44/354</u></b>	:	<b><u>CLINICAL PROGRAM COORDINATOR: PNA5 OCCUPATIONAL HEALTH AND SAFETY REF NO: H/C/46</u></b>
<b><u>SALARY</u></b>	:	R464 466 per annum, plus 13 <sup>th</sup> Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Diamant Hospital
	:	Matric/ Diploma/Degree in Nursing or equivalent that allows registration with the South African Nursing Council as professional Nurse. A minimum of 7 years appropriate /recognizable experience in nursing after Registration with the SANC as a professional nurse in General Nursing. Registration with SANC (2022/2023). Knowledge And Skills: Good communication and interpersonal relation. Ability to function under pressure and with multi – disciplinary team. Computer literacy.
<b><u>DUTIES</u></b>	:	Ensure that holistic nursing care services is delivered to patients in a cost effective, efficient and equitable manner in a Unit. Ensure compliance to professional and ethical practice. Obtain quality data on health information from Section to inform managerial decision making at all levels in the District Health Services (DHS) Capture Health Information into Soft System in the facility/district to ensure availability of quality data for managerial decision making and planning. Provide quality data for managerial decision making and planning and compliance with Health Act 2003 Section 74. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients and employees. Maintain a filing system according to the Information Act and according to Financial years. Implement preventative measures to reduce or control the spread of infections under employees.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr MM Mdala Tel No: 051 724 9310
	:	To: The CEO Diamant Hospital, Private Bag X06, Jagersfontein, 9974 OR hand delivered at No 11 Weil Street Jagersfontein 9974
<b><u>FOR ATTENTION</u></b>	:	Ms SQ Leshabane
<b><u>POST 44/355</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHER: GRADE 1-3: REF NO: H/D/44</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R332 427 – R378 318 per annum Grade 2: R389 754 - R445 665 per annum Grade 3: R459 126 - R557 184 per annum Plus 13th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bongani Regional Hospital
	:	Matric/ Degree/ Diploma in Radiography. Registration with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Current registration 2022/2023. <b>Grade 1:</b> A minimum of 4 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer <b>Grade 2:</b> A minimum of 14 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer <b>Grade 3:</b> A minimum of 24 year's appropriate experience after registration with HPCSA as Diagnostic Radiographer. Knowledge and Skills: Ability to work under pressure. Communication skills. Interpersonal skills.
<b><u>DUTIES</u></b>	:	Patient care and clinical service rendering. Take part in research and training for development of the department, as well as CPD programmers. Participate in planning, organizing and implementations of departmental policies/ procedures. Safe radiation practice.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Landman MS: Tel No: 057 916 8000
	:	To: Assistant Director Bongani Regional, Hospital Private Bag X29, Welkom, 9460 OR hand delivery @ HR Office, 3 <sup>rd</sup> Floor
<b><u>FOR ATTENTION</u></b>	:	Mr T Tsholo
<b><u>POST 44/356</u></b>	:	<b><u>PHYSIOTHERAPIST GRADE 1-3: REF NO: H/P/59</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R332 427 – R378 318 per annum Grade 2: R389 754 - R445 665 per annum Grade 3: R459 126 - R557 184 per annum Plus 13th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<b><u>CENTRE</u></b>	:	Bongani Regional Hospital

**REQUIREMENTS**

: Matric/ Baccalaureus Degree. Registration with the Health Professions Council of South Africa (HPCSA) as a physiotherapist. Current registration with HPCSA (2022/2023). Experience **Grade 1:** None after registration with the HPCSA in the relevant profession as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: ICU knowledge and skills. Young and healthy enough to treat patient letter from Physician to declare employee fit to treat confirmed ill patients.

**DUTIES**

: Willing and skilled to treat all types of patients seen in the spectrum of the Physiotherapist Profession. E.g Acutely ill patients, Neurology, Orthopedics, Cerebral, Palsy etc. Refer specifically to any training (attach proof) and experience in the field of Cerebral Palsy. Render a physiotherapy at a tertiary hospital. Liaison with the multidisciplinary team, after hours' responsibilities, the profession. Supervision of Student/Assistant/Community Service Physiotherapist/ Support Staff. Personal and profession development – Tuition to Physiotherapy student's/Health worker- Profession specific training, in service training.

**ENQUIRIES**

: Mr Van Aardt PE Tel No: 057 916 8285

**APPLICATIONS**

: TO: Assistant Director Bongani Regional Hospital Private Bag X29, Welkom, 9460 OR hand delivery @ HR Office, 3<sup>rd</sup> Floor

**FOR ATTENTION**

: Mr T Tsholo

**SOUTH AFRICAN POLICE SERVICE****APPLICATIONS**

: Applications may be hand-delivered, as follows: South African Police Service Metpol Building 126 Charlotte Maxeke Street CBD Bloemfontein

**CLOSING DATE**

: 02 December 2022 at 16:00

**NOTE**

: Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the

Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/appointment will promote representivity will therefore receive preference.

## **OTHER POSTS**

### **POST 44/357**

### **SECURITY OFFICER**

### **SALARY CENTRE**

: R128 166 per annum (Level 03)  
 : SAPS Free State: Supply Chain Management Ref No: FS11/11/2022 (X3 Posts)  
 : SAPS Free State: Bainsvlei Ref No: FS12/11/2022 (X3 Posts)  
 : SAPS Free State: PC Auxiliary Services (Metpol) Ref No: FS13/11/2022 (X8 Posts)  
 : SAPS Free State: Boithuso HRD Ref No: FS14/11/2022 (X1 Post)  
 : SAPS Free State: Bethlehem VISS Ref No: FS15/11/2022 (X3 Posts)  
 : SAPS Free State: Ficksburg SAP 13 Camp Ref No: FS16/11/2022 (X3 Posts)  
 : SAPS Free State: Senekal SAP 13 Camp Ref No: FS17/11/2022 (X5 Posts)  
 : SAPS Free State: Ladybrand Garage Ref No: FS18/11/2022 (X3 Posts)  
 : SAPS Free State: Ladybrand VISS Ref No: FS19/11/2022 (X3 Posts)  
 : SAPS Free State: Parkweg POP Ref No: FS20/11/2022 (X4 Posts)  
 : SAPS Free State: Parkweg Garage Ref No: FS21/11/2022 (X4 Posts)  
 : SAPS Free State: BFN Flying Squad 10111 Ref No: FS22/11/2022 (X1 Posts)  
 : SAPS Free State: Harrismith Radio Technical Ref No: FS23/11/2022 (X1 Post)  
 : SAPS Free State: Phuthaditjhaba Ref No: FS24/11/2022 (X2 Posts)  
 : SAPS Free State: Phuthaditjhaba VISS Ref No: FS25/11/2022 (X3 Posts)  
 : SAPS Free State: Sasolburg POP Ref No: FS26/11/2022 (X2 Posts)  
 : SAPS Free State: Human Resource Development Ref No: FS27/11/2022 (X4 Posts)

#### **TAB Building:**

SAPS Free State: Bethlehem POP Ref No: FS28/11/2022 (X4 Posts)  
 SAPS Free State: Detective Services Ref No: FS29/11/2022 (X4 Posts)

#### **Fountain Building:**

SAPS Free State: Kroonstad K-9 Ref No: FS30/11/2022 (X4 Posts)  
 SAPS Free State: Seloshesha K-9 Ref No: FS31/11/2022 (X4 Posts)

### **REQUIREMENTS**

: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

### **DUTIES**

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contractors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission

control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

**ENQUIRIES** : Lieutenant Colonel Jackson Tel No: 051 507 6419  
 Capt Coetzee Tel No: 051 507 6807  
 Sgt IF Gailele Tel No: 051 507 6417  
 CPO L Loubser/AC Moeketse Tel No: 051 507 6417

**POST 44/358** : **GENERAL WORKER**

**SALARY** : R107 196 per annum (Level 02)  
**CENTRE** : SAPS Free State: Wanda Ref No: FS1/11/2022 (X1 Post)  
 SAPS Free State: Fauresmith Ref No: FS2/11/2022 (X1 Post)  
 SAPS Free State: Garietdam Ref No: FS3/11/2022 (X1 Post)  
 SAPS Free State: Cornelia Ref No: FS4/11/2022 (X1 Post)  
 SAPS Free State: Kroonstad K-9 Ref No: FS5/11/2022 (X1 Post)  
 SAPS Free State: Selosha K-9 Ref No: FS6/11/2022 (X1 Post)  
 SAPS Free State: Mafube Ref No: FS7/11/2022 (X1 Post)  
 SAPS Free State: Thabong Ref No: FS8/11/2022 (X1 Post)  
 SAPS Free State: Phuthaditjhaba FCS Ref No: FS9/11/2022 (X1 Post)  
 SAPS Free State: Bultfontein FCS Ref No: FS10/11/2022 (X1 Post)

**REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

**DUTIES** : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

**ENQUIRIES** : Lieutenant Colonel Jackson Tel No: 051 507 6419  
 Capt Coetzee Tel No: 051 507 6807  
 Sgt IF Gailele Tel No: 051 507 6417  
 CPO L Loubser/AC Moeketse Tel No: 051 507 6417

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM: Dr George Mukhari Academic Hospital.** Kindly note that the following one (01) post of Nuclear Medicine Radiology was advertised in Public Service Vacancy Circular 43 dated 11 November 2022, The Salary notch have been amended as follow: R413 688 – R473 007 per annum. The closing date will be to the 25 November 2022.

Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 42 of 2022 dated 04 November 2022, The Job Title have been amended as follows Medical Officers – Paediatrics (X2 Posts): Medical (**Kopanong Hospital**) with Ref No: 36/2022. The closing date has been extended to 25 November 2022.

**OTHER POSTS**

<b><u>POST 44/359</u></b>	:	<b><u>CLINICAL MANAGER (MEDICAL) REF NO: HRM: 15/22 (X1 POST)</u></b> Directorate: Clinical
<b><u>SALARY</u></b>	:	R1 227 255 - R1 362 063 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Sterkfontein Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows for registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (MBBCh). A minimum of 3 years appropriate experience as Medical Officer after Registration with the HPCSA as Medical Practitioner. A Qualification in Health Management will be an added Advantage. Computer literate and a Valid Driver's Licence.
<b><u>DUTIES</u></b>	:	Reporting directly to the Chief Executive Officer. Act as overall Manager of Clinical Units and Allied staff. Participate in developing and implementing Operational Plans (including cost containment strategies) on laboratory services and average length of stay including down referrals. Ensure the coordination of all activities necessary for quality and efficient 24 – hour patient care. Assist in Clinical Care Audits and Risk Management Strategies in order to improve Patient outcome. Ensure adherence to relevant Health and Public Legislation including Patient Charter and Batho Pele Principles. Ensure compliance to the Ideal Hospital Framework and Six Ministerial Key Responsibilities. Manage efficiencies and reduce waiting times for forensic waiting list of observation and state patients. Develop of Training Programme for a Psychiatric Speciality Hospital. Manage resources Physical, Human and Finances).
<b><u>ENQUIRIES</u></b>	:	Mr. M.J. Mapunya Tel No: (011) 951-8257
<b><u>APPLICATIONS</u></b>	:	Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<b><u>NOTE</u></b>	:	Application must be submitted on a fully completed new format Z83 (81/971431 <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> ), accompanied by a detailed CV with atleast two contactable references. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts. 02 December 2022 at Time: 12H00
<b><u>CLOSING DATE</u></b>	:	
<b><u>POST 44/360</u></b>	:	<b><u>MEDICAL SPECIALIST REF NO: REFS/015524</u></b> Directorate: Obstetrics and Gynaecology
<b><u>SALARY</u></b>	:	Grade 1: R1 156 308 per annum, (all-inclusive package)



<b><u>CENTRE REQUIREMENTS</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
	:	Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Obs and Gynae. Registration with the HPCSA as Medical Specialist in Obs and Gynae and current registration. No experience required after registration with the HPCSA as a Medical Specialist Obs and Gynae.
<b><u>DUTIES</u></b>	:	As a consultant, the candidate will be responsible for the clinical management of Obstetrics and Gynaecology. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspeciality. OPD or Specialty Ward Consultations within a relevant Sub-specialty. Possess the skill and knowledge required to manage a wide variety of Obstetrics and Gynaecology. Function in a multi-disciplinary team. Be in a possession of the appropriate qualification. Provide supervision for junior and Nursing staff. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior Doctors and associated clinical staff. Co-ordination of sub-specialist services at CMJAH and cluster hospitals for both inpatient and outpatient. Services. Supervision of the clinical technology service as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Participation in the academic studies of the Wits Obstetrics and Gynaecology. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior Registrars, Registrars, Medical Officers, Medical Interns and Medical Students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof L.Chauke Tel No: 011 488 3179
	:	Applications should be submitted strictly on a (PDF Format only) to the following email-address <a href="mailto:Medicalhr.Cmjah@gauteng.gov.za">Medicalhr.Cmjah@gauteng.gov.za</a> . Please use the reference as subject.
<b><u>NOTE</u></b>		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, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males and White Females are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	02 December 2022

<b><u>POST 44/361</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 (COLORECTAL FELLOW) REF NO: REFS/015518 (X1 POST)</u></b> (2 years contract) Directorate: Surgery
<b><u>SALARY</u></b>	:	R1 156 308 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Full registration with the HPCSA as a Specialist Surgeon (General Surgery). Desire to train in the Subspecialty of Surgical Gastroenterology (declaration of interest in Surgical GIT in Colorectal Surgery is crucial).
<b><u>DUTIES</u></b>	:	Supervising the management of and managing patients with benign and malignant colorectal diseases. Surgical skillset to manage general and colorectal surgical patients with the ability to supervise and perform open and laparoscopic surgery. Supervise and perform emergency operations. Rotate through the teaching hospital affiliated to the University of the Witwatersrand, Johannesburg and do surgical sessions at Bheki Mlangeni Hospital. It is required to be able to perform Endoscopy - Gastrosocopy and Colonoscopy +/- intervention. Engage in multidisciplinary management of comprehensive colorectal cancers and outpatient follow up clinics to facilitate adequate service delivery to patients with colorectal diseases. To perform Clinical, Teaching and Research responsibilities as required by an academic surgical unit. Clinical duties: Clinical history taking, examination and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Communicate effectively with colleagues. Ensure proper keeping of records. Perform any other duties relevant to the clinical management of patients as required by the hospital you are rotating through. Performance of diagnostics and therapeutic surgical procedures in the field of general surgery. Ability and willingness to perform after hours duties. The following would be an advantage: Ability to perform diagnostic and therapeutic upper and lower endoscopy. Ability in Minimal Access Surgery. Knowledge of legislation, policies and procedures pertaining to health care users in the public sector. At least one year's outside colorectal surgery experience as a general Surgeon. Duration: The post is tenable for a maximum of (2) two years. There will be a full performance appraisal after one year, and reappointment for the second year is dependent on a suitable appraisal. There will be no extension beyond a period of two years from initial appointment.
<b><u>ENQUIRIES</u></b>	:	Dr V Naidoo Tel No: 011 933 9267/8804
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<b><u>NOTE</u></b>	:	Applications may also be uploaded online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> . Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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. 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply.

**CLOSING DATE**

: 02 December 2022

**POST 44/362**

: **MEDICAL REGISTRAR REF NO: REFS/015519 (X3 POSTS)**  
Directorate: General Surgery

**SALARY**

: R858 528 per annum, (all-inclusive package)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent Medical Practitioner and must be post Community Service. Must have completed Primaries, ATLS and BSS in relevant department. Training opportunities are inter alia available in the following disciplines: Paediatric Surgery.

**DUTIES**

: The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., 120 Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS). Duration of training is up to (5) Five years and no extension of the contract will be allowed. To graduate as a General Surgeon a junior rotation of (2) two years must be completed and a further (3) three years as a senior registrar will be mandatory. The requirements to graduate as a General Surgeon and the award of the MMed degree will be determined by the Academic Department of Surgery.

**ENQUIRIES**

: Prof MD Smith Tel No: 011 933 9267/8804

**APPLICATIONS**

: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

: Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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. 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/363</u></b>	:	<b><u>CLINICAL PSYCHOLOGIST (X2 POSTS)</u></b> Directorate: Clinical Psychology
<b><u>SALARY</u></b>	:	Grade 1: R745 785 – R819 921 per annum, (all-inclusive package) Grade 2: R870 231 – R 965 835 per annum, (all-inclusive package) Grade 3: R1 009 944 – R1 189 656 per annum, (all-inclusive package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Dr George Mukhari Academic Hospital Appropriate qualification that allows registration with the health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with HPCSA as a Clinical Psychologist and proof of current registration. A PhD will be an added advantage. <b>Grade 1:</b> (No experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa), <b>Grade 2:</b> A minimum of 8 years' relevant experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), <b>Grade 3:</b> A minimum of 16 years relevant experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees.
<b><u>DUTIES</u></b>	:	Offering therapy and treatment for difficulties relating to mental health problems such as anxiety, depression, addiction, social and interpersonal problems, trauma, challenging behaviour and a variety of medical conditions. Assessing patient needs, abilities or behaviour using a variety of methods, including psychometric tests, interviews and direct observation of behaviour. Working as a part of the multidisciplinary team alongside doctors, nurses, social workers, psychiatrists, occupational therapists and others. Devising, implementing and monitoring appropriate treatment programs, including individual therapy, group therapy, family therapy and other forms of treatment. Conducting forensic assessments and provision of related reports. Developing and evaluating service provision for patients. Initiating and carrying out applied research, adding to the evidence base of practice in a variety of healthcare settings. Contribute to the departments planning, monitoring and evaluation of service delivery. An interest in clinical supervision and a willingness to learn this craft. Ability to speak local indigenous languages.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr Mia Kritzinger/Dr Mirriam Kganya Tel No: (012) 529 3558 can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a>
<b><u>NOTE</u></b>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must

be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Only shortlisted candidates will be required to submit the certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

<b><u>CLOSING DATE</u></b>	:	02 December 2022, closing time will be 12H00 on the closing date
<b><u>POST 44/364</u></b>	:	<b><u>OPERATIONAL MANAGER – ASSISTANT MANAGER (SPECIALTY) EF NO: REFS/015513</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	R642 942 per annum, plus benefits
<b><u>CENTRE</u></b>	:	JHB Health District Place of Work: Zola CHC
<b><u>REQUIREMENTS</u></b>	:	A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Candidate should be currently registered with SANC. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy is compulsory.
<b><u>DUTIES</u></b>	:	Demonstrate effective communication with patients, supervisors, other Health Professionals and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial and religious differences. Be able to manage own work, time and that of junior colleagues to ensure proper nursing service delivery. Promote patient advocacy and ensure that all clinics adhere to the Batho Pele principles and quality priorities. Be able to develop contacts, build & maintain a network of professional relations in order to enhance service delivery. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facilities. Facilitate provision of a comprehensive package of service at PHC level. Support all clinics to adhere to effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinics. Support clinics to adhere to the Office of the Health Standards Compliance requirements, Ideal clinic compliance and support PHC re-engineering program implementation at all clinics. Support management and control of Human, Financial and material resources. Monitor utilization of budget to ensure that the clinics function within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of managers and staff. Administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly reports, annual reports and any other required report using the expected submission standard. Manage implementation of Infection Prevention and Control guidelines. Oversee implementation of the COVID 19 vaccination program. General administration duties and management soft skills is mandatory.
<b><u>ENQUIRIES</u></b>	:	Mrs M Mazibuko Tel No: 011 984 4120

<b><u>APPLICATIONS</u></b>	:	must be submitted to this email: SubDistrictD.JobApplications@gauteng.gov.za, Applicants must indicate the post reference number as subject of the email. If you have not being consulted in three months after the closing date, please accept that your application was unsuccessful.
<b><u>NOTE</u></b>	:	Applications must be filled on a new Z83 form. Candidates need not do attach copies of supporting documents (ID & Qualifications). Only shortlisted candidates will be required to bring certified documents during or before interview date. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body (Only when shortlisted) Recommended candidates will be subjected to security screening, reference, vetting and medical process. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability. People with disabilities are welcome to apply.
<b><u>CLOSING DATE</u></b>	:	09 December 2022
<b><u>POST 44/365</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY (PNB3) REF NO: CHBAH 595 (X1 POST)</u></b> Directorate: Psychiatric FBU
<b><u>SALARY</u></b>	:	R588 378 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing council as a Professional Nurse. Post basic nursing qualification with duration of one (1) year, accredited with SANC in Psychiatric Nursing Science. A minimum of Nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate or recognisable experience in a Psychiatric unit after obtaining the 1 year post basic qualification in Psychiatric Nursing Science. Current registration with the South African Nursing Council. Qualification in Nursing administration /management will be an added advantage. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovate, problem solving, communication and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of Ideal hospital framework, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills.
<b><u>DUTIES</u></b>	:	Supervision over day-to-day operations of the unit. Manage effective utilization and supervision of human, financial and material resources Promote quality of nursing care as directed by the scope of practice. Maintain professional growth/ethical standards and self-development. Promote nursing ethos and professionalism. Involvement in the Hospital Quality Assurance and Quality Improvement programmes. Coordinate unit meetings and liaison with members of the multidisciplinary team. Maintain a positive practice environment and participate in education and training of student nurses
<b><u>ENQUIRIES</u></b>	:	Mr B Mulaudzi Tel No: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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. 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 of which one must be immediate supervisor, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/366</u></b>	:	<b><u>OPERATIONAL MANAGER (GENERAL) PNA5 REF NO: HRM 16/22 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R588 378 - R662 22 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Sterkfontein Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 Diploma/Degree in Nursing or equivalent qualification in nursing that allows registration with SANC as a Professional Nurse. Post basic qualification in Nursing Education will be an added advantage. Must have advanced Psychiatric Qualification. A minimum of 4 years' experience as a Professional Nurse after registration with SANC. Must have a post basic qualification in Psychiatric Nursing (Advanced Psychiatry) as a Professional Nurse. Experience in clinical teaching/ staff development or academic setting in mental health or psychiatric nursing will be an added advantage. Must be computer literate (Microsoft word, power point and excel as well as good presentation skills), effective communication skills, problem solving and program development. Must have a valid driver's license. Knowledge of the Mental Health Care Act, Child Justice Act, Criminal Procedure Act and Ideal hospital framework.
<b><u>DUTIES</u></b>	:	Deputize for Nursing Managers in their absence and take charge of the Hospital after hours, during Weekends Public Holidays. Demonstrate basic understanding of Human Resource Policies and practice through effective implementation of PMDS, Disciplinary Code, leave management and supply Chain Management Procedures. Ensure effective and efficient coordination in the wards. Implement Mental Health care Act procedures and regulated Norms and standards. Drive the implementation of National Nursing Strategy. Initiate change management and participate in the Hospital Committees. Ensure Training Coaching and Mentoring of Junior nurses.
<b><u>ENQUIRIES</u></b>	:	Ms. Sono Tel No: 011 951-8202
<b><u>APPLICATIONS</u></b>	:	Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<b><u>NOTE</u></b>	:	Application must be submitted on a fully completed new format Z83 (81/971431 <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> ), accompanied by a detailed CV with atleast two contactable references, The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidates will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications

verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by occupational health and safety act 5/1993. Sterkfontein hospital reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts. The Department of Health is committed to the pursuit of diversity, transparency, redress and will promote representation in terms of race, disability and gender.

**CLOSING DATE**

:

02 December time 12H00

**POST 44/367**

:

**CLINICAL TRAINING COORDINATOR GRADE 1 REF NO: EHD2022/11/01**

Directorate: HRD: Professional Development

Re-advertisement, applicants who applied previously are encouraged to re-apply

**SALARY**

:

R464 466.per annum, (plus benefits)

**CENTRE**

:

Ekurhuleni Health District (District)

**REQUIREMENTS**

:

Basic qualification accredited with SANC in terms of Government Notice No. R425qualification, i.e.4 Years Diploma/ Degree in Nursing. A minimum of 7 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse. A post basic qualification In Nursing Education will be an added advantage. A valid driver's license is essential. Computer literacy. Current registration with SANC. Evidence of short courses attended e.g., HIV, TB, STI, IMCI, Covid19 Vaccination, EMTCT, APC, EPI, C &FP, NIMART, ACC, BLS, and Mental Health etc. Good interpersonal relationship. Excellent communication (Written, Verbal and presentation skills). Ability to plan, organize and facilitate training courses. Knowledge of Curriculum design. Proficient in Microsoft office in particularly Excel, word, and power point. Ability to work independently and with all stakeholders.

**DUTIES**

:

Plan, organize, coordinate, and monitor Clinical Trainings. Ensure clinical practice by the clinicians is done in accordance with the guidelines. Develop and update training materials and manuals aligned to the National guidelines and relevant training needs. Conduct skills audit and training needs analysis for all staff categories. Coordinate and train clinical support programmes Courses e.g. PMTCT, ADL etc. Facilitation of training Courses across the District. Coordinate Professional Development training as per Central Office training schedule. Participate in the development of District Training Operational Plan Participate in the development of District Training Plan (GPG &COE) with support of DSP's and RTC. Coordinate Formal education (Full time and Part Time) with Tertiary Institutions (NEI's). Submit plans and quality training reports according to set dates. Attend stakeholder's meetings and updates related to training as well as meetings requested by Supervisor. Coordinate and monitor the implementation of continuous professional development (CPD) according to provincial CPD framework and SANC. Coordinate Clinical Students work integrated learning. Perform all other duties that are delegated by the supervisor/manager.

**ENQUIRIES**

:

Mr F Mudau Tel No: (011) 876 1733

**APPLICATIONS**

:

Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

**NOTE**

:

No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za). Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act



		5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/368</u></b>	:	<b><u>OPERATIONAL MANAGER (GENERAL) REF NO: TDH2022/11</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	:	Grade 1: R464 466 – R522 756 per annum, (plus benefits) Grade 2: R538 449 – R571 245 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12, Diploma/ Degree in General Nursing Science, registration with SANC as a Professional Nurse. Current SANC receipt as a General Nurse and Midwife. A minimum of Seven (7) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse. Qualification in Nursing administration will be an added advantage. Have a good leadership, communication, and conflict management skills. Manage own performance, be able to work as part of a Multidisciplinary team. Be able to supervise staff and patient care in the unit, be always available in case of any emergencies and shortage of staff.
<b><u>DUTIES</u></b>	:	Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary teams. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve teamwork. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards/Ideal Hospital tool.
<b><u>ENQUIRIES</u></b>	:	Mr. TF Budzwa Tel No: (012) 354-7600
<b><u>APPLICATIONS</u></b>	:	All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital, Cnr Dr Savage road and Steve Biko Road, Gezina. No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. if you have not been contacted within three months. After the closing date please accept that your application was unsuccessful. Only shortlisted candidates will be required to submit proof of criminal record verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/369</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR REF NO: CHBAH 596 (X3 POSTS)</u></b> Directorate: Quality Assurance (Paediatric, Clinical Support and Surgical Department)
<b><u>SALARY</u></b>	:	R464 466 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a professional nurse. Minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least two (2) years' experience of the above period must be recognizable experience as a Shift Leader or Supervisor in clinical setting. Understanding of quality assurance standards and quality improvement standards to improve and sustain patient clinical outcomes, and other relevant legal frameworks such as: PAIA, National Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, etc. Experience with application of quality assurance policies and practices in the healthcare setting is also required. Computer skills in basic

programmes. Competencies: Analytic skills to identify and manage risks associated with patient environment. Leadership, organisational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to hospital management. Report writing skills and presentation skills.

**DUTIES** : Support operational managers within the area of responsibility, in risk identification and implementation of mitigating factors towards compliance with Ideal Realisation Hospital Maintenance Framework and Regulated Norms and Standards, including six priority areas. Support operational managers in improving and upholding customer care principles especially staff attitude. Coordinate managements of complaints in line with National Complaints guidelines. Identification of trends in patient safety incidents (PSIs), make recommendations and monitor the implementation of quality improvement plans and mitigating strategies.

**ENQUIRIES** : Ms G M Matjila Tel No: (011) 933 -9695  
**APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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. 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply.

**CLOSING DATE** : 02 December 2022

**POST 44/370** : **CLINICAL PROGRAMME COORDINATOR REF NO: HRM 17/22**  
 Directorate: Nursing

**SALARY** : R464 466 - R522 756 per annum, (plus benefits)  
**CENTRE** : Sterkfontein Hospital  
**REQUIREMENTS** : Basic R425 qualification, i.e. Diploma/Degree in Nursing that allows registration with SANC as Professional Nurse. Must have a Post Basic Qualification in Nursing Education and Advanced Psychiatry. A minimum of 7 years appropriate experience as Professional Nurse after registration with SANC. Atleast 4 years of the period above must be in management of

	Psychiatric patients. A minimum of one-year experience in Nursing Education/Staff Development and Supervisory experience will be an added advantage. Must have a valid Driver's licence and Computer skills in Microsoft Word, Excel, PowerPoint and presentation skills. Candidate must possess effective communication skills, Ability to write and analyse Training and Development reports. Good people management, complex problem solving, innovative and project management skills. Ability to plan and organize own work. Be passionate about training and development of staff and student nurses.
<b><u>DUTIES</u></b>	: Facilitate, co-ordinate and assess nursing staff learning needs in both theory and practice to promote sustainable growth, development and professional knowledge. Align the training of nurses to the needs of the institution. Compile the annual training program, schedule lectures and in-service trainings/courses in line with Gauteng Department of Health Objectives. Implement and monitor adherence to Gauteng Continuous Professional Development model for professional growth. Develop and implement a strategy for conducting psychiatric nursing groups and other programs in Nursing. Assist in the implementation of mentoring and coaching programs for the nursing staff. Support all programs within the Sub District on Mental Health Promotions. Participate in committees as delegated. Submit quality training reports according to set standards. Co-ordinate training for the institution in line with the Skills Development Act and other related legislation. Assist Nursing Management with the implementation of the Professional Ethos & Ethics Program which is aligned to the National Nursing Strategy. Coordinate student's placements and activities in the hospital. Provide Clinical accompaniment which includes clinical teaching to enhance student's competencies. Exercise control over student's movements. Provide students with clinical guidance and support. Strengthen and implement training of Mental Health. Coordinate and run projects as required in the Nursing Department and attend stakeholder meetings as required.
<b><u>ENQUIRIES</u></b>	: Ms. Sono Tel No: 011 951-8202
<b><u>APPLICATIONS</u></b>	: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<b><u>NOTE</u></b>	: Application must be submitted on a fully completed new format Z83 (81/971431 <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> ), accompanied by a detailed CV with atleast two contactable references, The Department of Health is committed to the pursuit of diversity, transparency, redress and will promote representation in terms of race, disability and gender. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by occupational health and safety act 5/1993. Sterkfontein hospital reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
<b><u>CLOSING DATE</u></b>	: 02 December 2022 time 12H00
<b><u>POST 44/371</u></b>	: <b><u>PNB1 PROFESSIONAL NURSE SPECIALTY NURSING (CETU) REF NO: HRM: 18/22 (X1 POST)</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	: R400 644 – R464 466 per annum, (plus benefits)
<b><u>CENTRE</u></b>	: Sterkfontein Hospital
<b><u>REQUIREMENTS</u></b>	: Basic R425 Diploma/Degree in Nursing or equivalent qualification in nursing that allows registration with SANC as a Professional Nurse. Post basic qualification in Nursing Education will be an added advantage. Must have advanced Psychiatric Qualification. A minimum of 4 years' experience as a Professional Nurse after registration with SANC. Must have a post basic qualification in Psychiatric Nursing (Advanced Psychiatry) as a Professional Nurse. Experience in clinical teaching/ staff development or academic setting in mental health or psychiatric nursing will be an added advantage. Must be computer literate (Microsoft word, power point and excel as well as good

	presentation skills), effective communication skills, problem solving and program development. Must have a valid driver's license. Knowledge of the Mental Health Care Act, Child Justice Act, Criminal Procedure Act and Ideal hospital framework.
<b><u>DUTIES</u></b>	: Facilitate, co-ordinate and assess nursing personnel learning needs in both theory and practice to promote sustainable growth and skills development. Take leadership in evidence-based to practice. Development and facilitation of skills development program for all nursing categories. Active participation in hospital committee's e.g. Skills Development and Employment Equity. Collaboration with Nursing Educational Institutions and active participation in nursing education stakeholders' forums and multidisciplinary settings. Exercise control over students' allocation and movements. Co-ordination of student nurses' activities in the hospital. Champion the ethics, CPD and skills development program within the institution. Assist with strategies of reducing ethical cases in the clinical areas. Orientation and induction of newly employed personnel, ensuring of a sustainable coaching and mentoring program. Ability to facilitate and teach therapeutic nursing groups in the allocated wards. Implement and monitor compliance with Gauteng Continuous Professional Development Model. Active participation in the training of nurses on psychiatric rehabilitation groups and other skills needed for management of Mental Health Care Users.
<b><u>ENQUIRIES</u></b>	: Ms M. Sono Tel No: (011) 951-8202
<b><u>APPLICATIONS</u></b>	: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<b><u>NOTES</u></b>	: Applications must be submitted on fully completed new format Z83 (81/971431 www.dpsa.gov.za) fully completed CV, The department of Health is committed to the achievement and maintenance of diversity and equity. Employment especially of race, gender and disability, failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks - provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993.
<b><u>CLOSING DATE</u></b>	: 02 December 2022 Time: 12H00
<b><u>POST 44/372</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 – SPECIALTY NURSING (PN-B1) REF NO: CHBAH 597 (X6 POSTS)</u></b> (Child Nursing Science, Oncology, Critical care, Nephrology) Directorate: Paediatrics
<b><u>SALARY</u></b>	: R400 644 per annum, (plus benefits)
<b><u>CENTRE</u></b>	: Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse. Current registration with the South African Nursing Council. A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least one (1) year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Competencies/knowledge/skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<b><u>DUTIES</u></b>	: Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self- development. Act as shift leader in the unit (where necessary). Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of ideal Hospital and Realization Framework.
<b><u>ENQUIRIES</u></b>	: Mr NB Mulaudzi Tel No: (011) 933 0134/9779

<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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. 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/373</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY (THEATRE) REF NO: TDH2022/12 (X2 POSTS)</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	:	Grade 1: R400 644 – R464 466 per annum, (plus benefits) Grade 2: R492 756 – R606 042 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12, Basic R425 (i.e., Diploma/Degree in nursing) qualification or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic nursing qualification in Operating Theatre Nursing Science with a duration of at least 1 year, accredited with the SANC. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Displays acceptable Professional image and maintain ethical standards. Knowledge of Public servants' code of conduct Actively participate in compliance with the NCS, Ideal Health and Batho Pele Principles. <b>Grade 1:</b> less than 09 years relevant experience as a Specialty Nursing after registration with SANC. <b>Grade 2:</b> At least 10 years but less than 19 years relevant experience as a Professional Nurse after registration with SANC.
<b><u>DUTIES</u></b>	:	Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform all theatre nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of theatre nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and team members, including more

		complex report writing when required. Work as part of multidisciplinary team at unit level to ensure good theatre nursing care by nursing team. Work effectively and amicably at all theatre nursing care levels with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organise own work and that of support personnel to ensure proper theatre nursing care. Display a concern for patients, promoting advocating, facilitating proper treatment/procedures and care including awareness and willingness to respond to patients needs requirements and expectations (Batho Pele).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr TF Budzwa Tel No: (012) 354-7600
	:	All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. if you have not been contacted within three months. After the closing date please accept that your application was unsuccessful. Only shortlisted candidates will be required to submit proof of criminal record verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/374</u></b>	:	<b><u>PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL)</u></b> <b><u>REF NO: TDH2022/13</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	:	Grade 1: R400 644 – R464 466 per annum, (plus benefits) Grade 2: R492 756 – R606 042 per annum, (plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tshwane District Hospital
	:	Grade 12, Basic R425 (i.e., Diploma/Degree in nursing) qualification or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic nursing qualification in Advanced midwifery and neonatal nursing Science with a duration of at least 1 year, accredited with the SANC. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. <b>Grade 1:</b> less than 09 years relevant experience as a Specialty Nursing after registration with SANC. <b>Grade 2:</b> At least 10 years but less than 19 years relevant experience as a Professional Nurse after registration with SANC.
<b><u>DUTIES</u></b>	:	Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform all clinical nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of midwifery and neonatal nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team at unit level to ensure good midwifery and neonatal nursing care by nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting advocating facilitating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho Pele). Able to develop contracts, build and maintain a network of professional relations to enhance service delivery.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr TF Budzwa Tel No: (012) 354-7600
	:	All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview

following communication from HR. if you have not been contacted within three months. After the closing date please accept that your application was unsuccessful. Only shortlisted candidates will be required to submit proof of criminal record verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health.

<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/375</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE &amp; SUPPLY CHAIN MANAGEMENT REF NO: CCRC/SCM/01/2022</u></b> Directorate: Financial Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum, (plus benefits) Cullinan Care & Rehabilitation Centre: Province: Gauteng National Diploma/Degree in Finance Management or equivalent qualification as recognised by SAQA. Minimum of 5 years relevant experience in Supply Chain Management and Finance management of which 3 years must be supervisory experience within the Public Sector. Knowledge of Finance Management and Supply Chain. Knowledge and experience in PFMA, Treasury regulations and relevant Finance and Supply Chain policies and prescripts. In-depth knowledge of basic accounting transversal systems such as BAS, SAP, SRM, MEDSAS, etc. Computer literacy and in-depth knowledge of MS Word, Excel, and PowerPoint. Must have a valid driver's licence. Competencies: Needs to be able to manage finance and Supply chain processes, develop, review, and implement financial accounting systems procedures in with the relevant legislation, regulations, frameworks and departmental policies and procedures. Must have ability to plan, organise, implement, monitor, evaluate, analyse, and execute corrective measures. Able to meet commitments and produce results as pre required timeframes. Willingness to work irregular hours when required.
<b><u>DUTIES</u></b>	:	Manage the hospital's finances and Supply chain processes. Manage hospital budget, expenditure, and demand plan. Manage the reconciliation of transversal systems and control accounts. Assist with budget planning, render advice on cost containment in relation to expenditure trends and compile expenditure reports. Monitor the policy and legislative framework to ensure there is audit compliance and cognisance is taken of new developments. Develop and maintain standard operating procedures and processes. Optimise revenue collection and effective debt management. Ensure that payment of compensation of employees, goods and services, transfers, subsidies, and reporting are efficiently and effectively performed. Facilitate payment of service providers within the required timeframe. Provide financial administration and accounting services (ledgers/journals, accounting, and reporting (interim and annual financial statements). Provide advice and guidance to end users and relevant stakeholders on budget, revenue, and expenditure procedures. Implement effective Human Resources and general administrative management within finance for optimal management of subordinates. Ensure that there is a seamless system with efficient processes to reach objectives within the timeframes required. To facilitate the demand plan management and monitor the asset register. Knowledge of asset management, serve on relevant statutory committees as required. Ensure compliance with quality standards from the Office of Health Standards Compliance. Develop and implement relevant strategic and operational plans with monitoring and evaluation of finance and supply chain to achieve hospital objectives.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. Magadze TA Tel No: 0127347000 Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
<b><u>NOTE</u></b>	:	The applications must be submitted on signed new Z83 with a comprehensive CV only. Certified copies of ID and qualifications to be submitted only if shortlisted.
<b><u>CLOSING DATE</u></b>	:	09 December 2022 at 12 noon.
<b><u>POST 44/376</u></b>	:	<b><u>PHYSIOTHERAPIST GRADE 1 REF NO: REFS/015520 (X2 POSTS)</u></b> Directorate: Physiotherapy
<b><u>SALARY CENTRE</u></b>	:	R332 427 per annum, (plus benefits) Chris Hani Baragwanath Academic Hospital

<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an independent practice Physiotherapist. No experience required after completion of community service in Physiotherapy. Skills/Competence. Knowledge: Computer literacy (Ms Word, Ms Excel). Ability to work as a member of a multidisciplinary team. Knowledge of current health and public service legislation, regulations, and policies. Knowledge in the application of clinical Physiotherapy theory, practices, and ethics. Communication skills, report writing skills, planning & organizational skills, networking & liaison skills, basic Physiotherapy clinical skills, research skills, analytical skills, presentation skills. Effective interpersonal skills and leadership qualities.
<b><u>DUTIES</u></b>	:	Render effective patient centred Physiotherapy services for in- and outpatients in adherence to the scope of practice and health protocols. Carry out delegated duties. Implement and adhere to national, provincial, institutional, and departmental policies, procedures, regulations, guidelines, and SOP's. Work with colleagues and provide relieve as and when the need arises. Work closely with the interdisciplinary team members. Perform weekend and public holiday duties in accordance with departmental protocols. Participate in student training, supervision, and participate in performance management and development (PMDS). Monitor proper utilization of allocated financial and physical resources. Participate in the implementation and monitoring of quality assurance standards such as record keeping, data collection, assist with budget control, asset management, etc. Contribute and participate in professional development of self, colleagues, and members of the interdisciplinary team members. Participate in research projects of the department. Communicate effectively with all stakeholders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. E Haarhoff Tel No: 011 933 8927
	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<b><u>NOTE</u></b>	:	Applications may also be uploaded online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> . Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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. 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	02 December 2022



<b><u>POST 44/377</u></b>	:	<b><u>ADMINISTRATION OFFICER REF NO: TRH 10/2022</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Tshwane Rehabilitation Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12, National Diploma in Public Administration/ Public Management or equivalent qualification with 3-5 years' experience as an Administration Clerk in patient affairs or Grade 12 with 10 years experience working as an Administration Clerk in patient affairs in public hospital environment. Knowledge of PAAB/Medicom, Word, Excel and Power Point. Knowledge of policies. Ability to work effectively in a team. Ability to work under pressure. Good communication skills, interpersonal skills and conflict management skills.
<b><u>DUTIES</u></b>	:	Manage, control and direct the Administration services (Patient Affairs, Records, Registry, Porters, Messengers and Personal assistant) effectively and efficiently by means of agreed budgets, quality standard and performance in accordance with the policies. Responsible for overall management and administration of all administration sections. Plan, implement and monitor all departmental activities related to procurement. Manage Human resources functions: Duty rooster, Leave, Job description and PMDS contracts. Ensure compliance with ideal hospital tool and quality improvement. Monitor and ensure proper utilization of the finances and physical resources. Responsible for compiling, submitting weekly and monthly reports (BOR, Waiting time, DHIS, Downtime, Monthly revenue compliance checklist, Admission/discharge billing, Outpatient billing, M&E, AG and PAIA report. Manage performance and development of staff. Develop and review of SOP's. Perform any duties delegated by the manager.
<b><u>ENQUIRIES</u></b>	:	Ms SM Lekhuleni Tel. No: (012) 354 – 6025
<b><u>APPLICATIONS</u></b>	:	Applications must be hand delivered to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Gezina (Pretoria). No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications are not required to submit copies of qualifications and other relevant documents when applying but must submit fully complete Z83 form and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-, qualifications verification, criminal checks and credit/financial checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/378</u></b>	:	<b><u>MONITORING AND EVALUATION AUDITOR REF NO: REFS/015508 (X1 POST)</u></b> Directorate: ICT
<b><u>SALARY</u></b>	:	R218 064 – R256 860 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Dr George Mukhari Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Diploma in Auditing or any other 3 year relevant qualifications with any of the following subjects; Financial management, Accounting, Economics or Statistics and relevant experience. DHIS Certificate will be an added advantage. A valid driver's licence; Computer literate; Report writing skills. Ability to develop and implement monitoring & evaluation tool; Good interpersonal relations; honest and reliable.
<b><u>DUTIES</u></b>	:	Conduct regular M&E audit as planned in the DGMAH M&E Matrix and as merited by the urgency of the situation and mandated by the supervisor. Monitor projects, systems, development of Hospital Operational Plan. Coordinate Quarterly Performance reviews and compilation of the Portfolio of Evidence. Follow-ups on areas of non-performance and work with Directorates, Clinical Departments and other stakeholders to ensure that the set objectives and their targets are met as per prescribed plans. Write the report of the

		outcome of the audit taken. Work with different Departments to correct discrepancies emanating from audits conducted and information collected. Ensure regular receipts of correct and quality data for the compilation of M&E report. Analyse and validate data on DHIS. Maintain electronic and manual record of all information. Manage own work and identify own development needs. Escalate challenges to the supervisor. Perform duties and functions assigned or delegated by M&E Manager. Update all M&E information within the hospital.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. M Maredi Tel No: 012 529 3521/3000
	:	can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>NOTE</u></b>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Only shortlisted candidates will be required to submit the certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Correspondence will be limited to shortlisted candidates only.
<b><u>CLOSING DATE</u></b>	:	02 December 2022, closing time will be 12H00 on the closing date
<b><u>POST 44/379</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: CHBAH 598 (X1 POST)</u></b> Directorate: Facility Management Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 per annum (Level 05), (plus benefits)
	:	Chris Hani Baragwanath Academic Hospital
	:	Grade 12. Computer Literacy. (MS Office) Skills/Competence/Knowledge Numeracy and Typing Skills, Literacy- verbal and written communication Skills. Must have good knowledge of Public Finance Management Act, Occupational Health and Safety Act, Knowledge of government policies will be an added advantage. Good verbal and written communication skills. Ability to work under pressure. To have a good interpersonal skill.
<b><u>DUTIES</u></b>	:	Capturing of maintenance data. Logging defects and closing of fixed defects using E-maintenance. Administration of E-maintenance system. Provide in – depth administrative support within the unit. Arrange unit meetings and taking minutes. Liaise with the DID regarding major maintenance within the Hospital. Consolidate reports for the unit as and when requested. Assist with monitoring of all statutory Projects onsite, contractors Liaison with all stakeholders. Ensure that all FMU goods and services contracts (diesel, coal, oxygen, and other supplements) are valid and in place. Liaise with contractors to arrange deliveries of goods and services. Ensure that invoices for goods and services delivered are forwarded and processed. Ordering of material, stock and equipment for the unit. Managing the FMU stock control and storeroom. Draw up annual plan for Facility Management. Advise Managers on infrastructure management matters. Secure all grounds men equipment. Ordering of equipment for grounds men. Exercise control over the maintenance equipment and goods. Attend DID meetings and take meeting minutes. Keep records of office activities. Provide administrative support in the area of facilities management. Support Ideal Clinic assessments. Log all defects according to procedure. Follow up DID on logged defects. Support Occupational Health and safety at the workplace.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. K.M Mothei Tel No: 011 933 0158
	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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. 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/380</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: CHBAH 599 (X2 POSTS)</u></b> Directorate: Transport (Logistics)
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05), (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Computer Literacy (MS Office).Skills/Competence/Knowledge: Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Applicant must be self-motivated. Good customer skills. Applicant must be prepared to rotate, and work shifts which includes weekends and public holidays. Knowledge and application of the Ideal Hospital Framework. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Code 8 or 10 driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Perform administrative tasks in accordance with regulatory framework. Receiving and checking of transport request. Filling trip authorisation forms for completed trips on return. Allocation of vehicles to drivers. Recording of all trips in the register. Checking and recording kilometres travelled. Liaising with contracted ambulance services for transportation of ICU services. Ensure that vehicles are in good working condition before it is issued out for trips. Compiling of logbooks monthly. Attending to telephonic and verbal enquiries. Adhere to Ideal Hospital Framework and patients' rights and perform all duties allocated by the supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews, and final assessment.
<b><u>ENQUIRIES</u></b>	:	Ms. M Themba Tel No: (011) 933-8425
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at

www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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. 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, 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). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/381</u></b>	:	<b><u>CLIENT INFORMATIN CLERK REF NO: CHBAH 600 (X1 POST)</u></b> Directorate: Quality Assurance
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05), (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Computer Literacy (MS Office). Skills/Competence/Knowledge: Computer literate (Ms Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Applicant must be self-motivated. Good customer skills. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
<b><u>DUTIES</u></b>	:	To ensure that all complaints are correctly captured manually and electronically, with outcomes. To ensure that patient's ability to voice their perceptions/ opinion/ experience about the health establishment is practiced. To champion the safe keeping of all documents related to complaints and patient safety incidents, including patient's clinical records. To assist with the meetings relating to complaints and patient's safety incidents, including minute writing. Able to handle and solve minor complaints. Adhere to workplace policies and procedures and adhere to reporting timelines. Be up to date with the activities, services, and areas within the hospital to be able to direct customers. Be willing to undergo continuous training and development programs as required. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Annual contracting, quarterly reviews and final assessment).
<b><u>ENQUIRIES</u></b>	:	Ms G M Matjila Tel No: (011) 933 -9695
<b><u>APPLICATIONS</u></b>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and

signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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. 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply.

**CLOSING DATE**

: 02 December 2022

**POST 44/382**

: **FOOD SERVICE SUPERVISOR REF NO: TRH 11/2022**

**SALARY**

: R181 599 per annum (Level 05)

**CENTRE**

: Tshwane Rehabilitation Hospital

**REQUIREMENTS**

: Grade 12 with 5 years' experience Food Service Unit. Certificate in food services/ Hospitality/ Food and Beverage will be an advantage. Knowledge of therapeutic diets. Knowledge of food service equipment and operational procedures, hygiene and safety. Must have problem solving, organising, leadership, decision making, good communication and basic computer skills. Ability to work under pressure and effectively in a team. Must be able to work shift, weekends and public holidays.

**DUTIES**

: Responsible for supervision of food service personnel and their daily activities. Responsible for conducting daily production meeting, monitor update and maintain stock control cards. Responsible for monthly stock taking. Responsible for receiving stock and issuing according to FIFO system. Responsible for reporting of faulty equipment to the FMU Department. Responsible for internal orders according to hospital procurement. Responsible for leave forms for all subordinates. Contracting staff for Misacting as a manager in the absence of Food Service Manager. Assist with ideal hospital tool during audit. Responsible for applying disciplinary procedures and writing reports. Responsible for completing monthly statistics and perform administration functions linked with food service. Be willing to relieve co-workers when required.

**ENQUIRIES**

: Ms TR Mudau Tel No: (012) 354 – 6146

**APPLICATIONS**

: Applications must be hand delivered to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Gezina (Pretoria). No faxed applications will be considered.

**NOTE**

: Applications are not required to submit copies of qualifications and other relevant documents when applying but must submit fully complete Z83 form and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-, qualifications verification, criminal checks and credit/financial checks). Shortlisted candidates will be required to

submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

**CLOSING DATE**

: 02 December 2022

**POST 44/383**

: **MATERIAL RECORDING CLERK REF NO: ODI/09/11/2022/01**

**SALARY**

: R181 599 per annum, (plus benefits)

**CENTRE**

: Odi District Hospital

**REQUIREMENTS**

: Candidate must be in possession of Grade 12 certificate with 1-2 years' experience in SCM. Diploma / Degree in Public /Logistic/ Purchasing Management will be added an advantage. Understanding of Public Service Legislative Framework including Treasury Regulations, PFMA, PPPFA, BBEE, PAS Manual, Practice notes. Contract Management and Asset management. Knowledge of SAP R3 and SRM will be added as an advantage.

**DUTIES**

: Perform logistical related clerical services support task. Open and manage all aspects of the VA10, VA11 tally cards as per PAS Administration System. Compile VA7/VA2 or relevant document for distribution of goods and services to relevant End-Users in the institution. Expedites any outstanding deliveries. Attend to queries emanating from orders and deliveries. Capture invoice on SRM/SAP R3. Attend to WEB CYCLE invoice and queries relating to outstanding payments. Do follow-up on purchase orders, create and keep proper record of relevant documents / information as per treasury Regulations for audit purpose. Compile weekly and monthly (GRV and Theoretical reports). Participate in stock taking. Execute all work related instruction as required by the supervisor. N.B Rotation within the section.

**ENQUIRIES**

: Ms Dikeme M.M.D Tel No: 012 725 2437

**APPLICATIONS**

: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190

**NOTE**

: Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

**CLOSING DATE**

: 02 December 2022

**POST 44/384**

: **ADMINISTRATIVE CLERK REF NO: STDH/20220010 (X1 POST)**

Directorate: Therapeutic and Clinical Support Services

**SALARY**

: R181 599 per annum (Level 05), (plus benefits)

**CENTRE**

: Sizwe Tropical Disease Hospital

**REQUIREMENTS**

: Grade 12 or equivalent qualification. Qualification in Office administration/Public Management or Administration will be an added advantage. At least 1-2 years of experience in administration. Excellent telephone etiquette and interpersonal skills. Knowledge of minutes taken during meetings and document management skills. Basic knowledge of financial and cost management, report writing skills, stock control and management. Computer literacy (MS Word, PowerPoint, Excel, Internet & Email). Must be able to deal with the public and other stakeholders, internally and externally. High level of reliability, confidentiality and professionalism. Must be willing to rotate and able to work under pressure. Must be able to perform record management and electronic filing.

**DUTIES**

: Registration and release of documents from the office. Ensure effective and correct flow of information and documents to and from the responsible office. Perform all relevant administrative duties allocated by the manager. Provide administrative support in the Clinical and Therapeutic and Clinical Support Services department. Compile, type and distribute correspondence, reports, statistics and documents. Order stationery and other consumables for the office. Manage and control stock. Attend meetings and take minutes as

	approved by the manager. Receive and consolidate reports from various Clinical and Therapeutic Support Services departments. Screen and transfer telephone calls and handle enquiries from internal and external clients.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms MC Thomas Tel No: 011 531 4488
	: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
<b><u>NOTE</u></b>	: The application must include only fully 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 interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
<b><u>CLOSING DATE</u></b>	: 02 December 2022
<b><u>POST 44/385</u></b>	: <b><u>MATERIAL RECORDING CLERK REF NO: PWH/01/MRC/2022</u></b> Directorate: Pharmaceutical Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R181 599 – R213 912 per annum, (plus benefits)
	: Pretoria West District Hospital
	: Grade 12 certificate or equivalent qualification. Higher Certificate in stock control. Knowledge of BAS, basic knowledge and understanding of the legislative framework governing the Public Service. Supply Chain Management policies and procedures. Good communication, Interpersonal relation, presentation skills and Computer skills in MS Office package (MS Word, MS Excel and MS Power Point or SCM Systems. Health (Hospital and Pharmacy) environment background will be an added advantage. Knowledge of Rx-Solution stock monitoring system will be an added Advantage. A valid driver's license is required. Competencies: Good verbal and written communication, Good numeracy skills and strong relations. Ability to interact with all levels both internal (end-users) and external stakeholders. Must have the ability to work independently under intense pressure and be creative thinker. Have a good ethical conduct, analytical thinking and problem-solving skills. Added advantage: Three (3) to five (5) years' experience in Supply Chain is required.
<b><u>DUTIES</u></b>	: Assist in ordering and receipt of medicines/surgical supplies that includes capturing of Approved orders on Rx Solution and RDM. Report all discrepancies discovered during stock receipt to the procurement pharmacist. Reconcile orders journaled against the pharmacy budget with invoiced Received by pharmacy. Make follow up with the supplier on all reported discrepancies and compile a Feedback report. Prepare and participate in bi-yearly stock taking, Prepare stock take document. Partake in Stock take count, capture stock take finding on the inventory system Request quotations and Prepare documentations for Buy-out processes. Request quotation from suppliers. Ensure that all SCM Documents are valid and RLSO1 is properly completed. Ordering of stationary & dry dispensary from Supply Chain stores by appointed chief user clerk.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms. T Monamme Tel No: (012) 380 12/49/50
	: Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post.
<b><u>NOTE</u></b>	: People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and attach a Copy of CV. Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.
<b><u>CLOSING DATE</u></b>	: 02 December 2022 at 16:00

<b><u>POST 44/386</u></b>	:	<b><u>DRIVER/MESSENGER REF NO: TDH2022/14 (X2 POSTS)</u></b> Directorate: Admin and Logistics Department
<b><u>SALARY</u></b>	:	R151 884 per annum (Level 04), (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade12 with 1-2 years' experience. A valid driver's licence with PDP (willing to renew at own expense). Experience in the public service environment will be an added advantage. Knowledge of Batho Pele Principles. Ability to perform routine tasks. Knowledge of government fleet and transport policies will be an added advantage. Good command of English language ability to work under pressure. Sound interpersonal relations.
<b><u>DUTIES</u></b>	:	Transport the officials, correspondence and patients to and from various destinations. Follow procedures to operate vehicle as prescribed by legislation/policy. Inspect vehicle and report defects for timeous repairs to transport manager. Check level of fuel, oil, tyres and water. Perform messenger functions and routine office support functions as well as registry functions. Promote proper handling, safekeeping and control of vehicles. Ensure cleanliness and maintenance of the car. Excellent time management and ability to adhere to a schedule. Ability to work in a team. Expected to work on weekends/public holidays and shifts. Have initiative and problem-solving skills. Ability to handle confidential information.
<b><u>ENQUIRIES</u></b>	:	Ms Letwaba RG Tel No: (012) 354 7802
<b><u>APPLICATIONS</u></b>	:	All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital Cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. if you have not been contacted within three months. After the closing date please accept that your application was unsuccessful. Only shortlisted candidates will be required to submit proof of criminal record verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/387</u></b>	:	<b><u>DATA CAPTURER REF NO: CCRC/DC/01/2022</u></b> Directorate: Admin Logistics and Support-Patient Registrations
<b><u>SALARY</u></b>	:	R151 884 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Cullinan Care and Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Matric with 0-1 year working experience. Basic knowledge of administration processes. Good communication skills, Numeracy skills, Computer Literacy (knowledge and understanding of all MS programs) and ability to draw data. Computer certificate will be an added advantage. Self-propelled. Responsive person with positive attitude. Good in time management. Knowledge of the Batho-pele principles.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required. Submit reports to relevant directorate as requested. Answer to all incoming calls in the office.
<b><u>ENQUIRIES</u></b>	:	Ms. MN Mbinga Tel No: 012 734 7000 ext. 259
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
<b><u>NOTE</u></b>	:	The applications must be submitted on signed new Z83 with a comprehensive CV only. Certified copies of ID and qualifications to be submitted only if shortlisted. Shortlisted candidates will undergo simulation test.



<b><u>CLOSING DATE</u></b>	:	09 December 2022 @ 12 noon
<b><u>POST 44/388</u></b>	:	<b><u>CLEANING SUPERVISOR REF NO: CCRC/CS/01/09/2022</u></b> Directorate: Admin and Support
<b><u>SALARY</u></b>	:	R151 884 per annum, plus benefits
<b><u>CENTRE</u></b>	:	Cullinan Care & Rehabilitation Centre Province: Gauteng
<b><u>REQUIREMENTS</u></b>	:	Abet level 4 with minimum 8 years as a cleaner or Grade 12 with 2 years cleaning experience. Ability to read and write. (Skills needed): management abilities such as time management and personnel management, verbal communication skill, computer literacy, supervisory experience and negotiation abilities. Knowledge of cleaning chemicals.
<b><u>DUTIES</u></b>	:	supervise the work of subordinates and ensure that high standards of cleaning are attained. Design shifts, allocate duties and cleaning materials / equipment. Order, receive and store cleaning material safely. Management of human resource (PMDS, Leave and sectional reports) Report any broken equipment and send for repairs/ maintenance. Attend meetings, address the issue of the personal protective equipment, do weekly inspections, write reports about incidents in the cleaning section.
<b><u>ENQUIRIES</u></b>	:	Ms. MN Mbinga Tel No: (012) 734-7218
<b><u>APPLICATIONS</u></b>	:	should be hand delivered to Cullinan Care and Rehabilitation Centre: Human Resource Department; Zonderwater Road; Cullinan or posted to Cullinan Care and Rehabilitation Centre; Human Resource; Private Bag X 1005, Cullinan; 1000. Applications should be delivered by 12h00 pm (Noon) on the closing date including posted mails. No e-mailed applications will be accepted.
<b><u>NOTE</u></b>	:	Applicants are encouraged to record their names when applying on the register allocated if it is hand delivery. Applicants must fill in application on a New Version Z83 form, obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The completed and signed Z83 form should be accompanied by a recently updated CV. Applicants must indicate the post reference number on their applications. Note: certified copies of qualifications will be requested for only shortlisted candidate. Candidates recommended for appointment will be verified. Applications received after closing date and time will not be considered. Disabled, Whites and Coloured people 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.
<b><u>CLOSING DATE</u></b>	:	09 December 2022
<b><u>POST 44/389</u></b>	:	<b><u>DRIVER (HEAVY DUTY VEHICLES) REF NO: CHBAH 601 (X2 POSTS)</u></b> Directorate: Logistics (Transport)
<b><u>SALARY</u></b>	:	R128 166 per annum (Level 03), (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Abet Level 3/ NQF level 3/ Grade 07. Code 14/EC Drivers licence with valid PDP drivers permit. Three-Five (3-5) years' experience as heavy-duty vehicle. Skills/Competence/Knowledge Basic knowledge of the legislative framework and processes related to handling of vehicles in government. Ability to handle conflict. Must be prepared to engage in intensive labour practices. Ability to work under pressure. Ability to work independently an in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Good customer skills and competencies. Knowledge of Labour Relations processes. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends and public holidays. Knowledge of the Batho Pele Principals. Applicant should be prepared to undergo drivers testing and medical surveillance as an inherent job requirement.
<b><u>DUTIES</u></b>	:	Execute all authorized transportation trips of patients, staff, records, linen to relevant destinations. Check the level and condition of fuel, water, oil and tires every time before driving a vehicle. Complete the vehicle inspection form after checking vehicle for any problems (e.g. dents and scratches) and report dents and scratches on vehicles. Report and complete the accident report when involved in a motor vehicle accident immediately. Report minor and major defects on the vehicle to supervisor. Responsible for safekeeping of vehicle keys, while vehicles are in use. Responsible for spare wheel, jack and all other tools in vehicle. Ensure that the vehicle is clean and in a good condition before handing back the keys at the end of the shift. Report low fuel level to

	Despatcher at the end of your shift. Comply with the Occupational Health and Safety Act, prescripts and procedures at all times. Complete vehicle lock book as prescribed by legislations. Attend to enquiries in a professional manner and give guidance and advice. Promote the safekeeping of the vehicles from damages. Comply with the rotation roster. Adhere to all legal instructions given to you written or verbally by a senior staff member. Adhere to timelines. Attend meetings and training as approved by the supervisor. Comply with the Performance Management and Development System (PMDS). Transporting of patients to various hospitals and/or internal hospital trips.
<b><u>ENQUIRIES</u></b>	: Ms. M Themba Tel No: (011) 933-8425
<b><u>APPLICATIONS</u></b>	: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<b><u>NOTE</u></b>	: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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. 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply.
<b><u>CLOSING DATE</u></b>	: 02 December 2022
<b><u>POST 44/390</u></b>	: <b><u>CSSD OPERATOR (THEATRE) REF NO: TDH2022/15 (X2 POSTS)</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	: R128 166 per annum, (plus benefits)
<b><u>CENTRE</u></b>	: Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	: Grade 10 or equivalent. Should be able to read and write, good communication skills and telephone etiquette. Physically fit to cope with the physical demands of the post, able to work under pressure. Willing to work shifts, weekends, nights and Public holidays. Manage time effectively. Adhere to Batho Pele principles, six Ministerial priorities, and code of conduct.
<b><u>DUTIES</u></b>	: Receive unsterile packs from the wards, check that they are complete and in good working condition. Washing of the instruments. Packing, autoclaving, and issuing of sterile packs to the wards. Folding, packing, autoclaving various towels, gowns and small packs. Effective handling of cooled down items to be packed in sterile store area. Responsible for cleaning and damp dusting all areas in the department (CSSD and theatre) Effective utilisation of human, physical and material resources. Adhere to IPC and OHS safety measures. Report any challenges noted to the supervisor. Other duties as delegated by

		the supervisor. Scrubbing and polishing the floors, damp dusting trolleys, furniture, window seals, blinds, doors and scrubbing of walls.
<b><u>ENQUIRIES</u></b>	:	Mr TF Budzwa Tel No: (012) 354 7600
<b><u>APPLICATIONS</u></b>	:	All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital Cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. if you have not been contacted within three months. After the closing date please accept that your application was unsuccessful. Only shortlisted candidates will be required to submit proof of criminal record verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/391</u></b>	:	<b><u>HOUSEHOLD REF NO: TDH2022/16 (X1 POST)</u></b> Directorate: Admin and Logistics Department
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02), (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 10, with the hospital cleaning environment experience Good Verbal Communication and interpersonal skills. Be able to work in team.
<b><u>DUTIES</u></b>	:	Ensure maintenance of general cleanliness of the wards. Serve tea, food and water to patients. To ensure proper Handling of kitchen crockery and cutlery. Packing of clean linen in the linen store inside the ward. Pack dirty linen inside linen bags and seal for collection. Sealing of boxes for medical waste. Monitor linen stock levels and order when the need arises. Clean walls, windows, locker and patients' bed inside the wards. Disinfection of all surfaces according to programme and supervisor's instruction. Report defect to works department.
<b><u>ENQUIRIES</u></b>	:	Ms RG Letwaba Tel No: (012) 354 7802
<b><u>APPLICATIONS</u></b>	:	All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital Cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. if you have not been contacted within three months. After the closing date please accept that your application was unsuccessful. Only shortlisted candidates will be required to submit proof of criminal record verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/392</u></b>	:	<b><u>PROPERTY CARETAKER REF NO: CHBAH 603 (X30 POSTS)</u></b> Directorate: Logistics (Garden & Pest Control)
<b><u>SALARY</u></b>	:	R107 196 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	ABET Level 3 or Grade 7. Skills/Competence/Knowledge: Basic knowledge of the legislative framework and processes related to gardening and pest control. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work after hours, weekends and public holidays. Knowledge of the Batho Pele Principals. Must be able to work with garden machines. Knowledge/experience in gardening and pest control will be an advantage.
<b><u>DUTIES</u></b>	:	Picking up of litter (papers, cigarette stumps and other objects) daily. Maintain the gardens by watering the garden, prune and trim flowers and tree, mow the grass, cultivate the soil for trees and flowers. Remove weeds in flower beds and on pavement. Apply insecticides to weeds. Remove weeds, dry leaves

from storm water drains and gutters. Creation of garden landscaping to beautify the environment. Contain and dispose of garden waste (rubble) to area of collection (Pikitup bins at Gardening Department) daily. Keep and maintain garden material and equipment. Report broken garden equipment to the Team Leader. Clean garden machines and equipment after use. Spray or dust chemical solutions, powders or gases into rooms, onto clothing, furnishings or wood and over marshlands, ditches, catch-basins at all Wards and departments. Set traps and place poisonous paste or bait in sewers, burrows and ditches. Inspect premises to identify infestation source and extent of damage to property, wall and roof porosity and access to infested locations. Record work activities performed. Clean work site after completion of job by removing dead rodents. Remove all dead pets around the institution. Ensure to follow the fumigation roster. Comply with the rotation roster. Adhere to all legal instructions given to you written or verbally by a senior staff member. Adhere to timelines. Attend meetings and training as approved by the supervisor. Comply with the Performance Management and Development System (PMDS).

**ENQUIRIES**  
**APPLICATIONS**

: Mr B. Mokonyane Tel No: 011 933 8827  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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. 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply.

**CLOSING DATE**

: 02 December 2022

**POST 44/393**

: **MESSANGER REF NO: CHBAH 604 (X4 POSTS)**  
Directorate: Nursing

**SALARY**  
**CENTRE**

: R107 196 per annum, (plus benefits)  
: Chris Hani Baragwanath Academic Hospital:  
OPD and HAST (X1 Post)  
Internal Medicine and (X1 Post)  
Paediatrics (X2 Posts)

**REQUIREMENTS**

: AET/Abet Level 3 or equivalent (Grade 7). Skills/Competence/Knowledge:  
Ability to work under prcssure. Basics knowledge of legislative framework and

processes relating to messaging. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and communication skills. Ability to act with tact and discretion. Must be self –motivated. Must be prepared to rotate to other units as well as work shifts which include night duty, weekends, and public holidays. Knowledge and application of the Batho Pele principles. Ability to liaise with internal and external stakeholders. It is an inherent requirement of the job to ethical and always maintains confidentiality. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

#### **DUTIES**

: Distribution of internal and external memos, circulars and delivering of post. Assist in patient' records filling and distributing of records to the internal I and external stake holders, Distribute the VA2 forms to stores, collecting the files left by the patients from pharmacy to the department, and collect files to all discipline Arrange files for the clinic for those patients that are coming for the following day. Distribute the important documents to Human resources department. Adhere to all legal instruction given to you written and verbally by senior member/ Supervisor. Adhere to timelines. Attend meetings and training as approved by the supervisor. Comply with the Performance Management and development System (Contracting, quarterly reviews and final assessment).

#### **ENQUIRIES APPLICATIONS**

: Mr. Mulaudzi Tel No: (011)933 0134  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

#### **NOTE**

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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. 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply.

#### **CLOSING DATE**

: 02 December 2022

#### **POST 44/394**

: **FOOD SERVICE AID REF NO: CHBAH 604 (X10 POSTS)**  
Directorate: Logistics (Food Nutrition)

#### **SALARY CENTRE REQUIREMENTS**

: R107 196 per annum (Level 02), (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: (AET/ABET) LEVEL 3 or equivalent (Grade 7).Skills/Competence/Knowledge:  
Knowledge in food service unit practices and standards. Ability to lift and move

	heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Handle conflict management. Responsible for meal distribution to the wards. General knowledge of foodstuff, cosmetics, and disinfectants act.
<b><u>DUTIES</u></b>	: Perform all tasks emanating from the preparation and serving of food. Maintain hygiene and safety standards. Responsible for cleanliness of the unit, kitchen equipment, utensils and food trolleys. Assist in the receiving and safe storage of food and other products. Ensure the segregation of food items within the unit and prevent any cross contamination in the storage and preparation process.
<b><u>ENQUIRIES</u></b>	: Ms L Hlongwa Tel No: (011) 933 9423
<b><u>APPLICATIONS</u></b>	: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
<b><u>NOTE</u></b>	: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). 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. 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, 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. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply.
<b><u>CLOSING DATE</u></b>	: 02 December 2022
<b><u>POST 44/395</u></b>	: <b><u>PROPERTY CARETAKER REF NO: TDH2022/17 (X2 POSTS)</u></b> Directorate: Facility Management Unit
<b><u>SALARY</u></b>	: R107 196 per annum, (plus benefits)
<b><u>CENTRE</u></b>	: Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	: Grade 10/ Abet level 4, Good communication and interpersonal relations skills. Experience in landscaping, horticulture, waste management, maintenance, pest control. A qualification N4 Building, Plumbing. Electrical and fitting and turning will be an added advantage.
<b><u>DUTIES</u></b>	: Maintenance of gardens, landscaping and horticulture, waste management, maintenance tasks, pest control, using of gardening equipment. Will be expected to undertake minor maintenance work such as unblocking of drains, fixing broken doors and furniture, minor welding tasks. Removal of waste and redundant furniture, management of oxygen cylinders (removal and delivery). Must be able to work under pressure.

<b><u>ENQUIRIES</u></b>	:	Ms RV Mothokgo Tel No: (012) 354 7802
<b><u>APPLICATIONS</u></b>	:	All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital Cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. if you have not been contacted within three months. After the closing date please accept that your application was unsuccessful. Only shortlisted candidates will be required to submit proof of criminal record verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/396</u></b>	:	<b><u>MEDICAL OFFICER –OCCUPATIONAL HEALTH AND SAFETY (SESSION)</u></b> <b><u>REF NO: PWH/MO-S/O1/2022</u></b> Directorate: Medical Department
<b><u>SALARY</u></b>	:	Grade 1: R413 00 hourly rate Grade 2: R472 00 hourly rate Grade 3: R548 00 hourly rate
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualifications that allows registration with HPCSA as a Medical Practitioner. Current registration with HPCSA as an Occupational Health and Safety practitioner. Good Verbal and written communication skills. Ability to work in a team. Ability to work under Pressure.
<b><u>DUTIES</u></b>	:	Perform occupational medical related functions at PWDH. Conduct pre-employment, pre- Placement, exit and fit for duty medical examinations and medical surveillance programs.
<b><u>ENQUIRIES</u></b>	:	Dr. BL Mashaba: Tel No: (012) 380 1519 E-mail: lucy.mashaba@gauteng.gov.za
<b><u>APPLICATIONS</u></b>	:	Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and attach a copy of CV. Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.
<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 16:00
<b><u>POST 44/397</u></b>	:	<b><u>OCCUPATIONAL THERAPIST (SESSION) REF NO: PWH/OT-S/O1/2022</u></b> Directorate: Allied Department
<b><u>SALARY</u></b>	:	Less than 10 Years relevant experience R219 00 Less than 20 Years relevant experience R257 00 Less than 20 years and more relevant R303 00
<b><u>CENTRE</u></b>	:	Pretoria West District Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree in Occupational Therapy. Completion of community service year in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist with independent practitioner status, plus proof of current registration With HPCSA. Computer literacy (Ms Word, Ms Excel). Knowledge of the public Service legislations, policies, and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision- Making and problem-solving skills.
<b><u>DUTIES</u></b>	:	Assess and treat all adult patients with psychiatric disorders, within allocated clinical load. Assist with other clinical loads as needed. Work experience or further training in the adult Psychiatric field would be advantageous. Partake in allocated administrative duties. Adhere to Provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Communicate effectively with all stakeholders.

		Follow the correct channels of communication. Oversee allocated officials. Participate in CPD Activities. Supervise OT students. Exercise care with all consumables and equipment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. S Ramabulana Tel No: (012) 380 1252
	:	Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and attach a Copy of CV. Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.
<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 16:00
<b><u>POST 44/398</u></b>	:	<b><u>ENVIRONMENTAL HEALTH PRACTITIONER (SESSION) REF NO: PWH/EHP-S/O1/2022</u></b> Directorate: Allied Department
<b><u>SALARY</u></b>	:	Less than 10 Years relevant experience R219 00 Less than 20 Years relevant experience R257 00 Less than 20 years and more relevant R303 00
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria West District Hospital Qualification that allows registration with the HPCSA eg: three-year National Diploma/Degree (NQF 6) in Environmental Health. Completed community service as an Environmental Health Practitioner. Current registration with the Health Professions Council of South Africa (HPCSA). A valid driver's license Knowledge and understanding of the scope of profession for Environmental Health Practitioners.
<b><u>DUTIES</u></b>	:	Health surveillance of premises, Conduct Health and Hygiene inspections at the Hospital. Monitor and support the implementation of Environmental Health related policies, strategies, and guidelines Liaise with other stakeholders on Environmental Health related issues, support Implementation of the National EH norms and standards. Contribute towards the achievement Of Malaria Elimination, Monitor the Hazardous Substance Dealers for compliance to The Hazardous Substance Act. Conduct Environmental Health Impact Assessments (EIA's), Coordinate EH training programs in the district. Conduct awareness campaigns in accordance With the Environmental Health calendar. Assist with any other EH related activities delegated by the supervisor / manager.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. S Ramabulana Tel No: (012) 380 1252
	:	Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and attach a Copy of CV. Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.
<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 16:00

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

<b><u>APPLICATIONS</u></b>	:	must be forwarded to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107 or submitted electronically through <a href="https://professionaljobcentre.gpg.gov.za/">https://professionaljobcentre.gpg.gov.za/</a> .
<b><u>CLOSING DATE</u></b>	:	09 December 2022
<b><u>NOTES</u></b>	:	All shortlisted candidates will be subject to pre-employment screening (vetting). Preference will be given to women and Persons with disabilities. Applicants must utilize the new/ most recent Z83 application for employment form (compulsory) obtainable from <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> (effective from 01 January



2022), all fields in Part A to D of the Z83 form must be completed; and Part E to G noting that there is limited space provided 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 information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. 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. The Z83 is also compulsory for online applications. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.

#### **MANAGEMENT ECHELON**

<b><u>POST 44/399</u></b>	:	<b><u>CHIEF DIRECTOR: REGISTRATION AND OPERATING LICENSING REFS/015504 (X1 POST)</u></b> Branch: Transport Services
<b><u>SALARY</u></b>		R1 308 051 per annum (Level 14), (all-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg
	:	LLB degree or equivalent qualification in Transport Management/Economics (NQF level 7) as recognized by SAQA, plus training and courses in management practices relevant to the key roles. LLM degree will be an added advantage. A minimum of 5 years' senior management experience within the Public Transport environment is essential. Extensive experience in dealing with NLTA matters. Knowledge of and experience in: Government regulatory frameworks and policies governing public transport; Financial Management; Analytical thinking; Change Management; Project Management; Policy Development; Planning and Organising. Nyukela SMS Pre-entry certificate.
<b><u>DUTIES</u></b>	:	Manage the administration of the issuing of operating licenses and the conversion of radius-based permits. Manage the administration of public passenger road transport operators and monitor compliance. Oversee Public Transport law enforcement function. Provide strategic leadership to the component. Ensure financial resources are managed optimally. Plan, organise and control activities pertaining to the functions of the component. Adhere to and promote legislative, departmental prescripts and the Code of Conduct for the Public Service.
<b><u>ENQUIRIES</u></b>	:	Mr. M. Motubatse Tel No: (011) 355-7599
<b><u>POST 44/400</u></b>	:	<b><u>CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: REFS/015525 (X1 POST)</u></b> Branch: Corporate Services
<b><u>SALARY</u></b>		R1 308 051 per annum (Level 14), (all-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg
	:	Applicants must be in possession of a bachelor's degree/an undergraduate qualification at NQF Level 7 recognised by SAQA in Human Resources Management/Public Administration or related Human Resources field. A postgraduate qualification in these fields (NQF level 8) will be an added advantage. Extensive and vast experience in Human Resource Management/ Labour Relations/ Employee Health & Wellness and Organizational Development of which 5 years must have been at senior management level. Knowledge, Skills and Competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service delivery innovation (SDI), Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Sound knowledge of HR strategy setting and business processes/system. The incumbent must have sound administrative, contract management and computer skills. Nyukela SMS Pre-entry certificate. A valid driver's license.
<b><u>DUTIES</u></b>	:	Overall management of the Chief Directorate: Human Resource Management. Strategically lead the setting of sound and transparent Labour Relations in the

department. Strategically guide and implement performance management system in the department. Lead and implement all recruitment and appointment processes. Direct the development and updating of risk management registers for the Chief Directorate. Contribute to the management of risk and Ethics in the Department. Direct the career management development for the enhancement of professionalism. Provide advice and support on Organisational Development Programmes; The coordination and facilitation of Human Resource Policy and Planning Processes. Ensuring alignment of Departmental Organisational Structures with strategic plans and National Framework. Management and coordination of the development and implementation of Business Process Re-engineering. Coordinate and facilitate the implementation of Service Delivery and Change Management programmes. Provide guidance and support on the application of Human Resource Practices and Administration; management of conditions of service and remuneration. Manage and coordinate Employee Health and Wellness, Occupational Health and Safety programmes. Facilitate the implementation of health and productivity management programmes.

**ENQUIRIES** : Mr. Pule Sekawana Tel No: 0113557385

#### **OTHER POSTS**

**POST 44/401** : **DEPUTY DIRECTOR: LAND ACQUISITION AND SUPPORT SERVICES**  
**REF NO: REFS/ 015527 (X1 POST)**  
Branch: Roads Infrastructure

**SALARY** : R766 584 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A 3-year National Diploma Human Resource Management or Financial Management (NQF Level 6) with 5 years minimum Land Acquisition and Supervisory management experience. Knowledge and understanding of Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act and its regulations, HR Policies and procedures, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Gauteng Transport Infrastructure Act (GTIA) and Batho Pele Principles. Good communication (verbal and written) skills, analytical thinking, report writing and problem-solving skills.

**DUTIES** : Provide operational leadership to the sub – directorate. Manage Human Resources Administration, Planning and Control systems. Manage financial administration, planning and Controls systems. Effectively Manage Land Acquisition Services. Provide effective management of HR leaves, Performance Management and Development System (PMDS), and general Human Resources administration. Provide effective management of the budgeting process and budget control for goods and services and capital projects. Provide effective administration and management of assets and travel claims of the directorate. Provide effective management of the land acquisition process and efficient resolution of land acquisition enquiries (Request for Leasing of land, Confirmation of Compensation, Confirmation of whether property is affected by future road developments, Enquiry about compensation process and Enquiry on whether the road is proclaimed or not).

**ENQUIRIES** : Mr. E.B. Mashaba Tel No: 060 546 7449

**POST 44/402** : **DEPUTY DIRECTOR: FINANCIAL SUPPORT REF NO: REFS/015528 (X1 POST)**  
Branch: Finance

**SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : National Diploma in Commerce/Accounting, Financial Management or equivalent NQF level 6 qualification. 5 years' relevant experience in financial accounting field of which at least 3 years must have been at the level of Assistant Director or equivalent. Thorough knowledge of accounting principles and standards in the public sector is essential and extensive knowledge of Public Finance Management Act, Treasury Regulations, SAP and BAS. Finance related experience, computer literate, report writing, understanding of expectations of various stakeholders. Proven leadership skills, sound interpersonal skills, ability to work under pressure, willingness to work long

		hours as and when required, good communication skills both verbal and written, analytical skills. The incumbent must have Code B driver's license.
<b><u>DUTIES</u></b>	:	Ensure the section runs effectively at all times, sound management and control of the Financial Support sub-directorate, ensure suspense accounts are monitored and cleared on monthly basis, deal with month and year-end financial processes, perform monthly revenue reconciliations per line item, perform analytical reviews on both expenditure and revenue accounts, ensure adherence to petty cash policy and proper administration of petty cash across the Department, ensure interdepartmental receivables and payables are confirmed timeously. Compilation of accurate and complete monthly, quarterly, and annual financial statements (IFSs and AFSs), and ensure the financial reports are submitted on or before the stipulated deadlines in accordance with National Treasury guidelines and PFMA. Assist in the administration of the debt account of the Department and responding to internal and external audit queries.
<b><u>ENQUIRIES</u></b>	:	Mr. T. Mokete Tel No: (011) 355-7473
<b><u>POST 44/403</u></b>	:	<b><u>ENGINEER PRODUCTION GRADE A REF NO: REFS/015503 (X1 POST)</u></b> Branch: Roads Infrastructure
<b><u>SALARY</u></b>	:	R750 693 – R801 105 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Tshwane and Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Engineering degree (B Eng. /BSC Engineering). Registration with ECSA as an Engineer in training is compulsory upon appointment. Programme and project management. Knowledge of engineering, legal and operation compliance. Process knowledge and skills. Engineering operational communication. Engineering design and analyses knowledge. Engineering and professional judgement. Good communication (written and verbal) skills; computer literacy and be a team player. A valid driver's license.
<b><u>DUTIES</u></b>	:	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. Prepare inputs for the facilitation of resource utilisation. Adhere to regulations and procedures for SCM and HR administration and report on service delivery. Liaise with relevant bodies on engineering related matters. Follow approved programme of development for registration purposes. Overall management of roads maintenance projects. Preparation of tender documentation for roads maintenance projects. Contract management; quality assurance; Materials Quality Assurance and Costing; Risk management; monitoring and reporting. Completion of road infrastructure projects within time, control budgets and timeframe. Set engineering maintenance standards, specifications, and service level according to organisational objectives to ensure optimum operational availability. Manage approvals for all scope and / or cost variations. Manage approvals of invoices and payment. Prepare performance reports and provide credible information to update systems. Achieving value for money on all roads infrastructure projects.
<b><u>ENQUIRIES</u></b>	:	Mr. V. Phala Tel No: (012) 2380/2202/2444
<b><u>POST 44/404</u></b>	:	<b><u>SURVEYOR TECHNICIAN CONTROL GRADE A REF NO: REFS/015502 (X2 POSTS)</u></b> Branch: Roads Infrastructure
<b><u>SALARY</u></b>	:	R466 482 – R533 376 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Tshwane: Koedoespoort
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) in Surveying or Cartography. A compulsory registration with SAGC as a Geomatics Technician (Engineering Survey). Minimum 6 years post qualification survey experience. 2 years' appropriate/recognisable experience in roads/rail topographic and engineering related surveys after registration with SAGC. A Valid Driver's License. Must demonstrate supervisory and team leading skills, Survey CAD skills, verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Control and manage field survey party or number of parties of the Sub-Directorate Survey services. Give expert advice and guidance on technical survey matters. Maintain own registration to ensure ultimate professional service to the Department. Ensure quality control of surveys as per relevant specification. Manage performance and development of attached survey

**ENQUIRIES**

personnel regarding field work and all training. Responsible for the application of all legislation pertaining to surveys as well as a multitude of transversal and relevant legislation relating to operations within the public service.  
: Mr. J P Makhasela: Tel No: (012) 310 – 2216 or 083 413 3551

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

**MANAGEMENT ECHELON**

<b><u>POST 44/405</u></b>	:	<b><u>DIRECTOR: FORENSIC PATHOLOGY SERVICES AND FORENSIC MEDICINE REF NO: G107/2022</u></b> Cluster: Forensic Pathology Services This post was previously advertised, all applicants who applied before will have to re-apply.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 105 383 per annum (Level 13), an all inclusive SMS salary package Head Office: Pietermaritzburg An undergraduate qualification (NQF 7) in Health or Health related field; PLUS Current registration with a statutory Body; PLUS five (5) years' experience at a Middle Management level. Unendorsed valid Code B driver's license (code 8) Computer Literacy in Microsoft Software applications Recommendation: Project Management or Postgraduate Diploma in Health Services Management NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <a href="https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/">https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/</a> . Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Recommendations: Knowledge, Skills, Training and Competencies Required: The ideal candidate must: Possess in-depth knowledge of the administrative and operational aspects of health facilities management have the ability to function as part of a multi- disciplinary team and to communicate effectively. Possess an appreciation of the health facility management in order: to provide advice and guidance on forensic pathology and forensic medicine services to mobilise the service in the districts in conjunction with district health managers; to acquire funding to upgrade facilities, equipment and vehicles; o influence research initiatives to meet service delivery needs; to determine policy which meets the medico-legal requirements of the prosecuting authorities; to discuss and institute international best practices in the field of forensic pathology; and forensic medicine to discuss legislative framework to positively adjust policy direction. To liaise with key stakeholders at national, provincial and local level
<b><u>DUTIES</u></b>	:	Job Purpose: The incumbent of this post will report to the Chief Director Clinical Support Services and will be responsible to Manage and ensure the provisioning Forensic Pathology and Forensic Medicine Services in Kwa – Zulu Natal Department of Health. Ensure that enabling policy is developed in line with the national Health Legislative imperatives. Ensure that norms and standards are compiled in order to monitor and evaluate the performance of forensic pathology operations. Ascertain resource gaps and motivate for the development and acquisition of these to enable the rendering of an effective service. Ensure that processes are designed to protect the integrity of forensic evidence in support of legislative requirements. Provide Inspector of Anatomy Services in the Province. Render advice to senior management on matters of forensic medical nature. Ensure the effective and efficient utilization of resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs T.P Msimango Tel No: 033 940 2503 All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower
<b><u>FOR ATTENTION NOTE</u></b>	:	Miss N.S Buthelezi Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications

received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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 if shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**CLOSING DATE** : 02 December 2022

#### **OTHER POSTS**

**POST 44/406** : **HEAD - CLINICAL UNIT (GERIATICS) REF NO: HCUGERIATICS/2/2022**  
Department: Geriatrics Department

**SALARY** : R1 807 380 per annum, (all inclusive salary package excluding commuted overtime)

**CENTRE** : Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS** : Qualification in the appropriate health science (MBCHB or equivalent) Current registration with the Health Professions Council of South Africa as a Medical Specialist –Physician and certified as a Geriatrician. A minimum of 5 years' appropriate experience as a Medical Specialist Geriatrician after registration as a Medical Specialist with HPCSA. Recommendation: Possession or studying towards PhD will be an advantage. Knowledge, Skills, Training and Competence Required: Sound knowledge of and experience in management of Geriatric syndromes. Knowledge of national and international demography, current health and public service legislation, regulation and policy including medical ethics, epidemiology and statistics. Good communication skills and decision making. Clinical, procedural and training skills in Geriatric Medicine Experience in working in multidisciplinary teams. Ability to teach and supervise junior staff Research principles. Counselling and conflict resolution skills. Leadership, administration and management skills. Demonstrate the ability to work as part of a multidisciplinary team.

**DUTIES** : Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of undergraduate medical students, postgraduate medical students (internal medicine and sub-Speciality registrars in Geriatric Medicine) and allied Health Personnel in Geriatric Medicine and participation in formal teaching as required by the department. Promote community-orientated services and participate in outreach programmes. Conduct specialized outpatient clinics and provide expert opinion where required. After hours consultant cover for Geriatric Medicine at Inkosi Albert Luthuli Hospital. Assist with the setting of protocols for the management of Geriatric Giants and other age-related conditions. Assist with the development of clinical audit programmes in the hospitals in the above districts. Develop measures to ensure quality assurance for the Geriatric Medicine

**ENQUIRIES** : Dr LP Mtshali Tel No: 031 2401124

**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.

<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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. 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
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/407</u></b>	:	<b><u>HEAD CLINICAL UNIT (MEDICAL) GR 1 – RHEUMATOLOGY) REF NO: GS 78/22</u></b> Component: Department of Internal Medicine
<b><u>SALARY</u></b>	:	R1 807 380 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 based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
<b><u>CENTRE</u></b>	:	PMB Metropolitan Hospitals Complex- Greys Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician) Certificate in Rheumatology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Rheumatologist Five years (5) post registration experience as a registered Specialist Physician (only shortlisted candidates will be required to submit proof of all documents). Recommendation: Experience in managing Rheumatology service Knowledge, Skills and Experience: Sound clinical Rheumatology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.
<b><u>DUTIES</u></b>	:	Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Rheumatology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Rheumatology services in Area 2 Clinical responsibility in the discipline of Rheumatology and General Specialist Internal Medicine with after-hours participation (based on departmental operational need) Performance of clinical procedures involved in a Tertiary Rheumatology service and other procedures as may be developed. Liaison with the Department of Rheumatology, Inkosi Albert Luthuli Hospital. Management Responsibilities: Development and support of Specialist Rheumatology Services in the Tertiary Drainage area of Greys Hospital. Oversight and co-operation with Intensive Care staff in the management of patients requiring Rheumatological expertise in the Intensive Care Units of Grey's Hospital. Oversight and management of infrastructure, equipment and consumables in the Rheumatology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Rheumatology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Rheumatology and Medicine Training

		and Research Responsibilities Support of Staff Training including subspecialty Rheumatology training in the PMB Metropolitan area under the auspices of the Department of Rheumatology audiology at the University of Kwazulu Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Rheumatology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Rheumatology and Medicine.
<b><u>ENQUIRIES</u></b>	:	Dr K. Rasmussen Tel No: 033-897 3289
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal
<b><u>NOTE</u></b>	:	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, Coloured Male
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/408</u></b>	:	<b><u>HEAD CLINICAL UNIT (MEDICAL) GR 1 – CARDIOLOGY REF NO: GS 77/22</u></b> Component: Department of Internal Medicine
<b><u>SALARY</u></b>	:	R1 807 380 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 based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
<b><u>CENTRE</u></b>	:	Pmb Metropolitan Hospitals Complex- Greys Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician) Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Cardiologist Five years (5) post registration experience as a Specialist Physician (Only shortlisted candidates will be required to submit proof of all documents) Recommendation: Experience in managing a Cardiology unit Knowledge, Skills and Experience: Competent in interventional cardiology Sound clinical Cardiology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience
<b><u>DUTIES</u></b>	:	Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Cardiology services in Area 2 Clinical responsibility in the discipline of Cardiology and General Specialist Internal Medicine with after-hours participation (based on departmental operational need) Performance of clinical procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counterpulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities: Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Cardiology Unit and Coronary Care Unit. Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Cardiology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Cardiology training in the PMB Metropolitan area under the auspices of the Department of Cardiology at the University of Kwazulu Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine Participation in and support of clinical



		research and quality control activities in the PMB Departments of Cardiology and Medicine
<b><u>ENQUIRIES</u></b>	:	Dr K. Rasmussen Tel No: 033-897 3289
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal
<b><u>NOTE</u></b>	:	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, Coloured Male
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/409</u></b>	:	<b><u>CLINICAL MANAGER GRADE 1 REF NO: RIET 05/2022 (X2 POSTS)</u></b> Component: Medical (HAST, O& G and Paediatrics)
<b><u>SALARY</u></b>	:	Grade 1: R1 227 255 per annum (TCE package). Benefits: 22% rural allowance and commuted overtime subject to approval.
<b><u>CENTRE</u></b>	:	Rietvlei Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 1: Grade 12 (senior certificate)/ Standard 10. MB ChB or equivalent Degree Registration with the HPCSA as a Medical Practitioner .Current registration with HPCSA as a Medical Practitioner. A minimum of 3 years appropriate/ recognizable experience after registration with HPCSA as a Medical Practitioner. PLUS certificate of service endorsed by Human Resource Knowledge, Skills, Training and Competencies Required Good knowledge of applicable legislation, regulations, national and provincial policies. HPCSA regulations. Internal and external policies. Provincial drainage area mapping. National norms and standards for relevant clinical results. Patient rights responsibility Charter. Local regulations and rules regarding administrative duties. Institution's budget and PFMA. Regulatory framework of the institution. Labour Relations Act. Code of Conduct. National norms for relevant clinical results. Good interpersonal and communication skills. Interpersonal relations. Strong leadership, organizational, operational and contingency planning skills. Medical/clinical skills. Conflict management. Reporting. Administrative. Analytical and creative thinking. Independent decision-making and problem solving skills. Planning, organization and problem solving. Verbal and written communication.
<b><u>DUTIES</u></b>	:	Ensure effective comprehensive clinical services with respect to patient care at inpatients, outpatients and outreach levels. Ensure an effective administered clinical department. Effective education, training and research.Ensure the development and implementation of quality assurance programs in line with Provincial, National and International standards.
<b><u>ENQUIRIES</u></b>	:	Dr N.T Dabata-Hlaneki at 067 3555314
<b><u>APPLICATIONS</u></b>	:	All applications must be directed to: Attention: Miss Ntuzela, Rietvlei Hospital, and Private Bag x 501, Stafford's Post ,Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.
<b><u>NOTE</u></b>	:	The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> , 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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 04/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The

	appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.
<b><u>CLOSING DATE</u></b>	: 02 December 2022
<b><u>POST 44/410</u></b>	: <b><u>MEDICAL SPECIALIST: (GRADE 1, 2, 3) REF NO: GS 76/22 (X1 POST)</u></b> (Upper Limb Unit- Orthopaedics) Component: Maxillo Facial and Oral Surgery
<b><u>SALARY</u></b>	: Grade 1: R1 156 308 per annum Grade 2: R1 322 100 per annum Grade 3: R1 534 356 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.
<b><u>CENTRE REQUIREMENTS</u></b>	: Grey's Hospital, PMB Metropolitan Hospital's Complex : Senior Certificate (Grade 12) or equivalent MBChB or equivalent FC Ortho (SA) and MMed in Orthopaedics or Equivalent qualification Registration with Health Professions Council of South Africa as a Specialist in Orthopaedics (Only shortlisted candidates will be required to submit Proof of all documents) <b>Grade 1:</b> Experience: Not Applicable: - Registration with HPCSA as a Medical Specialist <b>Grade 2:</b> Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. <b>Grade 3:</b> Experience: A minimum of 10 years' experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. Knowledge, Skills and Experience: Comprehensive knowledge base of a specialist Orthopaedic surgeon in a regional or tertiary hospital setting. Surgical and practical skills required from a specialist in Orthopaedic surgery in a regional or tertiary hospital setting. Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.
<b><u>DUTIES</u></b>	: Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic patients. Continuously monitor service delivery, both at Grey's hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists Participate in cost containment activities / practices Participate in provision of emergency after-hour services Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey's Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity / Mortality) Academic / Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital Participate in both academic and clinical administrative activities as delegated by the Head of Department Participate in Student/Registrar Assessments Relevant Research as dictated by clinical need Outreach: Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services (at least one visit a week) To ensure skills transfer through teaching activities involving the relevant staff at District/Regional Outlying Hospitals Co-ordination of Outreach Services in Area 2 with 6 monthly reports on Outreach produced.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr A W R Mungherera Tel No: 033 – 8973299 : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION NOTE</u></b>	: Mrs M Chandulal : 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

<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/411</u></b>	:	<b><u>MEDICAL SPECIALIST: (GRADE 1, 2, 3) REF NO: GS 75/22 (X1 POST)</u></b> (Arthroplasty & Sports Medicine – Orthopaedics) Component: Orthopaedics
<b><u>SALARY</u></b>	:	Grade 1: R1 156 308 per annum Grade 2: R1 322 100 per annum Grade 3: R1 534 356 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. <b>Grade 1:</b> Experience: Not Applicable: Registration with HPCSA as a Medical Specialist <b>Grade 2:</b> Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. <b>Grade 3:</b> Experience: A minimum of 10 years' experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Grey's Hospital, PMB Metropolitan Hospital's Complex Senior Certificate (Grade 12) or equivalent MBChB or equivalent FC Ortho (SA) and MMed in Orthopaedics or Equivalent qualification Registration with Health Professions Council of South Africa as a Specialist in Orthopaedics (Only shortlisted candidates will be required to submit Proof of all documents) Knowledge, Skills and Experience: Comprehensive knowledge base of a specialist Orthopaedic surgeon in a regional or tertiary hospital setting. Surgical and practical skills required from a specialist in Orthopaedic surgery in a regional or tertiary hospital setting. Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.
<b><u>DUTIES</u></b>	:	Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic patients. Continuously monitor service delivery, both at Grey's hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists Participate in cost containment activities / practices Participate in provision of emergency after-hour services Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey's Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity / Mortality) Academic / Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital Participate in both academic and clinical administrative activities as delegated by the Head of Department Participate in Student/Registrar Assessments Relevant Research as dictated by clinical need Outreach: Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services (at least one visit a week) To ensure skills transfer through teaching activities involving the relevant staff at District/Regional Outlying Hospitals Co-ordination of Outreach Services in Area 2 with 6 monthly reports on Outreach produced.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr A W R Mungherera Tel No: 033 – 8973299
<b><u>FOR ATTENTION NOTE</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200 Mrs M Chandulal 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
<b><u>CLOSING DATE</u></b>	:	02 December 2022

<b><u>POST 44/412</u></b>	:	<b><u>MEDICAL SPECIALIST: (GRADE 1, 2, 3) REF NO: GS 71/22 (X1 POST)</u></b> Component: Maxillo Facial and Oral Surgery
<b><u>SALARY</u></b>	:	Grade 1: R1 156 308 per annum Grade 2: R1 322 100 per annum Grade 3: R1 534 356 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. <b>Grade 1:</b> Experience: Not Applicable. Registration with the HPCSA as a Medical Specialist <b>Grade 2:</b> Experience: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. <b>Grade 3:</b> Experience: A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist
<b><u>CENTRE REQUIREMENTS</u></b>	:	Grey's Hospital- PMB Metropolitan Complex Senior Certificate (Grade 12) or equivalent Maxillofacial and oral surgery Qualification (MDent). Current Registration with the Health Professions Council of South Africa as a Maxillo facial specialist (Only shortlisted candidates will be required to submit Proof of all documents) Knowledge, Skills and Experience: Appropriate skills and knowledge within the field of Craniofacial Surgery/dentistry. Knowledge of Human Resource management. Financial Management – monitoring of expenditure Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, Legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.
<b><u>DUTIES</u></b>	:	Incumbent to provide maxillofacial services in the Pietermaritzburg Metropolitan Hospitals Complex Participate in the delivery of a 24-hour in-patient and out-patient MAXFAC service within the Pietermaritzburg Metropolitan Hospitals Complex and in the clinical trauma services: inter-disciplinary coordination of the management of the critically injured ensuring the highest standards of clinical, professional, and ethical behavior undertake teaching of health care personnel conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act Promote education in the department and oral health sector. There will be specific clinical rotations attached to this post that will be spread between Grey's Hospital and Northdale Hospital in PMB. There will be trauma outreach responsibilities attached to this post. Develop management protocols for the Department of Maxillofacial trauma in accordance with the Hospital and Department policies; Provide appropriate trauma care to patients; Maintain the effective and efficient utilization of human resources in respect of :training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of staff; Provide measures and guidance on quality assurance to comply with set quality standards Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the Department; Participate in the outreach programmes Participate in departmental research activities Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields To complete basic surgical courses such as ATLS, Basic surgical skills and related courses Any other duties as assigned by the Head of Department. To accept and sign a job description as per the requirements of effectively running a maxillofacial department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr A S Singh Tel No: 033 897 3154 or 033 897 3058/3215 Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs M Chandulal 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
<b><u>CLOSING DATE</u></b>	:	02 December 2022

<b><u>POST 44/413</u></b>	:	<b><u>MEDICAL SPECIALIST (PSYCHIATRY) REF NO: EPH04/2022</u></b> Cluster: KZN Department of Health
<b><u>SALARY</u></b>	:	Grade 1: R1 156 308 – R1 227 255 per annum Grade 2: R1 322 100 – R1 403 236 per annum Grade 3: R1 534 356 – R1 918 284 per annum Other Benefits: In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply)/the incumbent in the post would be required to enter into a performance contract for commuted overtime. (all-inclusive packages) consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ekuhlengeni Psychiatric Hospital Minimum Requirements and Experience: Senior Certificate or equivalent qualification. MBCHB Degree or equivalent qualification plus appropriate qualification that allows for registration with Health Professions Council of South Africa (HPCSA) in a normal specialty (Psychiatry). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Psychiatry). Experience: Medical Specialist <b>Grade 1:</b> No experience required Medical Specialist <b>Grade 2:</b> Further to the minimum requirements mentioned herein, the appointment to Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. Medical Specialist <b>Grade 3:</b> Further to the minimum requirements mentioned herein, the appointment to Grade 3 requires 10 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. Knowledge, Skill, Training & Competencies Knowledge of current Health Legislation and policies at Public Institutions. Good communication and leadership, interpersonal and decision making qualities. Sound knowledge and skills associated with the practice of Psychiatry Demonstrate the ability to work as a part of a multidisciplinary team. Ability and experience in teaching, research and administration.
<b><u>DUTIES</u></b>	:	Render Psychiatric services in the hospital Ensure adherence to Professional Medical Standards Supervise and provide training to other Medical Officers, Interns and Nurses Coordinate Multi-disciplinary team Ensure that the environment complies with the Health and Safety Act, that the staff adhere to the safety precaution and that staff welfare is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on the provision of services and ensure that the staff is aware of these Develop psychiatry services and provide clinical staff with expert advice and opinion with regard to mental health care Coordinate and support the mental outreach programme Implement fiscal control measures and guidance on quality assurance to comply with the set quality standards.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. M Zondo Tel No: 031 – 9054 777/6/5 All applications should be forwarded to: The Human Resource Manager: Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. Box 3, Umbogintwini, 4125 OR Hand delivered to: Off Old South Coast Road, Umbogintwini.
<b><u>FOR ATTENTION CLOSING DATE</u></b>	:	GP. Cele 02 December 2022
<b><u>POST 44/414</u></b>	:	<b><u>MEDICAL SPECIALIST: SURGEON/UROLOGIST: GRADE 1 – 3 REF NO: M13/2022</u></b> Cluster: Hast
<b><u>SALARY</u></b>	:	Grade 1: R1 156 308 per annum Grade 2: R1 322 100 per annum Grade 3: R1 534 356 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Centre of Excellence Provincial Team: Northdale Hospital MBCHB qualification as a Medical Specialist. PLUS Current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist – General Surgery/ Urology. PLUS Unendorsed valid Code B driver's licence (Code 08). <b>Grade 1:</b> (No experience required) <b>Grade 2:</b> (5 years' experience after registration with the HPCSA as Medical Specialist) <b>Grade 3:</b> (10 years' experience after registration with HPCSA as Medical Specialist) Knowledge, Skills, Training and Competencies Required: Sound knowledge of the clinical concepts within the field of General Surgery/Urology and Male Medical Circumcisions. Appropriate skills to perform circumcisions on

complicated cases; neonatal; paediatric; adolescent and adult patients both with conventional and device methods. Manage early and late complications of circumcisions both during working hours plus on call. Ability to teach and supervise staff as an MMC Course director and CPD provider. Have scientific research; conflict management skills and organizational management skills to assist the Head Clinical Unit.

**DUTIES**

: Manage and assist with the KZN MMC programme as deemed necessary by the Head Clinical Unit. Work cost effectively and safely in a high-pressured; high volume environment. Provide an emergency specialist service 24/7/365 together with the Head Clinical Unit and team of the Centre of Excellence. Assist with the development of protocols and guidelines of the MMC programme. Develop and review training course material for capacity building and technical support of health care workers. Manage complicated circumcisions and complications of circumcisions. Liase with other specialists in promoting safe MMC in all hospitals. Complete necessary administration tasks that are required by the Centre of Excellence under the guidance of the Head Clinical Unit. Coordinates and conduct research to expand the knowledge on circumcisions. Assist the Head Clinical Unit as needed to provide a safe service to all patients. Conduct clinical audits of the male medical circumcision procedures in the province to improve the quality of care. Supervision of post graduate students.

**ENQUIRIES**

: Dr R Deonarain Tel No: 033 879 000/ Ext 6495

**APPLICATIONS**

: All Applications Should Be Forwarded To: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, REGISTRY, Minus 1:1 North Tower

**FOR ATTENTION**

: Mr. A Memela

**NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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 (when shortlisted). Applicants: 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, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview.

**CLOSING DATE**

: 02 December 2022

**POST 44/415**

: **MEDICAL OFFICER GRADE 2/3 REF NO: EMS/ 15/2022**

**SALARY**

: Grade 2: R981 639 – R1 073 355 per annum, all package inclusive  
Grade 3: R1 139 217 - R1 424 286 per annum, all package inclusive

**CENTRE**

: Emmaus Hospital

**REQUIREMENTS**

: Senior Certificate. MBCHB. Registration Certificate with HPCSA as an independent Medical. Annual Registration with HPCSA for 2022. Experience **Grade 2:** Appropriate qualifications plus 5 years' experience after registration with HPCSA as a Medical Practitioner. Minimum of 6 years relevant experience after registration with HPCSA in respect of foreign qualified employees whom they are not required to perform community services. **Grade 3:** appropriate qualification plus 10 years' experience after registration with HPCSA as a Medical Practitioner. Minimum of 11 years relevant experience after registration with HPCSA in respect of foreign qualified employees whom they

are not required to perform community services required to perform community services. (Depending on group) Nature of package: the all-inclusive Remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. 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. Knowledge & Skills Extensive medical and surgical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving. Excellent human, communication and leadership skills. Awareness of cross-cultural differences. Concern for excellence in medical care service provision. Recommendation: An ATLS/ACLS/PALS Certificate course and an additional HIV Certification/ Course will be an added advantage.

**DUTIES** : Provision of quality patient centered care for all patients attending Emmaus Hospital and the six affiliated clinics. Take history, examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services in a form of commuted overtime as per the departmental needs provide medical related information to clinical staff as may be required. Undertake on-going care of individual's patients to allow for continuity of care including clinics and outreach visit. Maintain accurate health records in accordance with legal ethical considerations. Train, supervise and guide junior staff members, including interns and Community Service Doctors. Actively participate in morbidity and mortality reviews and clinical audits. Attend and participate in continuous medical education and training. Participate in quality improvement programmes which include clinical governance and national core standards. Ensure that cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required e.g. Training and supervisory role, managing leave and EPMDS of junior Drs. Observe and comply with all department policies and guidelines regulating employment relationship and clinical functioning .Perform other duties as assigned by your manager or other senior official.

**ENQUIRES APPLICATIONS** : Dr. M .J. Mochaoa Tel No: 036 488 1570 EXT: 8205  
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry - Emmaus Hospital.

**FOR ATTENTION NOTE** : Human Resource Manager  
: Application should be submitted on the most recent 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.

**CLOSING DATE** : 02 December2022 at 16:00

**POST 44/416** : **DEPUTY MANAGER NURSING REF NO: ILE/06/2022 (X1 POST)**  
Component: Nursing

**SALARY** : R881 961 per annum. Benefit: 13thCheque, 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).Degree /Diploma in General Nursing &Midwifery, Current registration with SANC as General Nurse with SANC. Current proof of registration with SANC for 2021/2022. A minimum of 9 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/ recognisable experience at management level. Driver's license. Computer literacy (MS Office programmes).Proof of previous and

current work experience (certificate/s of service) endorsed and stamped by HR Office and all abovementioned documents need not be attached on application they will be requested only if shortlisted. Recommendations: Diploma in Midwifery. Diploma in Nursing Management Post basic qualification in PHC In depth knowledge and understanding of health related Acts, Regulations, Guidelines and other related policies such as Nursing Act and Regulations Health Act. Health Act and Code of Ethics. Knowledge and understanding of Professional practice of South African Nursing Council, Nursing standards of practice, Scope of Practice, Occupational Health and Safety Act and Mental Act. Knowledge and understanding of Legislative framework governing the Public services including: Skill Development Act, Public Service Regulations, Labour Relations Act, Grievance procedures and disciplinary procedures. Good Communication, report writing, facilitation, co-ordination, decision-making, leadership, negotiation, networking and interpersonal skills. Strategic planning, Responsiveness, Pro-activeness, Professionalism, Accuracy and Flexibility to work under pressure.

## **DUTIES**

: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective and efficient manner, working with the key executive management team and within the legal and regulatory framework, and government requirements. Represent the KwaDukuza PHC clinics at district and public forums Provide strategic leadership for the clinics to ensure that primary care services in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives in order improve the health outcomes. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation Ensure appropriate asset management and accountability of all assets of the clinics Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress. Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources. Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Ensure that goods and services are procured in a cost effective and timely manner. Ensure sound contract management for all contracted services. Oversee clinical governance to ensure high standards of patient care establish community networks and report to the clinic committees and other relevant oversight committees/bodies including Operation Sukuma Sakhe Structures. Accelerate implementation of comprehensive integrated community- and facility based services/ interventions to reduce the burden of disease .Ensure the integration of COVID 19 management and vaccination into routine services and other health programmes

## **ENQUIRIES APPLICATIONS**

: Ms TM 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**

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only if shortlisted) It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. The applicants need not to attach proof on application that will be requested only if shortlisted. Applicants: 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, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

<b><u>CLOSING DATE</u></b>	:	09 December 2022
<b><u>POST 44/417</u></b>	:	<b><u>MEDICAL OFFICER TRAUMA &amp; BURNS REF NO: MOT&amp;B/02/2022 (X1 POST)</u></b> Department: Trauma and Burns Unit
<b><u>SALARY</u></b>	:	Grade 1: R858 528 per annum, (all inclusive salary package), excluding Commuted Overtime. Grade 2: R981 639 per annum, (all-inclusive Salary Package), excluding Commuted Overtime. Grade 3: R1 139 217 per annum, (all-inclusive salary package), excluding Commuted Overtime.
<b><u>CENTRE REQUIREMENTS</u></b>	:	IALCH <b>Grade 1:</b> No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) 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. <b>Grade 3:</b> Ten (10) years relevant experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven Years (11) 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. MBCHB Degree. Current unrestricted registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendations: Completion of the ATLS and ACLS and PALS (or APLS) courses. Proof of additional training such as Dip PEC or DA, completion of FCS (SA) training but not yet registered as specialist be submitted only when shortlisted. Knowledge, Skills, Training and Competencies Required: Sound knowledge of medicine, surgery and paediatrics including the recognition and management of emergencies in both adults and children. Knowledge of principles of peri-operative care, and supportive management of the critically ill burn or trauma patient.
<b><u>DUTIES</u></b>	:	Initial resuscitation, ongoing ward management and perioperative care of the acute trauma and burns patients. Assisting with the operative management of the trauma and burns patient. Participation in the audit, academic and research programs of the trauma unit. Calls will be done in the trauma ICU and cover Burns unit, during the call the successful candidate will be responsible for both trauma/burns patients and transplant unit emergencies. Calls are done on-site (NB after a minimum of 6 months the experience may be signed off as required ICU-time for the surgical intermediate exam for those not yet at that level) Participation in the burn care and trauma team. Due to the participation in the Trauma Team the requirement is for completion of ATLS/ACLS and PALS as per the TSSA Level 1 Trauma Center accreditation status.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. TC Hardcastle Tel No: 031-240-1000 ext 2389 / speed-dial 6195 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.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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. 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**

: 02 December 2022

**POST 44/418**

: **MEDICAL OFFICER: (GRADE 1, 2, 3) REF NO: GS 74/22 (X2 POSTS)**  
Component: Orthopaedics

**SALARY**

: Grade 1: R858 528 per annum  
Grade 2: R981 639 per annum  
Grade 3: R1 139 217 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.

**CENTRE REQUIREMENTS**

: Grey's Hospital- PMB Metropolitan Complex  
: **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. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. 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 (Only shortlisted candidates will be required to submit Proof of all documents) Recommendation Appropriate Experience in Orthopaedics in relation to Grade 2 and Grade 3 post would be an added advantage Knowledge, Skills and Experience: Computer Literacy Good knowledge of current health and public service legislation and policy ,medical ethics, epidemiology and statistics Good decision making ,analytical and communication skills Computer Literacy.

**DUTIES**

: Assessment, investigation and management of patients in Clinics, Wards and ICU, including after-hour service. Consultation and communication with colleagues and junior staff. Participate in Quality Assurance /Audit and statistics and information acquisition and review. Clinical responsibility with after-hours participation. Participate in Academic Programmes in Orthopaedic Department. Assess and manage patient load and disposal in Clinics, Wards and ICU. Assisting, developing and implementing of New Services and the utilization of New Equipment. Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services.

**ENQUIRIES APPLICATIONS**

: Dr AWR Mungherera Tel No: 033 – 8973299  
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.

**FOR ATTENTION NOTE**

: Mrs M Chandulal  
: 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

<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/419</u></b>	:	<b><u>MEDICAL OFFICER: (GRADE 1, 2, 3) REF NO: MONEUOROLOGY/1/2022 (X2 POSTS)</u></b> Department: Neurology
<b><u>SALARY</u></b>		Grade 1: R858 528 per annum, (all inclusive salary package), excluding Commuted Overtime. Grade 2: R981 639 per annum, (all-inclusive salary package), excluding Commuted Overtime. Grade 3: R1 139 217 per annum, (all-inclusive salary package), excluding Commuted Overtime.
<b><u>CENTRE REQUIREMENTS</u></b>	:	IALCH : <b>Grade 1:</b> No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) 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. <b>Grade 3:</b> Ten (10) years relevant experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven Years (11) 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: Senior Certificate (Grade 12) or equivalent. MBCHB Degree or equivalent qualification. Current Registration with the Health Professions Council of South Africa as a Medical practitioner Community Service Officers may apply if eligible for HPCSA registration as an Independent Medical Practitioner within 1 months of the closing date of this advertisement. Recommendation: 6 months experience in an Internal Medicine or Critical Care Department. Post-graduate qualifications in Neurology (FCN) (SA) Part 1. Post-graduate qualifications in Diploma in Internal Medicine; Diploma in HIV Medicine. Experience working a Neurology Unit or an Internal Medicine Unit or Critical Care Unit in an academic center. Research experience as documented in publications. Knowledge, Skills, Attributes and Abilities. Sound clinical and patient management skills; human resource management; information management; quality assurance programs. Current health and public service legislation, regulations and policy, and medical ethics.
<b><u>DUTIES</u></b>	:	Medical care of Neurology patients. Level of care required – medical care appropriate to IALCH (Tertiary). Diagnosing and treating medical & neurological emergencies. Managing Neurology inpatients and outpatients. Consulting on referrals from other Departments and communicating with other Departments and institutions. Inter-unit rotations at facilities included in the KZN Neurology Academic Complex i.e. Greys, Ngwelezana Hospitals. Outreach services to facilities may be required either regularly or from time to time. Overtime requirements – commuted overtime within the Department of Neurology is mandatory, as required by operational demands within the Neurology after hour's service. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc. Quality improvement – assist and participate in quality improvement, including audits, patient safety incident reporting and morbidity and mortality reviews. Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service. Teaching – participate in and support departmental training programmes (undergraduate, postgraduate and in-service). This includes teaching, examinations, administration, departmental talks etc. as required by the programmes. Academic activities – active participation in academic activities such as journal clubs, academic presentations and seminars etc. Research – participate in departmental research. Initiation and performance of research is required. A research project is encouraged.

**ENQUIRIES  
APPLICATIONS**

: Dr. Vinod Patel Tel No: (0312402359)  
:  
: 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](http://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. 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**

: 02 December 2022

**POST 44/420**

: **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: ILE/05/2022 (X1 POST)**  
Component: ILE  
Div: Hr Plan & OIS

**SALARY**

: R766 584 per annum. Benefit: 13<sup>th</sup> Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE  
REQUIREMENTS**

: ILembe Health District Office  
:  
: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, A National Diploma / Degree in Human Resource Management/Public Management or Public Administration or relevant equivalent qualifications. A minimum of five (5) year experience in Human Resource Management of which three (3) years must be management experience. A Valid Drivers' license. Computer literacy (MS Office programmes). NB: all the above mentioned documents need not be attached on application they will be requested only if shortlisted. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office need not be attached on application will be requested (only if shortlisted). Knowledge of Public Service Act, Public Service Regulations and Prescripts, Knowledge of PERSAL system, Knowledge of basic principles of HR Management. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills. Financial Management, Change Management, Decision making, time management, facilitation skill, risk management and good interpersonal relation skills.

**DUTIES**

: Provide strategic leadership of human resource management for the district. Manage all Human Resource components, i.e. Human Resource Practices, Human Resource Planning and Development, Staff Relations and Employee Wellness. Ensure the provision efficient and effective services in the District M & E and District Office components. Monitor and evaluate human resource activities in the district. Ensure quality development of HRMS in line with NSC, ICRM and Ideal Clinic. Render an efficient and effective advisory support service with regard to Recruitment and Selection. Provide leadership for management processes for the alignment of organizational, and post establishment structures within the district in line with emerging service delivery demands as well as the imperatives set by the Annual Performance Plan of the district, Service Transformation Plan of the department budget allocations as

well as standard and workload statistics. Oversee the effective implementation of the Human Resource Management policy imperatives in institutions and ensure consistency in the application. Develop strategist aimed at improving service delivery. Ensure and facilitate the consolidation of HR Plan for the district. Provide early warnings and develop innovative solutions to overcome identified problem areas.

**ENQUIRIES** : Ms T.E Maphalala: District Director Ilembe Health District Office Tel No: 032 437 3500

**APPLICATIONS** : Please forward all applications 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, King Shaka Centre, and KwaDukuza, 4450.

**FOR ATTENTION NOTE** : Human Resources Management Department  
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only if shortlisted) It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. The applicants need not to attach proof on application that will be requested only if shortlisted. Applicants: 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, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**CLOSING DATE** : 09 December 2022

**POST 44/421** : **ASSISTANT MANAGER NURSING: (PHC) REF NO: OTH CHC 10/2022 (X1 POST)**

**SALARY** : R642 942 per annum. Other Benefits: 13<sup>th</sup> Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

**CENTRE** : Othobothini Community Health Centre  
**REQUIREMENTS** : Matric / Grade 12 Degree/Diploma in General Nursing and Midwifery plus one year (1) Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Registration certificate with South African Nursing Council (SANC) as a Professional Nurse and Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of nine (09) years appropriate/recognizable experience after registration as a Professional Nurse and Midwife, with the SANC Six (06) years of the period referred to above, must be appropriate/recognizable experience after obtaining a one (01) year Post Basic qualification in Primary Health Care. At least three (03) years of the period referred to above must be appropriate and recognizable experience at management level. Current SANC Annual Practising Certificate 2022 (only when shortlisted). Recommendation: Degree / Diploma in Nursing Management will be an added advantage. Knowledge, Skills, Attributes And Abilities Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services. In-depth knowledge of Primary Health Care protocols and guidelines. Basic understanding and knowledge of HR and Finance policies. Good report writing, project management and facilitation skills. Good communication skills both verbal and written. Good interpersonal, team building and problem solving skills. Sound leadership, management planning, organizing and co-ordinating skills. Demonstrate basic computer literacy as a support tool to enhance service delivery.

<b><u>DUTIES</u></b>	:	Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services. In-depth knowledge of Primary Health Care protocols and guidelines. Basic understanding and knowledge of HR and Finance policies. Good report writing, project management and facilitation skills. Good communication skills both verbal and written. Good interpersonal, team building, conflict management and problem solving skills. Sound leadership, management planning, organizing and co-ordinating skills. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Mr. L.S Zulu Tel No: 035 572 9002
<b><u>APPLICATIONS</u></b>	:	Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID.Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. African Males are most welcome to apply.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/422</u></b>	:	<b><u>ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ILE/07/2022 (X1 POST)</u></b> Component: Nursing
<b><u>SALARY</u></b>	:	R642 942 per annum. Benefit: 13 <sup>th</sup> Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
<b><u>CENTRE</u></b>	:	ILembe Health District Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate)Degree /Diploma in General Nursing &Midwifery, Current proof of registration with SANC as General Nurse. For 2021/2022.A minimum of 10 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 6 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. At least three (3) years of the period referred above must be appropriate/recognizable at PHC management level. Valid Driver's License (Code 8). Computer literacy (MS Office programmes) N.B Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office as well as all abovementioned documents) need not be attached on application they will be requested (only if shortlisted) In-depth knowledge of nursing legislation and related legal and ethical practices. In depth knowledge of Primary Health Care protocols and guidelines. Basic understanding and knowledge of HR and financial policies, Good report writing and facilitation skills including basic computer skills. Good communication skills both verbal and written. Conflict management skills. Good interpersonal and team building skills. Ability to plan and organize own work, time and that of supportive personnel. Knowledge of the challenges that are facing Department of Health. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Provide strategic leadership in the provision of integrated and comprehensive primary care services within the sub- district Advocate and ensure promotion of nursing ethos and professionalism. Manage and utilize resources i.e. human financial, physical and material in accordance with relevant directives and legislation. Analyse staffing needs and develop a plan to meet the needs and continuously review, explore and utilization opportunities for professional development to enhance professional knowledge. Facilitate implementation of primary health care engineering. Develop business and operational plans that are aligned to the strategic goals and objectives of the department. Ensure functionality of community governance structures. Institutionalize Community Oriented Primary Concept as a Service Delivery Model. Create an enabling environment for proper Health Information Management and utilization for decision making .Facilitate health programme coordination, integration and

supportive supervision. Ensuring that there is a well communicated referral system from household level. Ensure collaboration with all stakeholders in the promotion of quality of life of all individuals in the Sub-District through Operation Sukuma Sakhe (OSS) Strategy .Facilitate the decongestion of clinics through the implementation of differentiated models of care. Monitor and audit compliance to norms and standards (through NCS and ideal clinic assessments and clinical audits).Ensure effective management of patient safety incidents and patient complaints. Facilitate the integration of COVID 19 management and vaccination into routine services Ensure that occupational health and safety principles are adhered to in all clinics. Ensure clinics have access to medical, allied and mental health practitioners.

**ENQUIRIES  
APPLICATIONS**

: Ms TM 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

**FOR ATTENTION  
NOTE**

: Human Resources Management Department  
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only if shortlisted) It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. The applicants need not to attach proof on application that will be requested only if shortlisted. Applicants: 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, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

**CLOSING DATE**

: 09 December 2022

**POST 44/423**

: **OPERATIONAL MANAGER NURSING – PHC DANGANYA REF NO: OMN DAN / PHC 01/2022**

**SALARY**

: R588 378 – R662 220 per annum. Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) Inhospitable Area Allowance (8% of basic salary)

**CENTRE  
REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital – Danganya PHC  
: Degree or Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a "Professional Nurse" A post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC. Certificates of registration with SANC as a Professional Nurse and post basic qualification. Current registration with SANC (2022). Experience: A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one 1 year post basic qualification in Primary Health Care. Knowledge, Skills, Training And Competencies Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services 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 Leadership, supervisory, organizing, decision making, problem solving abilities skills

		Coordination and Report writing skills 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.
<b><u>DUTIES</u></b>	:	Facilitate provision of comprehensive package of service at PHC level including priority programs 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, vehicles and exercise care over government property. Supervise the community outreach teams and ensure submission of the reports Ensure staff development and monitor staff performance according to EPMDS Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National Core Standards and ideal clinic priorities are implemented.
<b><u>ENQUIRIES</u></b>	:	Mrs M Mlotshwa Tel No: 031 907 8203
<b><u>APPLICATIONS</u></b>	:	Applications should be posted to: The Human Resource Department Prince Mshiyeni Memorial Hospital, Private Bag X07, Moberi, 4060.
<b><u>FOR ATTENTION</u></b>	:	Mrs TZ Makanya
<b><u>NOTE</u></b>	:	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. Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male, Coloured Female and White Male are encouraged to apply for the post.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/424</u></b>	:	<b><u>OPERATIONAL MANAGER GRADE 1 SPECIALTY: – HAST / ICDM REF NO: OTH CHC 09/202022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R588 378 per annum. Other Benefits: 12% Rural Allowance, 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
<b><u>CENTRE</u></b>	:	Othobothini Community Health Centre
<b><u>REQUIREMENTS</u></b>	:	Matric / Grade 12 Certificate. Degree/Diploma in General Nursing and Midwifery plus one year (1) Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration certificate with South African Nursing Council (SANC) as a Professional Nurse and Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of nine (09) years appropriate/recognizable experience after registration as a Professional Nurse, with the SANC. Five (05) years of the period referred to above, must be appropriate/recognizable experience after obtaining a one (01) year Post Basic qualification in Primary Health Care. Current SANC Annual Practising Certificate (2022). Valid code B driver's license. Recommendation: Computer Literacy. Valid driver's licence Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services. Knowledge of HAST and Chronic Diseases Management programs. Ability to formulate patient care related Standard Operating Procedures and protocols. Report writing, project management and facilitation skills. Good communication skills; both verbal and written. Good interpersonal, team building, conflict management and problem solving skills. Sound leadership, management planning, organizing and time management skills. Knowledge of public service policies, Acts and regulations. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<b><u>DUTIES</u></b>	:	Implement, monitor and evaluate National Strategic Plan on HIV, TB and STI at the CHC and its five feeder clinics. Plan, coordinate, implement and monitor services rendered in collaboration with other stakeholders. Oversee the implementation of HAST program in the facility, PHC clinics and PHC outreach platforms; providing support through training and mentoring. Ensure the



development and implementation of clinical standard operating procedures, guidelines and protocols related to the HAST program. Monitor and evaluate the outcomes of HAST and ICDM programs, including working within the multidisciplinary team. Assist in the implementation of priority programs in the unit and within the facility; including Ideal CHC realisation and Norms and Standards. Ensure integrated approach in the implementation of various priority programs to ensure provision of seamless service delivery. Ensure good clinical governance, through quality service, innovation and clinical care by upholding relevant ethical and professional principles. Improve HIV, TB, STI, Hypertension, Diabetes and Mental Health outcomes by constantly monitoring and evaluating key indicators of the program. Use data to monitor disease trends in the community and utilise data to meet the health needs of the community. Participate in Quality Improvement activities that are aimed at improving performance of the HAST program. Ensure that all complaints and Patient Safety Incidents are dealt with in accordance with relevant legislations and guidelines. Ensure staff development and performance by implementing EPMDS, including attending to discipline, grievance and other labour related issues using laid down policies and procedures. Ensure effective and efficient utilization of all resources allocated to the unit. Ensure implementation of appropriate Infection Control measures within the department. Ensure implementation, monitoring and evaluation of all programs in the area of responsibility.

<b><u>ENQUIRIES</u></b>	:	Mr. L.S Zulu Tel No: 035 572 9002
<b><u>APPLICATIONS</u></b>	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> and Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. African Males are most welcome to apply.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/425</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PHC) REF NO: ITSH 21/2022</u></b>
<b><u>SALARY</u></b>	:	R588 378 - R662 220 per annum. Other Benefit: 13th cheque, Housing Allowance (employee must meet the prescribed requirement) 12% Rural allowance and Medical Aid (optional)
<b><u>CENTRE</u></b>	:	Itshelejuba Hospital -Altona Clinic
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate grade 12 or standard 10. Degree/National diploma in General Nursing and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Nurse and Midwifery. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC as general nurse and midwifery. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty (PHC). Recommendations: A valid driver's license. Computer literate .Knowledge on AYFS, NIMART training, ICRM programme will be added advantage. Diploma/Degree in Nursing Management and Administration. Knowledge, Skills and Competencies Required: Good management and analytical skills. Good communication leadership and interpersonal skills, problem solving skills, conflict management and decision making skills. Ability to work in a team. Knowledge of Public service acts, regulations and policies. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Knowledge and experience in implementation of Batho Pele Principles, Patients Right's Charter and code of conduct. Computer skills in basic programmes. Human Resources Management and Basic financial management skills.

<b><u>DUTIES</u></b>	:	Assist in planning, organising and monitoring of objectives of the facility. Manage all resources within the unit effectively to ensure optimum service delivery. Ability to plan and organize own work and that of support personnel to optimum service delivery. Monitor provision of quality comprehensive service delivery. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standard. Contribute to the realization of ideal clinic (ICRM) status norms and standards. Participate in the analysis and formulation of SOP for the facility. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Finance Management policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Supervise and monitor implementation and performance of PHC Re- Engineering/ Community based model. Monitor implementation and performance of indicators on daily, weekly, and monthly basis, provide feedback to management, analyses data and draw quality improvement plan and implementation thereof. Exercise control of discipline and any other Labour related issues in terms of the laid down procedures. Ensure complaint management is functional in the Clinic. Ensure functionality of the clinic committee programme so that community involvement and participation is achieved. Conduct Clinic open days. Monitor and evaluate employee's performance through EPMDS for relevant staff. Ensure data management is done as per prescripts, daily capturing and monthly report. Ensure proper and optimal utilization of resources and exercise care over government property. Incumbent will be expected to work extended hours (overtime) including after hour on call. Demonstrate knowledge of clinical programme i.e. MCWH, HAST and NCD including all monitoring systems attached to each programme. Ability to access retrieves electronic report, analyse and use them to improve clinical care.
<b><u>ENQUIRIES</u></b>	:	All enquiries should be directed to Ms CN Mwelase Tel No: 034 413 4000
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
<b><u>NOTE</u></b>	:	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 (Experience must be clearly indicated with full dates and positions). 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.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/426</u></b>	:	<b><u>OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH- THEMB 01/2021 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R588 378 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE</u></b>	:	Murchison Hospital-Thembalesizwe Clinic
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care or 1 year post basic qualification in

Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Current registration with SANC as a General Nurse and Primary Health Care Nurse A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care or one year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Valid Code 08 Drivers license Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework and good communication skills Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes.

#### **DUTIES**

: Monitor and evaluate the performance of primary health care services and systems within the designated services area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify "transversal" "primary" health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of prescribed information management systems(s).

#### **ENQUIRIES APPLICATIONS**

: Mr LG Nyawo Tel No: 039-6877311 ext. 130  
All applications should be forwarded to: Chief Executive Officer P/Bag X701, Portshepstone, 4240 or Hand Delivered to: Human Resources Department Murchison Hospital

#### **NOTE**

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants. 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) 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. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target

for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.  
09 December 2022

**CLOSING DATE**

:

**POST 44/427**

:

**OPERATIONAL MANAGER GENERAL (CASUALTY) REF NO: EMS/16/2022**

**SALARY**

:

Grade 1: R464 466 – R522 756 per annum  
Grade 2: R538 449 - R571 245 per annum  
Other benefits: Medical Aid (Optional) 13th Cheque PLUS 8% rural allowance, Housing all

**CENTRE**

:

Emmaus Hospital

**REQUIREMENTS**

:

Senior Certificate (Grade 12). Degree/ Diploma in General Nursing and Midwifery .A minimum of 7 years appropriate /recognizable nursing experience after registration as professional nurse .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 Leadership, Management, planning, organizing and co-ordination skills. Knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills. Knowledge of code conduct, Labour Relations and related policies.

**DUTIES**

:

Ensure effective management, supervision and utilization of human resources and material resources. Ensure adherence to prescribed nursing policies and procedures. Co –ordinate all services within the Hospital. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Ensure that all quality and infection control initiatives are adhered to i.e NCS/ Ideal Hospita. Deal with disciplinary and grievance matters and effective monitoring of absenteeism and monitor covering of unit. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Ensure effective data management e.g. daily data verification, monitoring of indicators. Manage complaints and PSI within the hospital. Ensure that impact indicators and monitored and action plans are developed to improve on the outcomes. Effective implementation of triage system. Effective co- ordination of special clinics in OPD (Men's health, MHCU, Orthopaedic, POPD)

**ENQUIRES**

:

Ms. PPJ van der Plank Tel No: 036 488 1570 EXT 8204

**APPLICATIONS**

:

Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

**FOR ATTENTION**

:

Human Resource Manager

**NOTE**

:

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.

**CLOSING DATE**

:

02 December 2022 at 16:00

**POST 44/428**

:

**OPERATIONAL MANAGER NURSING (GENERAL) REF NO: EMS/19/2022**

**SALARY**

:

Grade 1: R464 466 – R522 756 per annum, inclusive package  
Grade 2: R538 449 – R571 245 per annum, inclusive package  
Plus Rural allowance (18%). Plus commuted overtime

<b><u>CENTRE REQUIREMENTS</u></b>	:	Emmaus Hospital
	:	Basic R425 Degree/ Diploma in General Nursing and midwifery. Current Registration with SANC (2022). A minimum of 7 year. Appropriate /recognizable after registration as a professional nurse. 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 Leadership, Management, planning, organizing, and co-ordination skills. Knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiations, decision-making, problem solving conflict management, counselling, teaching, mentorship and supervisory skills. Knowledge of code of conduct, Labour relations and related policies.
<b><u>DUTIES</u></b>	:	Ensure effective management, supervision and utilization of human materials resources .Ensure adherence to prescribed nursing policies and procedures. Co-ordinates all services within the hospital .Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care .Ensure that all quality and infections control initiatives are adhered to i.e. NCS /ideal hospital .Deal with disciplinary and grievance matters and effective monitoring of absenteeism and monitor covering of wards .Evaluate and monitor compliance with clinical protocols ,norms, standards of the hospital .Ensure that clinical governance principles are adhered too and ensure that audits are conducted .Manage complaints and PSI within the hospital .Ensure effective data management e.g. daily data verification ,monitoring of indicators .Ensure that impact indicators are monitored and action planned are developed to improve on the outcomes. Effective management of Mental Health users and implementation of policy.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Ms. PPJ van der Plank Tel No: 036 488 1570 (ext 8204
	:	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.
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Manager
	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (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.
<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 16:00
<b><u>POST 44/429</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING - GENERAL REF NO: MONT 08/2022 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R464 466 per annum, (OSD)
	:	Montebello Hospital - OPD
	:	Senior Certificate or Equivalent qualification, Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as General Nurse and Midwife. A minimum of seven (7) years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing. Current annual practicing certificate (SANC Receipt).
<b><u>DUTIES</u></b>	:	Manage and monitor proper utilization of resources. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the

implementation of nursing plan and evaluation thereof. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork.) Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information. Monitor and supervise staff performance in Out Patient Department, Emergency, Eye Clinic and POPD. Ensure that a healthy and safe working environment is maintained. Monitor and control the quality of patient care through Ideal Hospital Realization, Key health Priorities. Ensure implementation of priority programmes and maintenance of accreditation, Covid 19 screening, testing and vaccination, MMC etc. Compile daily weekly, monthly and quarterly statistics including Nerve Centre data. Will be required to relieve in the Matrons office after hours and during the weekends.

<b><u>ENQUIRIES</u></b>	:	Ms N.K.E. Ngubane Tel No: 033- 506 7000
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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 (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/430</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR: TRAINING AND DEVELOPMENT REF NO: UTHUK 09/2022 (X1 POST)</u></b> Re-advertised
<b><u>SALARY</u></b>	:	R464 466 – R522 756 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)
<b><u>CENTRE</u></b>	:	Uthukela District Office
<b><u>REQUIREMENTS</u></b>	:	Matric (National Senior Certificate). Bachelor's Degree/National Diploma in General Nursing. Current registration with the South African Nursing Council (SANC 2022 Receipt). A minimum of 7 years appropriate / recognizable nursing experience as a General Nurse. Valid Driver's License. The ideal candidate must have Report writing abilities. Financial management skills. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.
<b><u>DUTIES</u></b>	:	Develop curricula based on monitoring and evaluation activities within the District in conjunction with health care specialist. Ensure alignment of all district training plans to the National development plan. Monitor the training health budget and ensure timeous procurement of all required resources. Monitor that all facilities are well covered in terms of training, for comprehensive and quality

		service delivery. Ensure programme integration into Operation Sukuma Sakhe objectives, both at hospital and PHC levels. Ensure sustainable training plan for all personnel during and beyond the Covid19 pandemic and ensure prompt and proper referral to next level of care. Participate in quality improvement programmes and clinical audits. Ensure the effective, efficient and economical management of allocated resources of the division. Assist with training of schools to achieve health promoting schools. Identify, network with, train NGOs, Education department, to assist in the quest for quality health care in the District. Arrange in conjunction with District Human Resource Development department, for delegates to attend training courses. Compile and manage data of health care training providers which can assist in extending the health care training function including post training quality assessments.
<b><u>ENQUIRIES</u></b>	:	Ms. L.S Phungula Tel No: 036 631 2202
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.
<b><u>FOR ATTENTION</u></b>	:	Ms. P.P Mnguni
<b><u>NOTE</u></b>	:	Application should be submitted on the most recent 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 allowance will be paid for interview attendance.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/431</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR: HIV/AIDS-HCT, STI AND HTA (HAST) REF NO: UTHUK 10/2022 (X1 POST)</u></b> Re-advertised
<b><u>SALARY</u></b>	:	R464 466 – R522 756 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)
<b><u>CENTRE</u></b>	:	Uthukela District Office
<b><u>REQUIREMENTS</u></b>	:	Matric (National Senior Certificate).Bachelor's Degree/National Diploma in General Nursing. Current registration with the South African Nursing Council (SANC 2022 Receipt). A minimum of 7 years appropriate / recognizable nursing experience as a General Nurse. Valid Driver's License Recommendation: Previous experience in HAST Programmes /activities. The ideal candidate must have: Demonstrate in depth knowledge and understand of HR policies and procedures, PFMA and the legislative framework governing the Public Service. Good communication, leadership, interpersonal and problem solving skills. Ability to function well within a team. Conflict management and negotiation skills. Knowledge of SANC Rules and Regulations. Decision making skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Plan, organise and conduct community dialogues and events that convey health messages and practices which support health programme strategies. Ensure that clinical strategies to manage health conditions contained under the health programs are implemented in all institution. Monitoring indicators which measure health practice in institutions, provide support and report on findings to District Health Management. Network with other provincial departments and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care prevision in the district. Coordinate human resource management under HTA Program. Ensure availability and implementation of relevant policies, guidelines and protocols and monitor and evaluation. Conduct or ensure training of health care workers on HAST service. Respond to general enquires from the public health providers, private sector etc. about HAST, affecting the community and communicate risks, prevention and control measures associated with HAST. Ensure implementation /management of HAST

		advocacy, community awareness and mobilization programme, including building partnerships. Undertake health facility visits to support and ensure quality HAST services.
<b><u>ENQUIRIES</u></b>	:	Ms. L.S Phungula Tel No: 036 631 2202
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.
<b><u>FOR ATTENTION</u></b>	:	Ms. P.P Mnguni
<b><u>NOTE</u></b>	:	Application should be submitted on the most recent 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 allowance will be paid for interview attendance.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/432</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR – TB CONTROL REF NO: UGU 04/2022</u></b>
<b><u>SALARY</u></b>	:	R464 466.per annum, plus 13th cheque, Medical Aid (Optional), Rural allowance (on claim basis) Home owner's allowance (employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Ugu Health District Office
<b><u>REQUIREMENTS</u></b>	:	Senior certificate. B Degree / National Diploma in General Nursing that allows registration with the South African Nursing Council (SANC) as a General Nurse. Minimum 7 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current registration with SANC (2022 SANC receipt). Valid Code EB/ C1 license (Code 08 or 10). Recommendations: Post basic certificate for Nursing Health Science. Assessment, diagnosis, treatment and care. Knowledge of TB electronic register / database. Knowledge of TIER.NET and DHIS system. Computer Literacy Knowledge: Project management. Excellent management, facilitation, communication and interpersonal skills. Ability to do PowerPoint presentations. Report writing skills. Financial management skills. Empathy and counselling skills and knowledge. Ability to make independent decisions. An ability to prioritize issues and other work related matters and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. A clear understanding of challenges facing the Public Sector. Ability to work under pressure. Ability to meet the set targets.
<b><u>DUTIES</u></b>	:	Develop, coordinate, manage and facilitate planning for TB programme in the district. Collect, manage (Review, validate, analyse and evaluate), coordinate and investigate TB surveillance data and draw action plans. Monitor the implementation of strategies contained in the health programme plan. Oversee the reporting of notifiable Medical Condition by all Institutions and TB control programme in the district. Liaison with government and NGO's on issues relating to TB control programme. Ensure good working relations with all role players and relevant stake holders. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialist. Participate in Operation Sukuma Sakhe Programmes. Participate in nerve centre meetings in the sub-districts, district and province. Provide support and mentoring to facilities within the district. Submission of the monthly and quarterly report to provincial TB programme Collaborate with district support partners in addressing the continuous quality improvement plans in the facilities. Ensuring that all facilities have relevant and updated guidelines and standard operating procedures of TB programme. Monitor the efficient utilization of the human resources under TB programme services. Manage the EPMDS of the staff under TB programme in the district.
<b><u>ENQUIRIES</u></b>	:	Mr. BI Khowane Tel No: 039 – 688 3000



<b><u>APPLICATIONS</u></b>	:	Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
<b><u>FOR ATTENTION</u></b>	:	Mr. J.L. Majola
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae 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 HR. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof (only when shortlisted).
<b><u>CLOSING DATE</u></b>	:	20 December 2022
<b><u>POST 44/433</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: GENERAL STREAM REF NO: OPMAN (GEN NURS-CARDIOTHOR)/1/2022</u></b> Department: Cardiothoracic ward
<b><u>SALARY</u></b>	:	Grade 1: R464 466 per annum, plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Options
<b><u>CENTRE</u></b>	:	Inkosi Albert Luthuli Central Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree / Diploma in General Nursing (R425 qualification or equivalent). Current registration with SANC as General Nurse and Midwife. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patients' needs, requirements and expectations. Demonstrate ability to provide support and guidance within the unit. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to manage data and information management of the department. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
<b><u>DUTIES</u></b>	:	Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required. Ensures implementation of programs relevant to the area of work. Participates in quality improvement, IPC and Health and Safety committees.
<b><u>ENQUIRIES</u></b>	:	Ms. N. O Mkhize Tel No: 031 2401063
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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. 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.

<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/434</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: GENERAL STREAM REF NO: OPMAN (GEN NURS-PLASTIC)/1/2022</u></b> Departments: Plastic and Reconstruction surgery ward
<b><u>SALARY</u></b>	:	Grade 1: R464 466 per annum, plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Optional.
<b><u>CENTRE</u></b>	:	Inkosi Albert Luthuli Central Hospital
<b><u>REQUIREMENTS</u></b>	:	Degree / Diploma in General Nursing (R425 qualification or equivalent). Current registration with SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing is required. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patients' needs, requirements and expectations. Demonstrate ability to provide support and guidance within the unit. Demonstrate a basic understanding of HR and Financial policies and practices. Ability to manage data and information management of the department. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
<b><u>DUTIES</u></b>	:	Work as part of a multidisciplinary team to ensure good nursing care that is cost effective, equitable and efficient. .Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required .Ensures implementation of programs relevant to the area of speciality. Participates in quality improvement, IPC and Health and Safety committees.
<b><u>ENQUIRIES</u></b>	:	Ms. N. O Mkhize Tel No: 031 2401063
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	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. 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.

<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/435</u></b>	:	<b><u>RADIATION ONCOLOGY RADIOGRAPHER (RADIOTHERAPIST) REF NO: RAD RADIOONCO/1/2022 (X1 POST)</u></b> Department: Radiation Oncology
<b><u>SALARY</u></b>	:	Grade 1: R413 688 per annum, Plus 13th cheque, Medical Aid Optional & Housing Allowance: Employee must meet prescribed requirements. Grade 2: R487 305 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements. Grade 3: R574 020 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
<b><u>CENTRE</u></b>	:	EThekwinini Oncology complex (Inkosi Albert Luthuli Central Hospital and Addington Hospital)
<b><u>REQUIREMENTS</u></b>	:	Diploma or Bachelor degree in Radiography. Current registration with the Health Professions Council of South Africa as a Radiographer (Radiotherapy Oncology). Four (4) years 'appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Experience: <b>Grade 1:</b> Four (4) years 'appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic Radiographer salary. <b>Grade 2:</b> Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as a Radiation Oncology Radiographer. <b>Grade 3:</b> inimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as a Radiation Oncology Radiographer. Knowledge, Skills, Training and Competences Required: Knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialized techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images / C.T. scans and MRI scans for treatment planning purposes. Knowledge of Radiotherapy Planning. Good interpersonal skills and basic supervisory skills. Must have the ability to perform effectively in a team. Knowledge of basic patient care.
<b><u>DUTIES</u></b>	:	Undertake all basic radiation planning and treatment preparation including the tumor localization, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy Planning and treatment procedure. Liase with the Physicist, Oncologist, Oncology nurses, relatives and the patient. Safely operate, care and construct accessories and immobilization devices used in

the planning and treatment of the patient. Dosimetry checks done before delivery of treatment. Ensure accurate records kept of the course of Radiotherapy treatment delivered. Serve as Health and Safety Representative. Provide afterhours duties and rotate between Inkosi Albert Luthuli Central Hospital Radiotherapy department and Addington Hospital Radiotherapy department when needed.

<b><u>ENQUIRIES</u></b>	:	Ms. T.Hlengwa Tel No: 031 2401857
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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. 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.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/436</u></b>	:	<b><u>CHIEF ARTISAN REF NO: RCH 04/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R404 052 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)
<b><u>CENTRE</u></b>	:	Richmond Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Standard 10 Certificate or equivalent .Appropriate trade test in certificate electrical or mechanical ,building, plumbing and carpentry in terms in certificate of section 13(2) (h) of the Manpower Act of 1981 as amended Plus 10 years appropriate /recognizable experience as an artisan/artisan foreman after obtaining the relevant trade test certificate Valid code 08 drivers licence. Recommendations: Electrical or mechanical trade test plus coc: certificate of compliance For Attention Note: The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview. Knowledge, Skills and Competencies required for the post: Knowledge of Occupational Health and safety Act, Technical analysis knowledge and computer aided technical applications, Report writing and product process knowledge and skills, Customer focus and responsiveness, Problem solving, communication, planning and organizing and computer skills, Decision making, team work, creativity, Self-Management and analytical skills, Knowledge of Legal Compliance and Product process knowledge and skills.
<b><u>DUTIES</u></b>	:	Manage technical service and support in conjunction with Technicians /Artisans and associates in the field, workshop and technical office activities.Ensure the promotion of safety in line with statutory and regulatory requirements, Ensure quality assurance in line with specifications, Manage administration and related functions, Control and Monitor expenditure according to the budget to ensure efficient cash flow management, Manage

the development, motivation and utilization of human resources for the discipline to ensure a competent knowledge base for the continued success of technical services according organizational needs and requirements, Ensure continuous individual development to keep up with new technologies and procedures, Liaise with the relevant bodies/councils on technical /engineering related matters ,Advice management on technical issues, Provide inputs for operation plan, compile and submit reports, Deputize the systems manager when necessary.

**ENQUIRIES** : Mrs. SR Ranjoomia Tel No: (033)-212 2170  
**APPLICATIONS** : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780  
**FOR ATTENTION** : Mrs. Ranjoomia  
**CLOSING DATE** : 02 December 2022

**POST 44/437** : **PROFESSIONAL NURSE – SPECIALTY REF NO: GS 79/22**  
 Component: Nursing

**SALARY** : Grade 1: R400 644 – R464 466 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the  
 Grade 2: R492 756 - R606 042 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

**CENTRE** : Grey's Hospital- Pietermaritzburg  
**REQUIREMENTS** : prescribed requirement) **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Plus one year Post basic qualification in Child Nursing Science Senior Certificate or equivalent qualification **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality. Degree/Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse One (1) year post basic qualification in Midwifery and Neonatal Science (Advanced Midwifery) Current registration with South African Nursing Council as a Professional Nurse (2022 SANC receipt) A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. (Only shortlisted candidates will be required to submit proof of all documents) Knowledge, Skills and Experience: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

**DUTIES** : Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement of women's health. Ensure that high quality nursing care is rendered to all clients accessing maternal services in the facility taking into consideration that CARMA objectives; ESMOE; KINC; Helping Babies breath and IMCI programs are properly implemented. Implement BANC and other Antenatal care programs to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programs within the maternity unit of the facility. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members Provide effective support to Nursing services e.g. assist with relief duties to nursing management.

<b><u>ENQUIRIES</u></b>	:	Mrs. M.R. Bilenge Tel No: 033 897 3352
<b><u>APPLICATIONS</u></b>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal
<b><u>NOTE</u></b>	:	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, Indian Male White Male
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/438</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (NGUDWINI CLINIC) REF NO: MBO 12/2022)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 – R606 042 per annum
<b><u>CENTRE</u></b>	:	Mbongolwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior certificate/Matric or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Previous and current work experience written by supervisor. Certificate of service endorsed and stamped by HR Office. Knowledge, Skills, Training And Competencies Required: Knowledge of all applicable legislations such as Nursing Act, 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 counselling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.
<b><u>DUTIES</u></b>	:	Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. 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, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to community. Assist in data management. Ensure pharmaceutical management. Assist in the management of mother and child programmes.
<b><u>ENQUIRIES</u></b>	:	Mr. V.H. Zikhali Tel No: 035 4766242
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83 - most recent one) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/439</u></b>	:	<b><u>LECTURER (GNS) REF NO: CJMNC04/2022 (X1 POST)</u></b> Component: Charles Johnson Memorial Nursing Campus
<b><u>SALARY</u></b>	:	Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 – R515 031 per annum Other Benefits: 13th Cheque, 12% Rural allowance, Medical aid (optional) and Housing allowance (Home owners allowance (Employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Charles Johnson Memorial Hospital Senior Certificate/Grade 12 PLUS; A Diploma/Degree in Nursing, Midwifery and Community , Plus A post registration qualification in Nursing Education registered with the South African Nursing Council ,Current registration (2022) with SANC as a General Nurse, Midwife/Accoucher PLUS; <b>PND 1-</b> A minimum of 4(four years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC <b>PND 2-</b> A minimum of 14 (Fourteen) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing of which 10(Ten) years of years of period referred to above must be appropriate/ recognizable experience in Nursing Education. Unendorsed valid Code EB drivers licence (Code 8) Recommendations Master's Degree in Nursing, Basic Computer Literacy (certificate required). Knowledge, Skills and Experience: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have in-depth knowledge of procedures and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management and problem solving skills. Possess good communication and interpersonal skills. Willingness to travel. Computer literacy.
<b><u>DUTIES</u></b>	:	Provide effective and efficient clinical training of nurse learners. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of nurse learners between the Campus and Clinical area. Implement assessment strategies to determine nurse learner's competencies. Exercise control over nurse learners. Help learners to integrate theoretical knowledge and attitude continuously. Socialize learners into nursing profession. Participate in the Academic management of learner's experiential learning. Organise and maximise learning opportunities for learners.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms RE Khoza Tel No: 034 271 6412 Applications must be forwarded to: The Hospital CEO Charles Johnson Memorial Hospital, Private Bag X 5503, Nqutu, 3135 OR Hand Delivered to Charles Johnson Memorial Hospital HR
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms: AD Nkosi: Human Resource Office The following documents must be submitted:-Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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. The Reference Number must be indicated in the column provided on the Z83, e.g. CJMNC04/2022. Faxed and emailed applications will NOT be accepted. 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 due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us one month after the closing date, please consider your application as being unsuccessful. Non-RSA Citizens/Permanent Work. Please note that due to financial constraints, No S&T and resettlement claims will be considered for payment to candidates that are invited for interviews.
<b><u>CLOSING DATE</u></b>	:	02 December 2022

<b><u>POST 44/440</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (PHC) (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Vryheid District Hospital (PHC) Mondlo II Clinic Ref No: VRH 12/2022 Bhekumthetho Clinic Ref No: VRH 13/2022 Siloah Clinic Ref No: VRH 14/2022
<b><u>REQUIREMENTS</u></b>	:	An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. <b>Grade 1:</b> A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Recommendation: The Employment Equity Target is an African Male. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
<b><u>DUTIES</u></b>	:	Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Mrs ATS Sibiyi Tel No: 034 9822111 Ext 5918
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100
<b><u>FOR ATTENTION</u></b>	:	Mr SP Nene
<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. 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 communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to



		financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/441</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 01/02 REF NO: PHO 05/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 –R464 466 per annum Grade 2: R492 756 – R606 042 per annum Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pholela Community Health Centre-(Maternity) Senior certificate (grade 12) or equivalent qualification plus Degree/ Diploma in General Nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse plus; A post basic Nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care) with duration of 01(one) year, accredited with South African Nursing Council. Current SANC receipt-2022. <b>Grade 1:</b> A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in Primary Health Care specialty after obtaining the one year post basic qualification in Primary health Care, Knowledge, Skills and Competencies: Knowledge of Nursing Legislation and related legal and ethical nursing practices e.g. Nursing Act, Health Act, Patient Rights Charter, Batho Pele Principles etc. Knowledge of SANC rules and regulations. Good communication, Leadership, Interpersonal and Problem solving skills. Basic understanding and knowledge of HR and Financial policies. Decision-making and problem solving skills. Skills in organizing, planning and supervising. Sound knowledge of scope of practice.
<b><u>DUTIES</u></b>	:	Provision of quality comprehensive community health care. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Provision of administrative, educational and clinical services. Assist the Operational Manager with overall management and necessary support for effective functioning of the clinic. Conduct health education to the community. Work as part of multidisciplinary team to ensure good Nursing Care. Implement and advocate for preventive, promotive, curative and rehabilitative health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Refer patients promptly according to the set guidelines, protocols and policies. Participate in Employee Performance Management and Development System (EPMDS). Assist in data management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. TF Nzimande Tel No: 039-8329491 Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.
<b><u>NOTE</u></b>	:	The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be fully completed and signed. This is obtainable from any Public Service Department or from the website <a href="http://www.kznheath.gov.za">www.kznheath.gov.za</a> . Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 08/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. The appointments are subjected 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 due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 02 December 2022

**POST 44/442**

: **CLINICAL NURSE PRACTITIONER GRADE 01/02 REF NO: PHO 23 /2022**

**SALARY**

: Grade 1: R400 644 –R464 466 per annum  
Grade 2: R492 756 – R606 042 per annum  
Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Pholela CHC (Gwala Clinic)  
: Senior certificate (grade 12) or equivalent qualification plus Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse; A post basic Nursing qualification in Primary Health Care with duration of 01(one) year accredited with South African Nursing Council. Current SANC receipt-2022. **Grade 1:** A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. At least 10 years of the period referred to above must be appropriate / recognizable experience in Primary Health Care specialty after obtaining the one year post basic qualification in Primary health Care.

**DUTIES**

: Provide a clinical nursing practice in accordance with the scope of practice and nursing standards in line with institutional operational plan. Provision of quality comprehensive community health care. Prescribe and dispense medication according to treatment guidelines, protocol and EDL for PHC. Provision of quality comprehensive Primary Health Care by promoting preventive, curative and rehabilitative services for the clients and the community. Coordinate and manage provision of services to manage COVID 19. To uphold the Batho Pele Principles and patients Right Charter Principles. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Provide role of your effectively, co-operatively, amicably with diverse intellectual, cultural, racial or religious differences. Assist in conducting orientation and induction to all new staff members. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Strengthen and ensure implementation of IDEAL clinic strategies. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's other government departments. Participate in Nerve center meetings. Provide and collect daily, weekly and monthly statistics as required. Knowledge, Skills, Training and Competencies: Knowledge of Nursing legislation and related legal and ethical nursing practices eg. Nursing Act, Health Act etc. Communication skills, written and spoken. Interpersonal relations and diversity management skills. Planning, organizing and execution skills. Teamwork. Willingness to respond to patients needs requirements and expectations. Problem solving capabilities and ability to communicate both verbal and in writing.

**ENQUIRIES  
APPLICATIONS**

: Mrs. N Willie Tel No: 039-8329488  
: Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

**NOTE**

: The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website [www.kznheath.gov.za](http://www.kznheath.gov.za). Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must

be indicated in the column provided on the form Z83, e.g. PHO 12 /2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. The appointments are subjected 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 due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/443</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: ITSH 22/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Other benefit: 13th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Itshelejuba Hospital-Pongola Clinic 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: <b>Grade 1:</b> A minimum of 4 years appropriate/ recognizable experience as General Nurse. <b>Grade 2:</b> 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 (PHC). 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	All enquiries should be directed to Ms CN Mwelase Tel No: 034-4134000

<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
<b><u>NOTE</u></b>	:	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 (Experience must be clearly indicated with full dates and positions ).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.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/444</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional)
<b><u>CENTRE</u></b>	:	Rietvlei Hospital Umzimkhulu Clinic Ref No: RIET 06/2022 (X2 Posts) Rietvlei Mobile Ref No: RIET 07/2022 (X2 Posts) Ndawana Clinic Ref No: RIET 08/2022 (X1 Post) Umvoti Clinic Ref No: 09/2022 (X2 Posts) Lourdes Clinic Ref No: 10/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Grade 12 (senior certificate)/ Standard 10. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional nurse. A post- basic nursing qualification in Primary Health Care. Current registration with the SA Nursing Council (SANC). A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. PLUS certificate of service endorsed by Human Resource. <b>Grade 2:</b> Grade 12 (senior certificate)/ Standard 10. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional nurse. A post- basic nursing qualification in Primary Health Care. Current registration with the SA Nursing Council (SANC). A minimum of 14 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred above must be appropriate/ recognizable experience in the specific speciality after obtaining the one –year post-basic qualification in the relevant speciality. PLUS certificate of service endorsed by Human Resource. Recommendation: Valid Driver's License Code 10. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Occupational Health and safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary code and Procedure, Grievance Procedure. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care.

<b><u>DUTIES</u></b>	:	Provide quality comprehensive Primary Health Care by promoting preventative, curative and rehabilitative services for the clients and community. 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. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Promote Quality of nursing care as directed by Standards at Primary Health Care. Provide effective leadership in the Facility. Implement & Supervise community based Model Programme.
<b><u>ENQUIRIES</u></b>	:	Ms B. Dlikilili at 062 388 3138
<b><u>APPLICATIONS</u></b>	:	All applications must be directed to: Attention: Miss Ntuzela, Rietvlei Hospital, and Private Bag x 501, Stafford's Post ,Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.
<b><u>NOTE</u></b>	:	Content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> , 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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 04/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/445</u></b>	:	<b><u>PROFESSIONAL NURSE-SPECIALTY STREAM REF NO: MURCH-IZING02/2022 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R400 644 per annum R492 756 per annum Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE</u></b>	:	Murchison Hospital-Izingolweni PHC (MOU)
<b><u>REQUIREMENTS</u></b>	:	Professional Nurse <b>Grade 1</b> : Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery Professional Nurse <b>Grade 2</b> Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate / recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant speciality.Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). Knowledge, Skills And Competencies Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and

## **DUTIES**

specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.

: Must be able to handle obstetric and emergencies and high risk conditions To execute duties and functions with proficiency within prescript of applicable legislation Provision of quality patient care through setting of standards, policies and procedures To participate in quality improvement programmes and clinical audits Uphold Batho Pele and patients' rights principles Provide a safe, therapeutic environment as laid down by the Nursing act Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labor relations issues Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols Assist with performance reviews i.e. EPMDS as well as student progress reports Show understanding of Perinatal Problem Identification Analyze reports and utilize the information to improve the health status of women Ensure the implementation of saving mothers, saving babies recommendation Ensure the implementation of Antenatal and post-natal policy including PMTCT.

## **ENQUIRIES APPLICATIONS**

Mr. LG Nyawo Tel No: 039-6877311 ext. 130

: All applications should be forwarded to: Chief Executive Officer P/Bag X701, Portshepstone, 4240 or Hand Delivered To: Human Resources Department Murchison Hospital

## **NOTE**

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV). The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants. 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) 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. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

## **CLOSING DATE**

: 09 December 2022

## **POST 44/446**

: **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM  
REF NO: MURCH-IZING 03/2022 (X1 POST)**

## **SALARY**

: R400 644 per annum  
R492 756 per annum  
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

## **CENTRE REQUIREMENTS**

: Murchison Hospital – Izingolweni PHC  
: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Senior Certificate, Degree / Diploma in General Nursing,

Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application) knowledge, skills and competencies Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles Good interpersonal relationship skills and good listening skills Good communication and problem solving skills Co-ordination and planning skills Ability to relieve in the service areas Team building and supervisory skills Ability to formulate patient care related policies

#### **DUTIES**

: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

#### **ENQUIRIES APPLICATIONS**

Mr LG Nyawo Tel No: 039-6877311 ext. 130  
: All applications should be forwarded to: Chief Executive Officer P/Bag X701, Portshepstone, 4240 or Hand Delivered To: Human Resources Department Murchison Hospital

#### **NOTE**

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants. 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) 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. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

#### **CLOSING DATE**

: 09 December 2022

<b><u>POST 44/447</u></b>	:	<b><u>ASSISTANT DIRECTOR: SYSTEMS REF NO: EMS/18/2022</u></b>
<b><u>SALARY</u></b>	:	R393 711 – R463 764 per annum, (Other benefits: Medical optional), 13th cheque. Home owners allowance (employee must meet prescribed requirements) Medical Aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Emmaus Hospital
	:	Matric certificate. Bachelor degree/National Diploma in Public Management/ Administration. 3-5 years' experience in Systems Component 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. Recommendation Computer Literacy. Valid Driver's License. Knowledge & Skills Decision making skills, problem solving skills, and communication skills. Ability to multitask and manage change. Control of budget and auditing procedures including norms and standards. Providing procedures and procurement directives. Planning, organizing activities and project for components. Knowledge of relevant Legislation, White Paper, PFMA and Treasury regulations. Ability to work independently and under pressure. Human Resources Management skills. Develop policies, understanding of HR Practices, Staff Relation and strong leadership skills.
<b><u>DUTIES</u></b>	:	Manage and coordinate the following areas to ensure optional and cost effectiveness: cleaning services, catering services, maintenance services, gardening services, Mortuary services, housekeeping services, laundry, transport, switchboard and administrative services. Monitoring the provision of all hotel services and facilities by contractors in order to ensure contract adherence, ensure compliance with services level agreement and highest level of care. Analyze alternative for performing needed work including contracting out services and evaluate and recommend procedures /practices to improve operational efficiency. Ensure effective, efficient and economical utilization of resources allocated to the institution including the development. Ensure that all institutions information system (patient and other) is maintained so as to provide reliable, valid timeous processing and information .Ensure compliance to National Core Standards and make me look like a hospital programme. Develop and implement policies. Effective management of the performance of employees according to EPMDS.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. M.A.N Mzizi Tel No: 036 488 1570 (ext. 8203)
	:	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.
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Manager
	:	Application should be submitted on 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) 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.
<b><u>CLOSING DATE</u></b>	:	02 December at 16:00
<b><u>POST 44/448</u></b>	:	<b><u>ASSISTANT DIRECTOR: SYSTEMS REF NO: POM 16/2021</u></b>
	:	Re-advertisement: Candidates who applied previously may re-apply if still interested
<b><u>SALARY</u></b>	:	R393 711 - R463 764 per annum (Level 09). Other benefits: 13th cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pomeroy CHC.
	:	Senior Certificate (Grade 12).Bachelor's Degree/National Diploma in Public Administration and Management/Public Management/Business Management or relevant Diploma. Minimum of three years supervisory experience in Systems Management. Valid driver's license. Knowledge; Skills; Training And



		Competencies Required: Decision Making Skills; Problem Solving Skills; Leadership Skills; Human Resource Management And Communication Skills. Knowledge of relevant acts and regulations inclusive of PFMA and Treasury regulations. Conflict resolution and negotiations skills. Ability to multitask and manage change. Computer literacy MS word and Excel.
<b><u>DUTIES</u></b>	:	Manage day to day functioning of System's unit both at the CHC and Clinics. Manage the following services to endure optimal usage and cost effectiveness in the entire institution Cleaning Services; Telecommunication; Registry; Maintenance Services; Catering; Gardening services; Patient Administration; Security Services; Laundry Services; Transport Services; Waste Management Services and Health and Safety. Management of Contract services. Oversee risk management matters and ensure an effective; up to date; disaster and major incident management plans are maintained. Render expert advice to management on matters relating to systems administration and ensure compliance with statutory regulations. Ensure that all CHC and Clinics information systems are maintained in order to provide reliable; valid and timeous processing of information. Implementation and monitoring effective instructional policies; protocols; practices within day to day operation area. Analyze alternatives for performing needed work including contracting out services and evaluate and recommends procedures/practices to improve operational efficiency. Oversee the provisioning of all hotel services provided by private companies to ensure compliance with service level agreement. Ensure that safety program requirements are adhered to by all staff. Ensure that safety program requirements are adhered to by staff. Ensure effective co-ordination; management and quality of work of all the functional components of the systems department within the CHC and Clinics.
<b><u>ENQUIRIES</u></b>	:	Mr. S.L Majosi Tel No: (034) 662 3319.
<b><u>APPLICATIONS</u></b>	:	All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020. OR Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
<b><u>NOTE</u></b>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents and proof of current and previous work experience endorsed and stamped by human resource (certified of service) 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 reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 14/2021). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/449</u></b>	:	<b><u>CLINICAL      TECHNOLOGY      CRITICAL      CARE      REF:</u></b> <b><u>CLINTECHCRITCARE/2/2022 (X1 POST)</u></b> Department: Anaesthetics
<b><u>SALARY</u></b>	:	Grade 1: R332 427 per annum Plus 13th cheque, Medical Aid -Optional & Housing Allowance. Grade 2: R389 754 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance. Grade 3: R459 126 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance.
<b><u>CENTRE</u></b>	:	Inkosi Albert Luthuli Central Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate tertiary qualification in Clinical Technology Critical Care, B Tech or BHSc Degree or Diploma in Clinical Technology Critical Care. Independent

Practice or Private Practice Registration with HPCSA as a Clinical Technologist in the category Critical Care. Current registration with the Health Professions Council of South Africa. Recommendation: Candidates with National Diploma in Critical Care must at least have over 5 years of experience in the field of practice. Post graduate qualification related to Management will be beneficial. Experience: **Grade 1:** None after registration with the HPCSA as a Clinical Technologist Critical Care in respect of RSA qualified employees who performed Community Service, as required in South Africa. One year relevant experience after registration with the HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Ten years relevant experience after registration with the HPCSA as a Clinical Technologist Critical Care in respect of RSA qualified employees who performed Community Service, as required in South Africa. Eleven years relevant experience after registration with the HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Twenty years relevant experience after registration with the HPCSA as a Clinical Technologist Critical Care in respect of RSA qualified employees who performed Community Service, as required in South Africa. Twenty one year relevant experience after registration with the HPCSA 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: Thorough knowledge and experience in critical care environments. Above average technical skills and ability to problem solve under pressure. Ability to work independently and in team context. Additional experience in NICU and Paediatric ICU will be an added advantage.

#### **DUTIES**

: Effective provision of Clinical Technology Critical Care services in the clinical areas below. Work in an active clinical and training Critical Care / Anaesthetic units. Performing diagnostic and therapeutic procedures / tests. Setting up / performing calibration/ ensure ALL life support equipment are readily available for use. Assist with Difficult Intubations, Resuscitations Cardiac Output Monitoring, Nitric Oxide Administration, safely transporting critically ill patients to CT scan / MRI. Actively participate in teaching and training of students and other healthcare workers. Promote Batho Pele principles in order to promote effective service delivery. Maintain and check equipment regularly in order to comply with safety requirements. Be able to trouble-shoot according to your scope of practice. Exercise patient care and expertise when performing procedures. Required to work on a rotational basis in all service areas, these include the Neonatal Intensive Care Units, Paediatric Intensive Care Units, Main Operating Theatres, Trauma Unit and Emergency Unit. Participation in clinical research, procurement and ordering of stock. Required to work standby, after-hours, weekends and public holidays.

#### **ENQUIRIES**

: Mrs Susan Mtshali - Shoji Tel No: 031 240 – 1737 / 2076 Susanmts@ialch.co.za Dr L. Cronje (HOD Anaesthetic Department) Tel No: 031 240 2450 / 1804 Larissa.Cronje@ialch.co.za

#### **APPLICATIONS**

: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to 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](http://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. 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
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/450</u></b>	:	<b><u>ENVIRONMENTAL HEALTH PRACTITIONER (WASTE MANAGEMENT REF NO: GAM CHC 11/2022)</u></b>
<b><u>SALARY</u></b>	:	R332 427 per annum. Other Benefits 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Gamalakhe Community Health Care Centre
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate ( Grade 12) Degree/ Diploma in Environmental Health Current registration with HPCSA as an Environmental Health Practitioner(2022) 1 year relevant experience after registration with the HPCSA as an Environmental Health Practitioner in respect of foreign qualified employees Valid code EB Driver's license Recommendations: Certificate in infection Prevention and Control. Valid Driver's license –please note it is imperative that the successful candidate has a valid driver's license as he/she will be travelling regularly to clinics and district office .Knowledge Skills nd Competencies In depth knowledge of prescripts governing public service Knowledge of Health Care Risk Waste management Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Humana Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Knowledge about Norms and Standards/Ideal clinic related to Infection Prevention &Control.
<b><u>DUTIES</u></b>	:	Manage health care waste (including its budget) for Gamalakhe CHC and attached clinics Monitor the availability of required resources Establish and coordinate all activities of an institutional waste management committee, including implementing committee resolution and liaise with Institutional Management and District Office on all such activities Conduct institutional audit and participate on District audits Ensure the implementation of all waste management principles, policies, legislation and standards Enforce compliance to waste segregation, containerization, storage and transportation Develop and ensure the implementation of institutional waste management plan, monitor and evaluate its implementation Oversee and train all staff involved in waste management activities. Management external waste collectors Conduct weekly, monthly and random hygiene inspections.
<b><u>ENQUIRIES</u></b>	:	Mr.I.A. Cele Tel No: 039 318 1113
<b><u>APPLICATIONS</u></b>	:	All Applications Should Be Forwarded To: The HR Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe, 4249
<b><u>FOR ATTENTION</u></b>	:	Human Resource Department
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/451</u></b>	:	<b><u>SENIOR FINANCE MANAGEMENT OFFICER REF NO: EMS/10/2022</u></b>
<b><u>SALARY</u></b>	:	R331 188 – R390 129 per annum (Level 08), (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Emmaus Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or Equivalent. Bachelor Degree/ National Diploma in Financial Management/ Cost and Management Accounting/Business Management/Public Management (Accounting as Major Subject). A minimum of 5 -7years' experience in Finance 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 Departmental and transversal systems (e.g. BAS; PERSAL & Vulindlela). Unendorsed valid Code B driver's license (Code 8/10) Relevant Experience in Finance Management within the Hospital environment Knowledge & Skills In depth knowledge of budgeting control and financial management area of operation and association processes. Good knowledge

of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Good organizational and planning skills and ability to make independent decisions. Ability to plan, build team spirit and meet deadlines.

**DUTIES**

: Authorize Commitments; payments; debts; receipts and journals on BAS. Draw, analyze and present financial reports. Manage suspense accounts and maintain debt file. Consolidate Financial and SCM monthly quarterly reports. Identify Risks and institute control measures to minimize financial risks in all Departments. Monitor and Assess Finance and SCM staff performance as per EPMDS requirements. Oversee the Reconciliation of transactions (Interface) on Persal and BAS. Ensure that efficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered. Ensure that irregular, fruitless and wasteful and unauthorized expenditure are minimized. Ensure Finance and SCM returns are done timeously i.e. Accruals and Commitments reporting; Fruitless and Wasteful Expenditure & voucher control, irregular expenditure, Deviation Register, Contract Register; RIDV Template, Assets Additions. Provide support to SCM, Revenue, Assets and Budget and Expenditure Components. Clear Suspense Accounts and report on monthly basis.

**ENQUIRIES  
APPLICATIONS**

: Mr. S.W.Mfuphi 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.

**FOR ATTENTION  
NOTE**

: 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 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.  
: 02 December 2022 at 16:00

**CLOSING DATE**

**POST 44/452**

: **SENIOR SUPPORT MANAGEMENT OFFICER REF NO: ILE/08/2022 (X1 POST)**  
Component: iLembe health district office

**SALARY**

: R331 188 per annum (Level 08). Office Benefit: 13<sup>th</sup> Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE  
REQUIREMENTS**

: Ilembe Health District  
: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/National Diploma in Public management/Public administration.3-5 years clerical/administrative experience in General administration. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted only (if shortlisted). Recommendation: A Valid Drivers' license. NB: all the documents mentioned above need not be attached on application they will be requested only if shortlisted. Knowledge of Public Service Act, Public Service Regulations and Prescripts, Leadership, Organizational, Decision making and problem solving abilities. International skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Human resource management and commutation.

**DUTIES**

: Manage the following auxiliary services to ensure optimal usage of resource and cost effectiveness: Transport Management Telecommunication services, General Orderlies Registry and Cleaning and Grounds services. Maintenance services, Safety and Waste management services. Improve service delivery in line with National Core Standard and implementation of Monitoring and Evaluation. Ensure effective, efficient and economical utilization of resources.

	Contribute as a member of a multidisciplinary team towards the effective management of District Office
<b><u>ENQUIRIES</u></b>	: Mr VB Mthiyane: Assistant Office Manager Tel No: 032 437 3500
<b><u>APPLICATIONS</u></b>	: Please forward all applications 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, King Shaka Centre, and KwaDukuza 4450
<b><u>NOTE</u></b>	: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience) only. 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only if shortlisted) It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA. The applicants need not to attach proof on application that will be requested only if shortlisted. Applicants: 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, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
<b><u>CLOSING DATE</u></b>	: 09 December 2022
<b><u>POST 44/453</u></b>	: <b><u>SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: ITSH 23/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: R331 188 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	: Itshelejuba Hospital
<b><u>REQUIREMENTS</u></b>	: Matric/Senior Certificate or equivalent qualification, National Diploma in Public Management/Administration, 3 -5 years' experience in Systems Management component ,Valid Driver Licence Recommendations: Computer literacy: Ms Software application certificate Knowledge, Skills, Training And Competencies Required: Decision making, problem solving skills, Knowledge of Public Finance Management Act and Treasury Regulations, Good communication skills-verbal and written, Co-ordination and liaison skills, Project Management skills.
<b><u>DUTIES</u></b>	: Ensure effective co-ordination, management and quality of work of all the functional components of the systems department within the Hospital, Ensure the proper allocation and utilisation of transport within the institution, Supervise the provisioning of all hotel services provided by private companies to ensure compliance with service level agreement, Ensure that safety program requirements are adhered to by all staff, Ensure proper implementation of National Core Standards within the institution, Ensure compliance with all statutory regulations and by laws ,Conduct risk and security analysis to inform the development of institutional risk management plan Conduct orientation and induction of newly appointed staff, Ensure that an effective, up to date disaster and major incident management plan is maintained, Supervise staff under systems component and ensure compliance with EPMDS Policy.
<b><u>ENQUIRIES</u></b>	: Ms.KM Hadebe Tel No: 034 413 4000
<b><u>APPLICATIONS</u></b>	: All applications must be addressed to Itshelejuba Hospital, Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
<b><u>NOTE</u></b>	: 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 (Experience must be clearly indicated with full dates and positions ).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.

<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/454</u></b>	:	<b><u>PUBLIC RELATIONS OFFICER REF NO: ITSH24/2022</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Homeowners Allowance employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Itshelejuba Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or Equivalent Qualification plus, National Diploma in Public Relations Management (NQF Level 6), Driver's License. Recommendations: Computer Literacy: Microsoft Office Software Applications, 2 years recognizable experience in Public Relations environment. Knowledge, Skills, Training and Competencies Required: Excellent Communication skills both orally and written. Excellent Interpersonal Relations Skills ,Computer Skills ,Presentation Skills ,Problem Solving Skills ,Planning and decision making Skills ,Ability to plan and prioritize Effectively And Accordingly ,Awareness of Media different agendas, Initiative and Creativity Skills, Diversity Management Skills ,Honesty and Integrity, Client orientation and Customer Focus.
<b><u>DUTIES</u></b>	:	Ensure effective management of information with internal and external stakeholders, Participate in quality assurance programmes for publications purposes as per departmental requirement in line with health calendar activity, Assist with coordination of facility events, and promotes patients' rights, Uphold corporate image of the institution, Ensure the implementation of Departmental media policy and Batho Pele principles within the institution, Monitor adherence in the proper management of patient's complaints, compliments and suggestions, Strengthen relations links between the facilities, internal and external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mrs TM Vilakazi Tel No: 034 413 4000
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
<b><u>NOTE</u></b>	:	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 (Experience must be clearly indicated with full dates and positions). 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.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/455</u></b>	:	<b><u>SENIOR FINANCE MANAGEMENT OFFICER REF NO: ITSH 25/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Applicant must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Itshelejuba Hospital
<b><u>REQUIREMENTS</u></b>	:	Matric/ Senior Certificate/ Grade 12 ,Degree / Diploma in Public Management or Administration /Financial Management /Cost & Management /Financial Accounting/ Accounting Science,3-5 years' experience in public service within financial administration component (budget &expenditure management, accounts payable, revenue, SCM, voucher control and reporting, Valid Driver's License Knowledge, Skills, Training, And Competencies Required: In depth knowledge of budgeting control and financial management area of operation and associated processes ,Good knowledge of Public finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills Departmental and transversal systems ( BAS, PERSAL & Vulindlela Good organizational and planning skills and ability to make independent decision, Ability to plan, build team spirit and, meet deadlines, Knowledge of MS office Software applications.
<b><u>DUTIES</u></b>	:	Authorize commitments, payments, debts, receipts and journals on BAS, Draw, analyse and present financial reports ,Manage suspense accounts and maintain debt file, Consolidate Financial and SCM monthly and quarterly reports, Identify risks and institute control measures to minimize financial risks in all departments, Monitor and Assess finance and SCM staff performance as per EPMDS requirements, Oversee the reconciliation of transactions (interface) on Persal with BAS ,Ensure fairness and transparency e.g. on procurement of goods and services in the institution, Ensure safeguarding of all face value documents, Ensure that sufficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered, Ensure that irregular, wasteful, fruitless and unauthorized expenditure are minimized
<b><u>ENQUIRIES</u></b>	:	Mr. SC Buthelezi Tel No: 034 413 4000
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to Itshelejuba Hospital, Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
<b><u>NOTE</u></b>	:	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 (Experience must be clearly indicated with full dates and positions ).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.
<b><u>CLOSING DATE</u></b>	:	02 December 2022

<b><u>POST 44/456</u></b>	:	<b><u>EMPLOYEE WELLNESS PRACTITIONER REF NO: ITSH 26/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Homeowners Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Itshelejuba Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent, 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 Recommendations: Computer literacy would be an added advantage Knowledge, Skills, Training And Competencies Required: 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 includ ing professionalism, team orientation, reliability, confidentiality, etc.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms TL Zuma Tel No: 034 413 4000
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to Itshelejuba Hospital, Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
<b><u>NOTE</u></b>	:	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 (Experience must be clearly indicated with full dates and positions ).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.
<b><u>CLOSING DATE</u></b>	:	02 December 2022



<b><u>POST 44/457</u></b>	:	<b><u>SAFETY OFFICER REF NO: ITSH27/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum. Other Benefits: 13th cheque, housing allowance (employee must meet prescribed requirements.), medical aid (optional)
<b><u>CENTRE</u></b>	:	Itshelejuba Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or Equivalent qualification, Appropriate Degree/National Diploma in Environmental Health or Appropriate four years B. Tech, Degree/National Diploma in Safety Management. 3-5 years appropriate experience Recommendations: Valid Code 08/EB Drivers licence. Knowledge, Skills and Competencies Required: Legislation pertaining to Occupational Health and Safety. Identification, control elimination and monitoring of hazards. Health education and administration of the service. Computer Literacy. Accident investigation skills. Disaster management skills. Training skills. Report writing skills. Change management skills.
<b><u>DUTIES</u></b>	:	Identification of potential situations that could lead to injury/disability/death of staff member/visitor; property damage or loss, internal disasters, medico-legal claim and reporting thereof to the Assistant Director: Systems. To ensure the delegated management and administrative functions are carried out timely and correctly in order for health and safety to function in the hospital and all clinics. To ensure safety statistics are captured, analyzed, interpreted and reported. To participate in safety investigations for the purpose of investigating all types of accident to patients, staff and visitors and to design tools to prevent future accidents. Assisting in development and compilation of manuals, policies and protocol that will be included in the rolling out of health and safety training, orientation and induction programmes. Ensuring that safety audits are carried out for the institution in compliance with the Occupational Health and Safety Act 85 of 1993. Ensuring that the buildings, construction, plants and machinery meet and maintain compliance certificates that are regulated by the Occupational Health and Safety Act 85 of 1993 and its regulations. To ensure quality management is in place for safety by participating in developing quality improvement plans as well as policies and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms K M Hadebe Tel No: 034 413 4000
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to Itshelejuba Hospital, Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
<b><u>NOTE</u></b>	:	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 (Experience must be clearly indicated with full dates and positions ). 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.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/458</u></b>	:	<b><u>SOCIAL WORKER REF NO: EMS/ 12/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R269 301 - R312 186 per annum Grade 2: R331 191 - R380 337 per annum Grade 3: R401 691 - R465 669 per annum Other Benefits: 13th Cheque Medical AID and Housing. Allowance Optional Employee must prescribe Requirement
<b><u>CENTRE</u></b>	:	Emmaus Hospital

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent Bachelor's Degree/Diploma in Social science /Social work. Computer literacy all shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the interview. Recommendation Verifiable experience in a relevant field, preferably working in a district hospital setting & Skills Sound knowledge of the Public Service Act and Regulations, Employment Equity Act. KwaZulu –Natal Health Act, National Health Act, Medicines and Related Substances Act, Mental Health Care Act. South African Constitution, Bill of rights, Human Right Act, Labour Relations Act. Employee Wellness, guidelines and standard, Healthy Lifestyle Programmes, Stress Management, etc. Proficiency in Counselling, HIV/AIDS Counselling, mental Health care programme And counselling of clients and their families, crisis invention, conflict management, change management, time management, policy development, tact and diplomacy. 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 Behavior including professionalism, team orientation, reliability confidentiality, etc.
<b><u>DUTIES</u></b>	:	Conduct assessment to identify personal and /or psycho-social related problems of patients. Provide short and long term intervention and referring legible client to appropriate professionals and other resources. Provide assessment, referral, interventions and appropriate counselling and after care service to patient at the institution based on relevant qualification end experience. To provide optimal social worker service support to client attending Emmaus Hospital cluster. Counselling and therapeutic service to victims of rape and domestic violence. Produce and maintain record of social work interviews, processes and outcomes. Improve service delivery e.g. doing educational talks to patients and community at large, doing community awareness, visit different clinics and school from uKhahlamba sub-district and visit community members and different stakeholders/PHC Support. Records keeping e.g. Record all patients seen by social worker, record meetings and training attended. Ensure the effective efficient economical management of allocated resources of division. Conduct psychosocial assessments of patients and their families. Foster inter-sectoral collaboration. Execute & evaluate social work programs.
<b><u>ENQUIRIES</u></b>	:	Dr M.J Mochaoa Tel No: 036 488 1570 EXT: 8305
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (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.
<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 16:00
<b><u>POST 44/459</u></b>	:	<b><u>SOCIAL WORKER GRADE 1, 2 AND 3 REF NO: RIET 13/2022 (X1 POST)</u></b> Component: Social Services
<b><u>SALARY</u></b>	:	Grade 1: R269 301 per annum Grade 2: R331 191 per annum Grade 3: R401 691 per annum Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).
<b><u>CENTRE</u></b>	:	Rietvlei Hospital
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Standard 10/ Grade 12.Degree/Bachelor of Social Work that allows professional registration with SACSSP. Registration with the SACSSP as social worker. Current registration with SACSSP (2022) <b>Grade 2:</b> Standard 10/

Grade 12.Degree/Bachelor of Social Work that allows professional registration with SACSSP. Registration with the SACSSP as social worker. A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Current registration with SACSSP (2022) PLUS certificate of service endorsed by Human Resource Recommendation. Valid Driver license Code 10. Knowledge, Skills, Training and Competencies Required Knowledge and understanding of human behavior. Policies and rescripts related to the field of work. Counseling, Report writing, Verbal and written communication, Planning, Advisory, Monitoring and evaluation, Interpretation, Policy analysis, Research.

## **DUTIES**

: Render a social work service with regard to the care, support, protection and development of vulnerable, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job. Provide and 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. To provide optimal service support to clients attending Pomeroy Cluster. Counselling and therapeutic services to victims of rape and domestic violence. Produce and maintain records of social work interviews, processes and outcomes. Improve service delivery e.g. doing educational talks to the patients and community at large, doing community awareness, visit different clinics and school from the UMzimkhulu sub-district and Visit community members and different stakeholders. Record keeping e.g. record all patients seen by social worker, record meetings and training Attended. Promote work life balance. Ensure the effective efficient & economical management of allocated resources of division. Conduct psychosocial assessments of patients and their families. Foster inter-sectoral collaboration. Execute & evaluate social work programmes.

## **ENQUIRIES APPLICATIONS**

: Dr N.T Dabata-Hlaneki at 067 355 5314  
: All applications must be directed to: Rietvlei Hospital, and Private Bag x 501, Stafford's Post, Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital, Human Resource Component.

## **FOR ATTENTION NOTE**

: Miss Ntuzela  
: Applications: The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.kznhealth.gov.za](http://www.kznhealth.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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 04/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants.

		The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience. 02 December 2022
<b><u>CLOSING DATE</u></b>	:	
<b><u>POST 44/460</u></b>	:	<b><u>HUMAN RESOURCES PRACTITIONER (LABOUR RELATIONS) REF NO: EMS/11/2022</u></b>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum, (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements).
<b><u>CENTRE</u></b>	:	Emmaus Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric or Grade 12. An appropriate Degree/Diploma in Human Resources Management/Public Administration or admiration/labour relations/labour law. 03/05 years' experience in Labour Relations. 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). Recommendation Computer literacy, PERSAL certificates Knowledge & Skills Knowledge of policies, regulations, acts practices and key legislative prescription related to Labour Relations. Sound knowledge of computerized personnel salary system (PERSAL). Conflict Resolution skills. Good communication, interpersonal written and verbal skills. Ensuring attention to details in respect of tasks performed. To plan, prioritize and execute duties in order of importance. Be able to maintain a high level of confidentiality.
<b><u>DUTIES</u></b>	:	Manage the functioning of staff relation section in order to ensure the provision of high quality service. Maintain and promote sound Labour relations within the institution and ensure adherence to Labour Relations Act, Public Service Act and other related prescripts. Deal with grievance, discipline and misconduct cases in terms of laid down policies and procedures. Provide efficiency conflict management within the institution. Participate in the development of Staff Relations Strategies and policies. Prepare reports for Management on staff Relations matters. Render advisory services to the management and staff on Labour relations matters. Identifies training gaps and ensure the implementation of in-service training programmes. Investigate and preside over enquiries. Provide Labour relations statistics to Management, District and Head Office. Capture Labour relations statistics on PERSAL. Represent the employer at conciliation and arbitration proceedings. Assist in the development, implementation and monitor of Labour relations policies
<b><u>ENQUIRES</u></b>	:	Mr T.B Khumalo Tel No: 036 488 1570 EXT: 8213
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (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.
<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 16:00
<b><u>POST 44/461</u></b>	:	<b><u>SUPPLY CHAIN PRACTITIONER REF NO: EMS/17/2022</u></b>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum, (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Emmaus Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior certificate or equivalent. A minimum of 3 -5 years' Clerical Administrative Experience in SCM. 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) Recommendation Unendorsed valid Code B driver's license (Code 8/10). Relevant experience in SCM within the Hospital environment. Knowledge & Skills Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge SCM Regulations, Instructions Notes, Circulars & Policy Frameworks Procurement Procedures and Directives. Departmental Policies and Procedures. Risk Management Fully Computer literacy. Human Resource Management and supervisory skills. Ability to perform independently, under pressure and meet deadlines. Must have good Planning, organizing and analytic thinking and presentation skills.
<b><u>DUTIES</u></b>	: Manage, evaluate and direct performance of Supply Chain Management (Demand & Contract Management, Acquisition Management, Logistics & Warehouse Management. Ensure compliance with SCM Policy Framework, Practice Notes and Treasury Regulations. Ensure that acquisition of goods, services, quotations, tenders and adjudication activities are in accordance with the Hospital Annual Procurement Plan. Prepare and analyze weekly, monthly, quarterly and annual SCM Reports. Conduct internal Audits, Identify risks and institute control measures. Provide technical Support to all Managers regarding SCM processes. Ensure the effective, efficient and economical management of allocated resources of the division. Provide proper stock management and updating of RIVD Template.
<b><u>ENQUIRES APPLICATIONS</u></b>	: Mr. S.W Mfuphi 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.
<b><u>FOR ATTENTION NOTE</u></b>	: 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.
<b><u>CLOSING DATE</u></b>	: 02 December 2022 at 16:00
<b><u>POST 44/462</u></b>	: <b><u>HUMAN RESOURCES PRACTITIONER (LABOUR RELATIONS) REF NO: EMS/11/2022</u></b>
<b><u>SALARY</u></b>	: R269 214 – R317 127 per annum, (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements).
<b><u>CENTRE REQUIREMENTS</u></b>	: Emmaus Hospital : Senior Certificate/Matric or Grade 12. An appropriate Degree/Diploma in Human Resources Management/Public Administration or admiration/labour relations/labour law. 3-5 years' experience in labour Relations. 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) Recommendation Computer literacy, PERSAL certificates Knowledge & Skills Knowledge of policies, regulations, acts practices and key legislative prescription related to Labour Relations. Sound knowledge of computerized personnel salary system (PERSAL). Conflict Resolution skills. Good communication, interpersonal written and verbal skills. Ensuring attention to details in respect of tasks performed. To plan, prioritize and execute duties in order of importance. Be able to maintain a high level of confidentiality.
<b><u>DUTIES</u></b>	: Manage the functioning of staff relation section in order to ensure the provision of high quality service. Maintain and promote sound Labour relations within the institution and ensure adherence to Labour Relations Act, Public Service Act and other related prescripts. Deal with grievance, discipline and misconduct

		cases in terms of laid down policies and procedures. Provide efficiency conflict management within the institution. Participate in the development of Staff Relations Strategies and policies. Prepare reports for Management on staff Relations matters. Render advisory services to the management and staff on Labour relations matters. Identifies training gaps and ensure the implementation of in-service training programmers. Investigate and preside over enquiries. Provide Labour relations statistics to Management, District and Head Office. Capture Labour relations statistics on PERSAL. Represent the employer at conciliation and arbitration proceedings. Assist in the development, implementation and monitor of Labour relations policies
<b><u>ENQUIRIES</u></b>	:	Mr T.B Khumalo Tel: 036 488 1570 EXT: 8206
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (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.
<b><u>CLOSING DATE</u></b>	:	02 December 2022 @ 16:00
<b><u>POST 44/463</u></b>	:	<b><u>HUMAN RESOURCE OFFICER SUPERVISOR REF NO: EMS/14/2022</u></b>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum, (other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Emmaus Hospital
<b><u>REQUIREMENTS</u></b>	:	senior certificate or equivalent. A minimum of 3 -5 years' Experience in Human Resource Department. 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) Recommendation Persal knowledge. Computer literacy in MS Word package. Knowledge & Skills sound knowledge in Human Resource Management. Knowledge of health and public, Service legislation, regulations and policies. In depth knowledge knowledge of computerized Personnel Administration System (PERSAL).Strong supervisory skills and interpersonal relations skills. Communication skills, written and spoken, Computer skills inclusive PERSAL System.
<b><u>DUTIES</u></b>	:	Manage day to day functioning of HR practices section and ensure high quality of service is being provided. Implemented policies and procedures relating to Human Resources. Responsible for all Human Resource Practices such appointments, retirements and resignation procedures, staff establishment, housing scheme, allowances, deductions and leave management. Assist with orientation and induction of staff Practices. Manage performance management and development for HR officer. Ensure effective depth management for in-service and out service staff. Approval of transaction on PERSAL timeously Ensure effective utilization of resource in HUMAN Resource component. Assist with Human Resource Management activities as assigned by Assistant Director: HRM.
<b><u>ENQUIRIES</u></b>	:	Mr. T.B.Khumalo Tel No: 036 488 1570 EXT 8206
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	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.

<b><u>CLOSING DATE</u></b>	:	02 December 2022 at 16:00
<b><u>POST 44/464</u></b>	:	<b><u>HUMAN RESOURCE SUPERVISOR REF NO: OTH CHC 11/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum. Other Benefits: 13 <sup>th</sup> Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Othobothini Community Health Centre
	:	Matric / Grade 12, Minimum of 3-5 years' experience in Human Resource. A valid driver's license Recommendation: Computer literacy. A valid driver's license Knowledge, Skills, Attributes and Abilities Legislative framework governing the Public Service. Knowledge of health and public service legislation, regulations and policies. Understanding of work in Registry Planning and Organizing. Good Communication skills, written and spoken. Computer skills inclusive PERSAL system.
<b><u>DUTIES</u></b>	:	Manage day to day functioning of HR practices section and ensure high quality of service is being provided. Implement policies and procedures relating to Human Resources Responsible for all Human Resource Practices such as Advertisement, appointments, retirements and resignation procedures, staff establishment, housing scheme, allowances, Transfers, deductions and leave management. Assist with orientation and induction of staff in HR Practices. Manage performance management and Development for HR Officers. Implement conditions of services and service benefits (leave, housing, medical, injury on duty, long Service Recognition, Overtime, Relocation, Pension, allowances and PILIR. Approval of transactions on PERSAL timeously Ensure effective utilization of resources in Human Resource Component. Assist with Human Resource management activities as assigned by Assistant Director: HRM Ensure that all complaints and Patient Safety Incidents are dealt with in accordance with legislation.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr.L.S Zulu Tel No: 035 572 9002
	:	Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID.Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, African Males are most welcome to apply.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/465</u></b>	:	<b><u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: MONT 09/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Montebello Hospital
	:	Senior Certificate or Equivalent qualification plus 3-5 Years Clerical/ administration experience in Supply Chain Management.
<b><u>DUTIES</u></b>	:	Supervise, evaluate and direct performance of Supply Chain Management to ensure compliance with Departmental SCM Policy Framework, Treasury Regulations and Practice notes. Ensure timeous acquisition of goods and services in accordance with the hospital annual procurement plan. Prepare and

	analyze monthly reports related to Supply Chain Management. Ensure the effective and efficient Asset, Loss and disposal management processes. Ensure the effective, efficient and economic management of allocated resources of the division. Identify SCM risk for the institution and implement appropriate mitigation mechanisms. Provide technical support to managers of the institution to ensure seamless SCM arrangement for acquisition, distribution and disposal of goods and services. Ensure implementation of compliance to National Core Standards and all other legislative requirements applicable to the post function.
<b><u>ENQUIRIES</u></b>	: Mr V.A. Mavela Tel No: 033- 506 7113
<b><u>APPLICATIONS</u></b>	: All Applications Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
<b><u>FOR ATTENTION</u></b>	: Human Resource Manager
<b><u>NOTE</u></b>	: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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 (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
<b><u>CLOSING DATE</u></b>	: 02 December 2022
<b><u>POST 44/466</u></b>	: <b><u>ADMINISTRATIVE CLERK SUPERVISOR -GENERAL (TRANSPORT) REF NO: GAM CHC 12/2022</u></b>
<b><u>SALARY</u></b>	: R269 214 per annum. Other Benefits 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	: Gamalakhe Community Health Care Centre
<b><u>REQUIREMENTS</u></b>	: Grade 12 Standard 10 certificate or equivalent qualification 3- 5 years' experience in fleet Management / Transport Services Valid code 08 driver's license Recommendations: Proof of computer literacy: MS Software Package ( MS Word, MS Power point, MS Outlook, etc. NB: All shortlisted candidates will be required to provide certificate of educational qualifications, ID Copy, Driver's license, Computer certificate, and proof of experience endorsed by H/R Office indicating clearly in detail period of experience and roles. Knowledge, Skills And Competencies Good communication skills Sound problem solving Report writing and production process knowledge and skills Decision making, team work, creativity, Self-Management and analytical skills Problem solving, communication, planning and organizing and computer skills Supervisory skill Knowledge and understanding of legislative framework governing the Public Service Production process knowledge and skills Knowledge of traffic law Knowledge of vehicle maintenance and service procedures Knowledge of fleet disposal procedure
<b><u>DUTIES</u></b>	: Ensure the day-to-day management of vehicles i.t.o. usage and maintenance. Keep vehicles maintenance schedules and co-ordinate maintenance requirements with the Department of Transport. Provide hospital management with information on vehicle performance and act as a focal point for transport matters. Complete accident reports and make follow ups Supervise human resources/staff Ensure that vehicles allocated to Gamalakhe CHC and clinics are kept in good working conditions Manage administrative and related functions Control and Monitor expenditure according to the budget to ensure



		efficient cash flow management Ensure timeous reporting of accidents with the relevant authorities. Management of EPMDS of staff allocated to the transport department. Organize driving tests with Traffic department.
<b><u>ENQUIRIES</u></b>	:	Mr.I.A. Cele Tel No: 039 318 1113
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The HR Manager, Gamalakhe Community Health Centre, Private Bag X 709, Gamalakhe, 4249
<b><u>FOR ATTENTION</u></b>	:	Human Resource Department
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/467</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER (LABOUR RELATIONS) REF NO: OTH CHC 08/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Othobothini Community Health Centre (Jozini).
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/ Grade 12, Degree/National Diploma in Human Resource Management/ Labour Relations/Public Management/ Administration. Recommendations: 3-5 years' experience in labour Relations, Valid driver's license, Computer literacy, MS Office Software applications and Persal Certificate. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge and understanding of Labour Relations framework and persal, Problem solving, decision-making, communication and interpersonal skills, Good planning and organizing skills, Good verbal and written communication skills, Conflict resolutions skills, Investigating and presiding skills, Ability to maintain high level of confidentiality, Ability to work as a team, under pressure and meet deadlines, Sound knowledge of relevant legislation, policies and procedures, Computer literacy with emphases to Persal.
<b><u>DUTIES</u></b>	:	Manage the functioning of staff relation in order to ensure the provision of high quality services, Maintain and promote sound Staff Relation within the institution and ensure adherence to Labour Relations ACT, BCEA and other relative prescripts, Deals with grievance, discipline and misconduct cases in terms of laid down policies and procedures, Participate in the development of Staff relations Strategies and policies, Prepare reports for management of Staff relations issues, Identify training gaps and ensure the implementation of in-service training programmes, Promote orderly collective on disciplinary enquiries, Monitor the implementation and adherence to Labour Relations policies, Provide efficient conflict management support, Collect statistics in respect of labour related issues, Implement and monitor policies.
<b><u>ENQUIRIES</u></b>	:	Mr. L.S Zulu Tel No: 035 572 9002
<b><u>APPLICATIONS</u></b>	:	Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<b><u>NOTE</u></b>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- <a href="http://www.kzhealth.gov.za">www.kzhealth.gov.za</a> Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID. Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, African Males are most welcome to apply.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/468</u></b>	:	<b><u>ADMINISTRATIVE CLERK SUPERVISOR REF NO: POM 17/2021</u></b>
<b><u>SALARY</u></b>	:	R269 214 - R317 127 per annum (Level 07). Other benefits: 13th cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.
<b><u>CENTRE</u></b>	:	Pomeroy CHC
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12).3-5 Years clerical experience in systems, Computer Literacy: MS Office software Application. Valid Driver's license. Knowledge; Skills; Training and Competencies Required: Knowledge of

		relevant fleet management prescripts. Supervisory and analytic skills. Good interpersonal skills. Planning and organizing skills. Knowledge of Laws, regulations, Policies, Practices, Note, Public, Finance, Management Act, Treasury Regulations, Treasury regulation Guidelines. Good organizing, ability to prioritize issues and other work related matter.
<b><u>DUTIES</u></b>	:	Ensure that patient related files are properly monitored and maintained. Ensure that archiving policy is properly followed regularly. Implement disciplinary procedures with the section. Conduct orientation and induction to newly appointment staff members. Proper assessment through EPMDS to staff under your supervision. Ensure that pre-Trip inspection is performed. Make sure that all state vehicles are road worthy. Monitor utilization of petrol cards and analyze the transaction report from the bank. Ensure that all state vehicles are clean at all times. Complete the state vehicle log sheets. Manage & supervisor the following components security services, patients administration and auxiliary, mortuary survives, telecommunication services, transport management, laundry services, cleaning grounds services and catering services. Contact management for outsourced services. Ensure compliance & implementation of make look like hospital project.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. S.L Majozi Tel No: (034) 662 3319
	:	All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020. OR Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
<b><u>NOTE</u></b>	:	The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by a detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents and proof of current and previous work experience endorsed and stamped by human resource (certified of service) 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 reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 14/2021). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/469</u></b>	:	<b><u>ADMINISTRATION CLERK SUPERVISOR REF NO: ITSH 28/2022 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Homeowners Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Itshelejuba Hospital
	:	Standard 10 or Grade 12, 3-5 years' experience in patient administration. Recommendations: Certificate in Records Management, National Diploma in Public Management OR Public Administration, Computer literacy in MS office application. Knowledge, Skills, Training And Competencies Required: Knowledge of systems, Good communication skills, Ability to keep abreast of work related developments, Management and organizational skills ,Sound communication, Knowledge of current ,health and public service legislation regulations and policies, Computer literacy, Planning organizing decision making and conflict management skills, Decision making and problem solving.
<b><u>DUTIES</u></b>	:	Supervise entire patient records administration and registry services Monitor and ensure process of admissions & discharge of patients, Monitor and manage receipt of cash to patients, Handling of request by 3rd party in terms of PAIA, Maintain patient's records, deal with injury on duty cases (IOD"S) and files, Ensure that all aspects of record keeping and proper filing adhere to relevant policies and standard operating procedures, Handling of motor

		vehicle's accidents cases (MVA's), Deal with disposal of patient records Implementation of EPMDS.
<b><u>ENQUIRIES</u></b>	:	Ms KM Hadebe Tel No: 034 413 4000
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to Itshelejuba Hospital Private Bag x0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
<b><u>NOTE</u></b>	:	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 (Experience must be clearly indicated with full dates and positions ).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.
<b><u>CLOSING DATE</u></b>		02 December 2022
<b><u>POST 44/470</u></b>	:	<b><u>FINANCE CLERK (SUPERVISOR) REF NO: RIET 11/2022 (X1 POST)</u></b> Component: Finance Management Services
<b><u>SALARY</u></b>	:	R269 214 per annum. Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).
<b><u>CENTRE</u></b>	:	Rietvlei Hospital
<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12.3-5 years Clerical/Administrative experience. PLUS certificate of service endorsed by Human Resource. Recommendation Valid Driver's license Code 10 .Knowledge, Skills, Training and Competencies Required: Financial functions, Capturing of data, Operate computer, Collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, financial manual) Basic financial operating systems (PERSAL, BAS, LOGIS etc.) Computer, Planning and organizing, Language, Good verbal and written communication skills. Basic numeracy skills, Ability to perform routine tasks, Communication, Interpersonal relations. Flexibility, Teamwork, Accuracy, Aptitude of figures.
<b><u>DUTIES</u></b>	:	Supervise and render financial accounting transactions. Supervise and perform salary administration support services. Supervise and perform bookkeeping support services. Render a budget support service.Supervise human resources/staff.
<b><u>ENQUIRIES</u></b>	:	Mr P.S Biyase. Tel No: 039 260 5200
<b><u>APPLICATIONS</u></b>	:	All applications must be directed to: Attention: Miss Ntuzela, Rietvlei Hospital, and Private Bag x 501, Stafford's Post ,Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.
<b><u>NOTE</u></b>	:	The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.kznhealth.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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum

		<p>Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 04/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S &amp; T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.</p>
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/471</u></b>	:	<b><u>SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: RIET 12/2022 (X2 POSTS)</u></b> Component: Finance Management Services
<b><u>SALARY</u></b>	:	R269 214 per annum. Benefits: 13th Cheque, Medical Aid (Optional) Housing Allowance (Conditional).
<b><u>CENTRE</u></b>	:	Rietvlei Hospital
<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12.3-5 years Clerical/Administrative experience. Plus certificate of service endorsed by Human Resource. Recommendation: Valid Driver license Code 10. Knowledge, Skills, Training and Competencies Required. Clerical duties, capturing of data, Operate computer, Collecting Statistics. Legislative framework governing the Public Service. Working procedures in terms of the working environment. Computer, Planning and organizing, Language, Good verbal and written communication skills. Ability to perform routine tasks, Communication, Interpersonal relations, Flexibility, Teamwork.
<b><u>DUTIES</u></b>	:	Supervise and render asset management clerical services. Supervise and render demand and acquisition clerical support. Supervise and undertake logistical support services. Supervise human resources/staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr.P.S. Biyase. Tel No: 039 260 5200. all applications must be directed to: Rietvlei Hospital, and Private Bag x 501, Stafford's Post, Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital Human Resource Component.
<b><u>FOR ATTENTION NOTE</u></b>	:	Miss Ntuzela The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: The following documents must be submitted. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> , 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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. RIET 04/2022. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.
<b><u>CLOSING DATE</u></b>	:	02 December 2022

<b><u>POST 44/472</u></b>	:	<b><u>ARTISAN CARPENTER REF NO: CJMH 12/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R199 310 – R221 214 per annum, plus 13th cheque medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements).
<b><u>CENTRE</u></b>	:	CJM Hospital
<b><u>REQUIREMENTS</u></b>	:	Standard 10 / Grade 12/N3. A Trade Test Certificate in terms of provision of the main power Act 1981 as amended. Valid Code B Driver's license code 08. 1 - 2 year's appropriate / recognizable experience in plumbing environment. Previous and current work experience endorsed and stamped by HR Office. Knowledge, Skills, Competencies Required: Good communication, Team building and motivation skills. Sound knowledge of occupational Health and safety Act and related legislation. Good Verbal and Written Skills. Good Personal Skills.
<b><u>DUTIES</u></b>	:	To repair leaking roofs at the hospital and clinics. To repair and replace ceiling boards at the hospital and clinics. To repair and replace doors and door locks. To repair broken cupboards and furniture. To order material needed for the work to be done.
<b><u>ENQUIRIES</u></b>	:	Mr. MW Sithole Tel No: (034) 271 6410
<b><u>APPLICATIONS</u></b>	:	All application should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu Private Bag X5503, Nqutu, 3135.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	The following documents must be submitted:-Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and detailed curriculum vitae. If you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.
<b><u>CLOSING DATE</u></b>	:	2 December 2022
<b><u>POST 44/473</u></b>	:	<b><u>PLUMBER REF NO: CJMH 13/2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R199 310 – R221 214 per annum, plus 13th Cheque medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements).
<b><u>CENTRE</u></b>	:	CJM Hospital Station: Charles Johnson Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Standard 10/Grade 12 / N3. A Trade Test Certificate in terms of provision of the main power Act 1981 as amended. Valid Code B Driver's license code 08. 1 – 2 year's appropriate / recognizable experience in plumbing environment. Previous and current work experience endorsed and stamped by HR Office. Knowledge, Skills, Competencies Required: VGood communication, Team building and motivation skills. Sound knowledge of occupational Health and safety Act and related legislation. Good Verbal and Written Skills. Good Personal Skills.
<b><u>DUTIES</u></b>	:	To install, repair and maintaining high pressure and low pressure type of Geysers. To install and repair toilet, urinals and other ablution facilities such as showers and bath etc. To install and repair sewage and water reticulation systems. Clear blocked drains, gutters down pipes waste water lines and others. Supervise Handyman and Assist other tradesman when requested to do so by the maintenance supervisor. To ensure cleanliness to the workplace / workshop is carried out properly. To ensure that all blocked drains and sewerages pipes are unblocked in the hospital and clinics. To ensure installation, repairs and maintenance on high pressure and low pressure types of geyser.
<b><u>ENQUIRIES</u></b>	:	Mr. MW Sithole Tel No: (034) 271 6410
<b><u>APPLICATIONS</u></b>	:	All application should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu, Private Bag X5503, Nqutu, 3135.
<b><u>FOR ATTENTION</u></b>	:	Human Resource Manager
<b><u>NOTE</u></b>	:	The following documents must be submitted:-Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and detailed curriculum vitae. If you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted

applicant will be advised of the outcome of their application in due course. Successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

**CLOSING DATE** : 02 December 2022

## **DEPARTMENT OF HUMAN SETTLEMENTS**

**APPLICATIONS** : Forward your applications, quoting the relevant reference number and the name of publication which you saw this advertisement to the Head of Department of Human Settlements, Private Bag x 54367, Durban, 4000, or hand-deliver to 353-363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor.

**FOR ATTENTION** : Ms. N Mungwe  
**CLOSING DATE** : 02 December 2022

**NOTE** : To applicants: Applications must be submitted on the New prescribed applications form signed Z83 (which must be originally signed and must be completed in full), accompanied by a detailed CV. Relevant qualification, Identity document and a valid South African driver's license (where necessary) will be required on or before the date of the interview from shortlisted candidates. Failure to comply with these instructions will lead to applications being disqualified. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. The Department reserves the right not to fill the post (s). Note: Applications not submitted on the fully completed new Z83 application forms will not be considered. This post is being re-advertised, applicants who previously applied are encouraged to reapply if they are still interested.

## **OTHER POST**

**POST 44/474** : **DEPUTY DIRECTOR: HUMAN RESOURCE STRATEGIES AND SYSTEMS**  
**REF NO: DD HRP 10/2022**  
Chief Directorate: Human Capital Management  
Directorate: Human Resources Management

**SALARY** : R766 584 per annum (Level 11), (MMS package)  
**CENTRE** : Durban  
**REQUIREMENTS** : Applicants must be in possession of an undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Public Management / Public Administration/Industrial and Organizational Psychology coupled with 3-5 years junior management experience in the human resource management environment and a Valid Code 8 (EB) driver's license. Knowledge, Skills and Competencies: Knowledge of Public sector; Knowledge of PFMA; Knowledge of HRM prescripts; Labour Relations Act; Employment Equity Act and Basic Conditions of Employment Act; Understanding of policy research analysis and development processes; Computer Based HRM Information Systems; Computer literacy in Ms Office; Ability to interpret and apply policy; Creative thinking; Time management and analytical skills; Management; Communication and Financial Management Skills. The successful candidate will perform the following.

**DUTIES** : Manage the formulation of all strategies, policies, plans and systems aligned to National and Provincial Human Resource Strategies and facilitate implementation thereof; Provide professional advice and guidelines to the Department on policy matters which support sound decision-making process; Manage the enhancement of Human Capital capacity on human resource plans, policies and strategies to deliver and achieve departmental goals and objectives; Facilitate and ensure that departmental systems and processes

support the implementation of human resource plans, policies and strategies; Manage human, financial, physical resources of the component; Review HR policy; Conduct HR policy audit to ensure compliance with the legislation framework.

**ENQUIRIES**

: Ms. N Mungwe at Tel No: 031 336 5440

**SOUTH AFRICAN POLICE SERVICE**

**APPLICATIONS**

: Applications may be hand-delivered, as follows: The Provincial Commissioner: Provincial Recruitment, 15 Bramficher Road, Durban, 4000 (Servamus Building) or can be posted in the following address: The Provincial Commissioner: Provincial Recruitment, P.O. Box 1965, Durban, 4000

**FOR ATTENTION**

: Lt Colonel S.N Zondo

**CLOSING DATE**

: 02 December 2022 at 15:00

**NOTE**

: Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**OTHER POSTS**

**POST 44/475**

: **SECURITY OFFICER**

**SALARY CENTRE**

: R128 166 per annum (Level 03)  
: SAPS Alexandra Road POP Ref No: KZN SO 01/11/2022 (X2 Posts)  
: SAPS Alexandra Road VSS Ref No: KZN SO 02/11/2022  
SAPS Amanzimtoti Admin Ref No: KZNSO 03/11/2022 (X2 Posts)  
SAPS Berea Admin Ref No: KZN SO 04/11/2022 (X2 Posts)  
SAPS Chatsworth Admin Ref No: KZN SO 05/11/2022  
SAPS Empangeni POP Ref No: KZN SO 06/11/2022  
SAPS Empangeni VCIU Ref No: KZNSO 07/11/2022 (X2 Posts)  
SAPS Eshowe Admin Ref No: KZN SO 08/11/2022 (X2 Posts)  
SAPS Esikhaleni Admin Ref No: KZNSO 09/11/2022 (X2 Posts)  
SAPS Greenwood Park Admin Ref No: KZN SO 10/11/2022

SAPS Inanda Admin Ref No: KZN SO 11/11/2022 (X2 Posts)  
 SAPS Isipingo VSS Ref No: KZN SO 12/11/2022  
 SAPS Kokstad VSS Ref No: KZN SO 13/11/2022 (X2 Posts)  
 SAPS Kwadukuza Admin Ref No: KZN SO 14/11/2022 (X2 Posts)  
 SAPS Mahlabathini Admin Ref No: KZN SO 15/11/2022 (X2 Posts)  
 SAPS Mondlo Admin Ref No: KZN SO 16/11/2022 (X2 Posts)  
 SAPS Newcastle Admin Ref No: KZN SO 17/11/2022 (X2 Posts)  
 SAPS Mehlomnyama Ref No: KZN SO 18/11/2022  
 SAPS Newcastle HRD Centre Ref No: KZN SO 19/11/2022 (X2 Posts)  
 SAPS Phoenix Admin Ref No: KZN SO 20/11/2022 (X2 Posts)  
 SAPS Pietermaritzburg Admin Ref No: KZN SO 21/11/2022  
 SAPS Pietermaritzburg, Mounted unit Ref No: KZN SO 22/11/2022 (X2 Posts)  
 SAPS Plessislaer Admin Ref No: KZN SO 23/11/2022 (X2 Posts)  
 SAPS Point Admin Ref No: KZN SO 24/11/2022  
 SAPS Portshepstone Admin Ref No: KZN SO 25/11/2022  
 SAPS Portshepstone vehicle identification Ref No: ZN SO 26/11/2022  
 Safeguarding section (LEASED)  
 SAPS Provincial Commissioner Ref No: KZN SO 27/11/2022  
 SAPS Richardsbay Auxilliary Services Ref No: KZN SO 28/11/2022  
 SAPS Sydenham Admin Ref No: KZN SO 29/11/2022  
 SAPS Ulundi POP Ref No: KZN SO 30/11/2022  
 SAPS Umbilo Admin Ref No: KZN SO 31/11/2022  
 SAPS Umlazi Admin Ref No: KZN SO 32/11/2022  
 SAPS Vryheid Admin Ref No: KZN SO 33/11/2022

**REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

**DUTIES** : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

**ENQUIRIES** : Lieutenant Colonel S N Zondo/Warrant Officer Machaie /AC Nkosi Tel No: (031) 325-4808 / 6194 / 4957/6403

**POST 44/476** : **GENERAL WORKER**

**SALARY CENTRE** : R107 196 per annum (Level 02)  
 : SAPS Dannhauser Ref No: KZN GW 01/11/2022  
 : SAPS Charlestown Ref No: KZN GW 02/11/2022  
 : SAPS Hattingspruit Ref No: KZN GW 03/11/2022  
 : SAPS Ingogo Ref No: KZN GW 04/11/2022  
 : SAPS Kingsley Ref No: KZN GW 05/11/2022  
 : SAPS Malvern Ref No: KZN GW 06/11/2022



SAPS Hammersdale Ref No: KZN GW 07/11/2022  
 SAPS Umsunduzi Ref No: KZN GW 08/11/2022  
 SAPS Tongaat Ref No: KZN GW 09/11/2022  
 SAPS Verulam Ref No: KZN GW 10/11/2022  
 SAPS Evatt Ref No: KZN GW 11/11/2022  
 SAPS Franklin Ref No: KZN GW 12/11/2022  
 SAPS Ekombe Ref No: KZN GW 13/11/2022  
 SAPS Glendale Ref No: KZN GW 14/11/2022  
 SAPS Newark Ref No: KZN GW 15/11/2022  
 SAPS Ezinqoleni Ref No: KZN GW 16/11/2022  
 SAPS Dududu Ref No: KZN GW 17/11/2022  
 SAPS Mehlomnyama Ref No: KZN GW 18/11/2022  
 SAPS Sawoti Ref No: KZN GW 19/11/2022  
 SAPS Scottburgh Ref No: KZN GW 20/11/2022  
 SAPS Prestbury Ref No: KZN GW 21/11/2022  
 SAPS Thornville Ref No: KZN GW 22/11/2022  
 SAPS Townhill Ref No: KZN GW 23/11/2022  
 SAPS Cramond Ref No: KZN GW 24/11/2022  
 SAPS Harburg Ref No: KZN GW 25/11/2022  
 SAPS Impendle Ref No: KZN GW 26/11/2022  
 SAPS Mooi river Ref No: KZN GW 27/11/2022  
 SAPS Mpophomeni Ref No: KZN GW 28/11/2022  
 SAPS Ingwavuma Ref No: KZN GW 29/11/2022  
 SAPS Emanguzi Ref No: KZN GW 30/11/2022 (X2 Posts)  
 SAPS Mbazwana Ref No: KZN GW 31/11/2022  
 SAPS Mtubatuba Ref No: KZN GW 32/11/2022  
 SAPS Helpmekaar Ref No: KZN GW 33/11/2022  
 SAPS Estcourt Ref No: KZN GW 34/11/2022  
 SAPS Van reenen Ref No: KZN GW 35/11/2022  
 SAPS Winterton Ref No: KZN GW 36/11/2022  
 SAPS Ceza Ref No: KZN GW 37/11/2022  
 SAPS Gluckstadt Ref No: KZN GW 38/11/2022  
 SAPS Vryheid Ref No: KZN GW 39/11/2022  
 SAPS FCS Ladysmith Ref No: KZN GW 40/11/2022  
 SAPS K9 Durban Central Ref No: KZN GW 41/11/2022  
 SAPS 10 111 Hilton Ref No: KZN GW 42/11/2022  
 SAPS K9 Umzinto Ref No: KZN GW 43/11/2022  
 SAPS K9 Ulundi Ref No: KZN GW 44/11/2022  
 SAPS K9 Umhlali Ref No: KZN GW 45/11/2022  
 SAPS K9 Vryheid Ref No: KZN GW 46/11/2022  
 SAPS Provincial Office Ref No: KZN GW 47/11/2022(X3 Posts)  
 SAPS Stock theft utrect Ref No: KZN GW 48/11/2022  
 SAPS Stock theft Vryheid Ref No: KZN GW 49/11/2022  
 SAPS Stock theft Melmoth Ref No: Ref No: KZN GW 50/11/2022  
 SAPS Stock Theft Pietermaritzburg Ref No: KZN GW 51/11/2022  
 SAPS Stock Theft Escourt Ref No: KZN GW 52/11/2022  
 SAPS Stock Theft Kokstad Ref No: KZN GW 53/11/2022  
 SAPS Stock Theft Hluhluwe Ref No: KZN GW 54/11/2022  
 SAPS Stock Theft KwaMbonambi Ref No: KZN GW 55/11/2022  
 SAPS VSS Alexandra Road Ref No: KZN GW 56/11/2022  
 SAPS VSS Isiphingo Ref No: KZN GW 57/11/2022  
 SAPS Royal Protection Unit Ref No: KZN GW 58/11/2021

## **REQUIREMENTS**

: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

## **DUTIES**

: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a

variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

**ENQUIRIES** : Lt Colonel Zondo /Warrant Machaie/AC Nkosi Tel No: (031) 325-4808/6194/4957/6403

## DEPARTMENT OF TREASURY

*The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.*

**APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200.

**FOR ATTENTION** : Ms. N Radebe

**CLOSING DATE** : 09 December 2022

**NOTE** : A new application for employment Z83 form is applicable from the 1<sup>st</sup> January 2021. The Z83 new application form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) and must be accompanied by a detailed CV. Applicants are not required to submit copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, these will be requested only from shortlisted applicants. Onus is on the applicant to obtain and submit their foreign qualifications verified with SAQA and a certificate for such will be requested if shortlisted.). Non-South African citizens or permanent residency holders will be requested to submit a documentary proof if shortlisted The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Shortlisted candidates will be subjected to security vetting which includes verification of qualifications, reference checks as well as a criminal record check and competency assessment. Correspondence will be limited to shortlisted candidates only and if you have not been contacted within 3 months of the closing date, please regard your application as unsuccessful. The successful candidate is required to enter into an employment contract and a performance agreement. The successful candidate has to disclose his/her financial interests. Shortlisted candidates will undergo a compulsory competency assessment and a technical exercise. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and the certificate or proof of completion will be requested prior to employment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>.

## MANAGEMENT ECHELON

**POST 44/477** : **DIRECTOR: MUNICIPAL ACCOUNTING AND REPORTING REF NO: KZNPT 22/45 (X2 POSTS)**

**SALARY** : R1 105 383 per annum, (all-inclusive package), (a remuneration package)

**CENTRE** : KZN Provincial Treasury, Pietermaritzburg

**REQUIREMENTS** : A 3 year NQF level 7 qualification in Financial Accounting or Financial Management field. A minimum of five (5) years middle management experience in Financial Reporting/Accounting/Management environment. SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to appointment, please access this website for more information <https://www.thensg.gov.za/training course/sms-pre-entry-programme/>. A valid driver's licence is necessary and applicants must be willing to travel. People with disabilities without a valid Driver's licences will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Extensive understanding and working knowledge of GRAP standards used by local government; Standards for the Professional Practices of Internal Auditing; General Accepted Accounting Principles; Extensive working knowledge of public sector, particularly local government sphere; Detailed knowledge of public sector financial management systems and relevant legislation/statutes, including: Constitution of the Republic of South Africa (as amended); Public Finance Management Act and Treasury Regulations; Municipal Finance Management Act (MFMA); Municipal Systems Act (and amendments); Municipal Structures Act; Local Government Transition Act; PSRF (Public Service Regulatory Framework); PFMA Regulations in

respect of Supply Chain Management); Provincial Procurement Act and Regulations; Provincial Internal Audit Act; PGDS (Provincial Growth and Development Strategy); National Treasury guideline documents, regulations and gazettes; Performance Measurement systems – best practice and guidelines; Asset Management principles and respective legislation; Public Finance Management Principles and Practice as well as National and Provincial Practices Notes. Chairing meetings; Conflict Management; Problem solving, analytical and numeracy; Good interpersonal relations; Computer skills: Spreadsheets (MS Excel), word processing (MS Word), Presentations (PowerPoint) and Internet; Research and analysis; Report writing and general writing; Monitoring, follow-up and forecasting; Project Management; Change Management; Analytical, Statistical and quantitative analysis; Financial Management; Planning; People Management; Strategic Planning and Management; Training and Mentoring; Policy Analysis and Development; Negotiation Skills; Innovative thinking; Analytical thinking; Decisiveness; Leadership; Risk Management; Advanced verbal communication and presentation; Budgeting; Co-ordinating activities of different service providers and Stakeholder Relationship Management.

<b><u>DUTIES</u></b>	:	Manage the provision of support to municipalities regarding the compilation of Annual Financial Statements (AFS) in compliance with Generally Recognised Accounting Practice (GRAP) Standards. Manage the provisioning of financial management support to municipalities. Manage audit readiness and review for municipalities. Manage consultative support and liaison services with Stakeholders. Guide the implementation of policies. Manage the resources of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. F Cassimjee Tel No: (033) 897 4541
<b><u>NOTE</u></b>	:	Targeted: Females and people with disabilities who meet the requirements

#### **OTHER POST**

<b><u>POST 44/478</u></b>	:	<b><u>DEPUTY DIRECTOR: REVENUE AND DEBT MANAGEMENT REF NO: KZNPT 22/47</u></b>
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<b><u>SALARY</u></b>	:	R766 584 per annum, (all inclusive package), (a remuneration package)
<b><u>CENTRE</u></b>	:	KZN Provincial Treasury, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A 3 year NQF level 7 Degree in Commerce or Finance or Accounting. A minimum of three (3) years junior management experience in revenue and debt management within the public/municipal finance field. A valid driver's licence is necessary and applicants must be willing to travel. People with disabilities without valid Driver's licences will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Knowledge of the Constitution Republic of the Republic of South Africa ; Planning frameworks relevant legislation; Public Service Regulation, 2016; MTEF and the budget process; Public Finance Management Act (PFMA); Treasury Regulations; Municipal Finance Management Act (MFMA); Public Finance Management Act (PFMA) and Treasury Regulations; Municipal Systems Act (and amendments); Municipal Structures Act; Municipal Property Rates Act; Public Service Regulatory Framework (PSRF); SCM Regulations; PFMA Regulations i.r.o. Supply Chain Management; Provincial Procurement Act and Regulations; Provincial Internal Audit Act; Generally Recognised Accounting Practice (GRAP) and any other applicable accounting standard used by local government; Public Service Act, 1994; Strategic plan framework; Annual Performance Plans; Employee Performance and Management System; National Development Plan; Service Delivery Framework; National and Provincial Practices Notes; Provincial Growth and Development Plan. Skills: Analytical; Financial Management; Leadership; Planning; Organizational; Management; Computer Literacy; Policy Analysis/Development; Interpersonal Relations; Presentation; Verbal Communication; Project Management Skills; Ability to initiate and support organizational transformation; Problem solving skills; Change Management skills; Advanced Communication skills; Creativity; Conflict Management skills; People Management; Negotiation skills; Stakeholder/relationship management.
<b><u>DUTIES</u></b>	:	Co-ordinate the provision of revenue management support initiatives provided to municipalities. Co-ordinate the provision of cash management support initiatives provided to municipalities. Co-ordinate the debt management support initiatives provided to municipalities. Co-ordinate the indigent

**ENQUIRIES**  
**NOTE**

- households support initiatives provided to municipalities. Comply with the implementation of policies. Manage resources of the Sub-directorate.
- : Ms. K Mare Tel No: (033) 897 4534
  - : Targeted: African Males, African Females and people with disabilities who meet the requirements

**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** : 12 December 2022
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department should be duly completed and accompanied by a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated). 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 communication from Human Resources. Each application form must be fully completed, duly signed and initialed by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (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 committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. All applications, including those submitted via registered mail must reach the department before 16h00 on the day of the closing date. Incomplete applications, applications on incorrect forms, applications sent or delivered to the wrong address or applications received after closing date will be disqualified.

## **MANAGEMENT ECHELON**

<b><u>POST 44/479</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER REF NO: NCDEDAT/2022/10</u></b>
<b><u>SALARY</u></b>	:	R1 308 051 – R1 563 948 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a Performance Agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kimberley Office
	:	Applicants must be in possession of an undergraduate qualification (NQF7) in Finance / Accounting, or an equivalent qualification as recognised by SAQA; Registered as a Chartered Accountant in good standing with a recognised Professional body will be an added advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating financial management in Government: Generally, Recognised Accounting Practices (GRAP), Foreign Service Act, and Preferential Procurement Policy Framework (PPPFA). At least 10 years' experience at a senior managerial level, coupled with extensive management experience in the field of financial management covering Accounting, Auditing, Risk Management, Budgeting, Reporting, Asset Management and Supply Chain Management. Competencies and Skills: Excellent knowledge of financial management, contract management, supply chain management systems and budgeting principles; Expert knowledge of Basic Accounting Systems, procedures and controls within the private and public sectors; Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting, management accounting, cost accounting, internal controls, internal and external audit, information systems and Supply Chain Management; Knowledge and understanding of Facilities and Property management; Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa; Acumen and experience to manage and interact with key stakeholders at senior level; Proven strategic and leadership capabilities, programme and project management, and people management and empowerment; Well-developed research and development methodologies. Excellent communication skills (written and verbal); Client orientation and customer focus, honesty and integrity, and time management skills; Excellent project management, problem solving, report writing, computer and analytic skills are key to this post; Understanding of SA foreign policy.
<b><u>DUTIES</u></b>	:	Oversee and provide overall management in the implementation of financial management and administrative services; Oversee and manage the provisioning of assets and supply chain management services; Provide overall management and facilitation of properties and facilities management services; Provide overall management and strategic direction in the Branch; Execute all responsibilities delegated by the Accounting Officer in terms of Sections 38 to 43 of the PFMA; Maintain an integrated accounting and financial management system, including financial reporting and internal control; Oversee the budgetary process within the Department and ensure alignment to Departmental strategic objectives as well as exercise budgetary control and provide early warning arrangements at strategic level; Oversee the preparation and submission of quarterly and annual financial statements including other financial reports and liaise with National Treasury and the Auditor-General in this regard; Participate in policy formulation and review by rendering advice to the Executing Authority, Accounting Officer and Top Management on financial matters and financial consequences thereof; Oversee the development, revision and alignment of the departmental policies, priorities and processes according to National Legislation, Public Service Regulations and national and international best practices; Liaise with CFO's of other government departments regarding financial transactions for diplomatic missions abroad and ensure speedy recovery of expenditure incurred by the Department on behalf of other Departments; Liaise with the relevant role-players in the financial environment regarding transversal financial matters; Manage foreign exchange fluctuation in line with National Treasury and South African Reserve Bank (SARB) guidelines.
<b><u>ENQUIRIES</u></b>	:	Mr T Mabija Tel No: (053) 839 4002

## SOUTH AFRICAN POLICE SERVICE

### **APPLICATIONS**

: Applications forms can also be obtained from SAPS Provincial Office and can be posted to the following address:

Provincial Head Human Resource Management, Recruitment Office, Private Bag x5001, Kimberley, 8300 or hand deliver at the SAPS Provincial Office, 19 George Street, Kimberley (locked silver container at entrance)

### **CLOSING DATE**

: 02 December 2022 at 16:00

### **NOTE**

: Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

## OTHER POSTS

### **POST 44/480**

: **SECURITY OFFICER**

### **SALARY CENTRE**

: R128 166 per annum (Level 03)  
 : Springbok Garage Ref No: NCS 1/11/2022 (X2 Posts)  
 : Springbok VCIU Ref No: NCS 2/11/2022 (X2 Posts)  
 : Upington K9 Ref No: NCS 3/11/2022 (X2 Posts)  
 : Upington VCIU Ref No: NCS 4/11/2022  
 : De Aar K9 Ref No: NCS 5/11/2022 (X4 Posts)  
 : Kimberley Garage Ref No: NCS 6/11/2022  
 : Kimberley K9 Ref No: NCS 7/11/2022  
 : PC Building Kimberley Ref No: NCS 8/11/2022 (X5 Posts)  
 : Provincial HRD Kimberley Ref No: NCS 9/11/2022 (X5 Posts)  
 : Crime Intelligence Kimberley Ref No: NCS 10/11/2022 (X3 Posts)  
 : Kimberley VSS / VCIU Ref No: NCS 11/11/2022 (X4 Posts)  
 : Markstead Building Kimberley Ref No: NCS 12/11/2022 (X4 Posts)  
 : Kenilworth Building Kimberley Ref No: NCS 13/11/2022 (X6 Posts)  
 : Monate Meat Building Kimberley Ref No: NCS 14/11/2022 (X3 Posts)

<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.
<b><u>DUTIES</u></b>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contractors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<b><u>ENQUIRIES</u></b>	:	Warrant Officer Teise / PO Moorcroft / PO Syfers Tel No: (053) 839-2510 / 2813 / 3724
<b><u>POST 44/481</u></b>	:	<b><u>GENERAL WORKER</u></b>
<b><u>SALARY CENTRE</u></b>	:	R107 196 per annum (Level 02)
	:	Alexanderbay Ref No: NCGW 1/11/2022
	:	Noupoort Ref No: NCGW 2/11/2022
	:	Paballelo Ref No: NCGW 3/11/2022
	:	Augrabies Ref No: NCGW 4/11/2022
	:	De Aar Ref No: NCGW 5/11/2022
	:	Delpportshoop Ref No: NCGW 6/11/2022
	:	Garies Ref No: NCGW 7/11/2022
	:	Rietfontein Ref No: NCGW 8/11/2022
	:	Keimoes Ref No: NCGW 9/11/2022
	:	Modderivier Ref No: NCGW 10/11/2022
	:	Nababeep Ref No: NCGW 11/11/2022
	:	Strydenburg Ref No: NCGW 12/11/2022
	:	Grobblershoop Ref No: NCGW 13/11/2022
	:	Vanderkloof Ref No: NCGW 14/11/2022
	:	Wrenchville Ref No: NCGW 15/11/2022
	:	Galeshewe Ref No: NCGW 16/11/2022
	:	Kimberley Garage Ref No: NCGW 17/11/2022
	:	Upington STES Ref No: NCGW 18/11/2022
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
<b><u>DUTIES</u></b>	:	Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as



**ENQUIRIES**

dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

: Warrant Officer Teise / PO Moorcroft / PO Syfers Tel No: (053) 839-2510 / 2813 / 3724

**PROVINCIAL ADMINISTRATION: NORTH-WEST  
OFFICE OF THE PREMIER**

<b><u>APPLICATIONS</u></b>	:	Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
<b><u>CLOSING DATE</u></b>	:	09 December 2022
<b><u>NOTE</u></b>	:	All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to Women and People disabilities in the recruitment for these posts. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit ONLY Z83 and detailed Curriculum Vitae with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Incomplete Z83, Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualifications and previous employment (Reference checks). It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office three months from the date of the advertisement consider your application unsuccessful. Candidates who previously applied for some of the advertised positions are encouraged to re-apply, should they still be interested.

**OTHER POSTS**

<b><u>POST 44/482</u></b>	:	<b><u>DEPUTY DIRECTOR: SOCIAL COHESION REF NO: NWP/OOP/2022/62</u></b> Job Purpose: To coordinate the mobilisation of communities and structures towards Social Cohesion and Moral
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three year appropriate tertiary qualification at NQF level 6 and/or equivalent (NQF level and credits). 6-7 years' experience of which 3 years must be at Assistant Director Level. Knowledge, Skills and Competencies: Public service regulations, procedure and methods study. Communication and events management. Project management. Leadership and presentation. Computer literacy skills in Excel, Word, PowerPoint and Reporting skills.
<b><u>DUTIES</u></b>	:	Develop, monitor and evaluate the implementation of the strategy for the Province; to develop activities for Moral Regeneration month. To provide support to existing moral regeneration forums. To develop a provincial department RHR forum, monitor the work done in municipalities, workplace and schools. Build partnership with other existing departmental forums. Coordination of ethical cultural diversity; Identification of key stakeholders' relevant; build through, consultative engagement processes. Build partnership with institutions of higher learning, minority groups and traditional authority to

develop diverse common values. Promotion of Charter of positive values and build stakeholder data base. Coordination and promotion of racial tolerance; Arrange consultative meetings with foreign nationals. Create stakeholder data base, Raise awareness in schools. Arrange district and provincial social cohesion conferences and campaigns and Promotion of the Charter of positive values. Coordination of social cohesion programmes in all government departments; Identification of key stakeholders relevant within departments and Municipalities. Building partnership and creating stakeholder database and Consultative engagements, plenary and implementation.

**ENQUIRIES**

:

Mr. EMS Matshe Tel No: 018 388 3014

**POST 44/483**

:

**DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: NWP/OOP/2022/63)**

(Re-Advert)

Job Purpose: To coordinate and facilitate the implementation of Organisational Design programmes in the NWPG departments

**SALARY  
CENTRE  
REQUIREMENTS**

:

R766 584 per annum (Level 11), (all-inclusive package)

:

Mmabatho

:

Three year tertiary qualification at NQF level 6 and/ or equivalent qualifications (NQF level and credits). 6 - 7 years' experience applicable to the relevant discipline of which 3 years should be at Assistant Director level. Knowledge, Skills and Competencies: Knowledge of organisational development/design; Job evaluation system, procedure and methods study, Work processes and procedures, Organisational Design Toolkit, Public Service Act, Public Service Regulations. Good communication skills; Report writing skills; Planning and organising; Facilitation skills; Coordination skills; Conflict resolution; Problem solving skills; Project management; Leadership and Presentation, Ability to interpret and apply policy; Policy formulation; Analytical and innovative thinking; Research skills.

**DUTIES**

:

Coordinate, facilitate and monitor the development, design and implementation of organisational structures for all NWPG departments; Manage the analysis and facilitate the alignment of organisational structures with strategic plans and generic organisational structures for the client departments. Manage and coordinate consultation processes with the Premier and Minister and ensure submission of all relevant documents to DPSA in line with the Directive. Manage and coordinate the development of Service Delivery Models (SDM) by departments. Coordinate the development of Job Descriptions and provide advice on grading and Job Evaluation (JE) processes for the newly created posts. Monitor and report on the implementation of approved departmental organisational structures. Coordinate, facilitate and manage Business Process Management (BPM) and improvement processes; Management the development of the methods to streamline workflow through office accommodation. Monitor and ensure the implementation of national and provincial policies, strategies, and guidelines on organisational efficiency. Manage and Coordinate the implementation of Organisational Functionality Assessment (OFA) by departments. Manage staff in the unit.

**ENQUIRIES**

:

Ms. G.S Motsilenyane Tel No: (018) 388 2545

**PROVINCIAL TREASURY**

**APPLICATIONS**

:

Applications should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735. You can also email your application to [ptvacancies@nwpg.gov.za](mailto:ptvacancies@nwpg.gov.za) The maximum limit is 35MB for applications to transmit successfully, otherwise you will have to send more than one email. When you submit through email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Applications should be submitted on time. Applications received after the closing date will not be accepted and considered.

**FOR ATTENTION**

:

marked for attention: JM Moheta, K Chuma, or N Marengwa, 2nd Floor, Garona Building

**CLOSING DATE  
NOTES**

:

02 December 2022 at 16h00

:

Applications must quote the relevant reference number and be submitted on the NEW Z83 form, obtainable from any Public Service Department or the DPSA website at <https://www.dpsa.gov.za/newsroom/psvc/> Should an

application be received using the incorrect application for employment (old Z83), it will not be considered. The Z83 must be fully completed and signed and accompanied by a comprehensive/ detailed recent Curriculum Vitae (including full particulars of training, qualifications, skills, competencies, knowledge, specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service). At least two contactable referees should be provided. (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 copies of Identity Document, Qualifications, and training certificates as well as a driver's licence where necessary. This must be submitted on or before the day of the interviews. Non-SA citizens who are shortlisted must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by a SAQA evaluation report on the qualification. 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). It will be expected of candidates to be available for interviews and assessments on the date and time and at a place 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. The Department will conduct reference checks which may include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract 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 and declare any business they had or are conducting with an Organ of State. It will be required from employees who fall within the designated groups to do financial disclosures and to do such within three months of their appointment. Failure to comply with the above requirements will result in the disqualification of the application. 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. The Department reserves the right to cancel the recruitment process and not fill a position or re-advertise the posts at any time in the future. Correspondence will be limited to short-listed candidates only.

**Requirements For Senior Management Posts:** The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course, endorsed by DPSA and the National School of Government (NSG). The course is available at the NSG under the name: Certificate for entry into the SMS. The full details can be sourced at 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 at: [www.thensg.gov.za](http://www.thensg.gov.za). No appointment to an SMS post will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools.

## MANAGEMENT ECHELON

<b><u>POST 44/484</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER REF NO: NWFIN/2022/14</u></b> Programme: Administration Sub Programme: Financial Management Chief Directorate: Financial Management Services
<b><u>SALARY</u></b>	:	R1 308 051 per annum (Level 14), all-inclusive salary package, (on the salary scale: R1 308 051 – R1 563 948 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a Bachelor Degree or Advanced Diploma in Accounting/ Financial Management (BCom) or equivalent NQF 7 qualification in related field. Ten (10) years' relevant experience in financial management of which 5 years must be on senior management. Qualification as a CA will be an added advantage. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. Knowledge of GRAP, PFMA, MFMA, Treasury Regulations and all related prescripts. Knowledge of Government accounting, financial statement standards, financial systems, Organizational and Government structures as well as principles of financial accounting, financial planning, budgeting principles, supply chain management and Internal Control methodologies. Sound analytical, interpretive, and high-level communication and reporting skills. A proven track record of the ability to multi-task and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills, problem solving. Organization skills, people management, financial management, risk management and systems management. Planning, organization and stakeholder relationship management including the ability to liaise and operate within intergovernmental context.
<b><u>DUTIES</u></b>	:	Ensure the implementation of Management Accounting processes in the Department through the planning, co-ordination, and management of the budget and MTEF budget process, the management and monitoring of revenue and expenditure and reporting in line with the PFMA. Ensure the rendering of Financial Accounting Services through the monitoring of monthly accounting services and oversee submission of interim and annual financial statements, ensure Revenue and Banking Management, ensure the management of the Departmental Financial Systems and the administration of salary related matters. Ensure the provision of Departmental Supply Chain Management Services through the monitoring of SCM demand & acquisition services, administer tender processes, management of Assets in the Department, the provision of logistical (SCM) services including the payment of suppliers within the regulated timeframes and the monitoring and management of Supply Chain Performance and Information. Ensure mechanisms in place to Prevent and detect unauthorized, irregular and fruitless and wasteful expenditure and losses. Management of Internal Control Processes in the Department, including the co-ordination of Auditor-General processes, monitoring of audit action plans and participation in relevant governance structures. Oversee the development and implementation of financial management policies. Provide strategic advice and guidance in terms of SCM and other financial matters to internal clients and Service Providers.
<b><u>ENQUIRIES</u></b>	:	Ms M Jansen Tel (018) 388 3419
<b><u>POST 44/485</u></b>	:	<b><u>CHIEF DIRECTOR: BUDGET AND PUBLIC FINANCE REF NO: NWFIN/2022/01</u></b> Programme: Sustainable Resource Management Sub Programme: Budget Management Directorate: Budget and Public Finance Management
<b><u>SALARY</u></b>	:	R1 308 051 per annum (Level 14), all-inclusive salary package, (on the salary scale: R1 308 051 – R1 563 948 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a B Degree or Advanced Diploma in Finance/ Economics/ Commerce, or equivalent NQF 7 qualification. A postgraduate qualification in Financial or Budget Management will be an added advantage. A minimum of 10 (ten) years relevant experience in a budgeting and budget control environment. A minimum of 5 (five) years should be middle

management/senior management experience. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. Valid Code 08 drivers' license is a necessity. Extensive knowledge and understanding of relevant policies and prescripts, application of resources as well as understanding of legislative framework and variety of work changes and procedures governing the Public Service such as: PFMA, Treasury Regulations, the Division of Revenue Act, Labour Relations Act, Public Service Act, Public Service Regulations. Working knowledge of the functioning of National/ Provincial and Local Government. Knowledge of Financial and Project Management. Extensive knowledge of treasury function. Strategic capability and leadership skills, project, and programme management skills. Financial Management. Analytical and lateral thinking skills. Proven innovative and creativity ability. Honesty and Integrity. The ability to work successfully under pressure and partner with dynamic leadership team. The ability to liaise with internal and external stakeholders and network widely. People management and empowerment. Research Skills. High level of verbal and written communication skills at all levels. Proven practical computer literacy skills (MS Word, PowerPoint, Outlook, Excel).

**DUTIES** : Drive the Medium-Term Expenditure Framework and Annual Provincial Budget Process. Manage provincial strategic budget planning process, preparations, and implementation. Provide advice, guidance and training on the budget process, budget reforms, and oversee the development of the Medium-Term Expenditure Budget Guidelines and ensure implementation in the province. Determine the provincial fiscal envelope for the Medium-Term Framework based on National and Provincial Policies/priorities. Review consolidated budget adjustment book and finalize before printing. Provide advice and guidance to provincial departments and public entities on budget compilation process. Coordinate the infrastructure planning and implementation. Responsible for budget policy formulation. Ensure that the Departmental Budget reflects the policies and priorities contained in the Departmental business plans. Ensure that the Departmental budget complies with National and Provincial priorities. Consolidate and prepare the Provincial budget. Ensure that the Departments utilise resources in accordance with plans and Government priorities. Report monthly and quarterly on the implementation of the Provincial budget. Perform generic management and administrative functions. Ensure accurate reporting on financial information within the provincial departments as required by the Division of Revenue Act. Monitor and assess that all expenditure is in line with Provincial budget allocations and priorities. Monitor and review monthly and quarterly reports on expenditure trends. Monitor provincial analysis in terms of expenditure, revenue, and conditional grants. Ensure evaluation of business plan of all conditional grants for compliance with the relevant framework.

**ENQUIRIES** : Ms. M Jansen Tel: (018) 388 3419

**POST 44/486** : **DIRECTOR: FINANCIAL SYSTEMS REF NO: NWFIN/2022/10**  
 Programme: Financial Governance  
 Sub Programme: Accounting Services  
 Directorate: Financial Systems

**SALARY** : R1 105 383 per annum (Level 13), all-inclusive salary package, (on the salary scale: R1 105 383 – R1 302 102 per annum)

**CENTRE** : Mmabatho

**REQUIREMENTS** : As a minimum a B Degree or Advanced Diploma in Financial Management/ Accounting/ Information Systems/ Commerce, or equivalent NQF 7 qualification. A minimum of 10 (ten) years practical experience in the support and/or development of financial management systems. A minimum of 5 (five) years should be middle management/senior management experience. Pre-entry Certificate for SMS is compulsory. No appointment will be made without such a certificate. Valid Code 08 drivers' license is a necessity. Understand the relationship between Business and System strategies and ensure alignment. Understanding of Application Frameworks and its strategic importance. Knowledge of role of Incident and Problem management in the support of Systems. Knowledge of ICT operations, systems development life cycle and ICT Governance. Knowledge of current ICT modernisation trends. ICT Risk, Security and Service Continuity Management. Strategic capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial and Change Management. Knowledge Management

		and Service Delivery Innovation (SDI) and Communication. Problem-solving and Analysis, Client Orientation and Customer focus. Ability to work successfully under pressure and to partner with a dynamic leadership team. Knowledge of the PFMA and legislative frameworks.
<b><u>DUTIES</u></b>	:	Ensure continuous business process improvements in the Financial Management Information Systems environment. Evaluate new systems proposals and provide recommendations. Manage the implementation of Financial Systems in departments. Ensure user support and Data Management. Provide cross-organizational support. Develop and implement systems policies and procedures. Ensure effective and efficient systems support and user capacity building. Evaluate information systems infrastructure and recommend updates. Management of the system computer mainframe and support contractors. Manage the development, testing and implementation of new systems by National and Provincial Governments. Participate in forums created by National Treasury and Province for the roll-out of new systems. Manage the relationship between the department and stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr. G Paul Tel No: (018) 388 3039
<b>OTHER POSTS</b>		
<b><u>POST 44/487</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: NWFIN/2022/18</u></b> Programme: Administration Sub Programme: Corporate Services Directorate: Legal Services
<b><u>SALARY</u></b>	:	R797 901 per annum, all-inclusive salary package, (on the salary scale: R797 901 – R1 192 677 per annum), Salary will be determined in accordance with Occupational Specific Dispensation (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mmabatho As a minimum an LLB/ BJuris or equivalent 4-year Law degree (NQF 7). Admitted as an Attorney or Advocate. At least eight (8) years' experience in civil litigation, legislative drafting, drafting of legal opinions, contracts, documents, and briefing of counsel in civil matters, four (4) years must be on junior management level. Valid Code 08 drivers' license is a necessity. Knowledge of the Constitution of South Africa, PFMA and Treasury Regulations, MFMA, PAIA, PAJA, Public Service Act and its Regulations, as well as other legislation regulating government. Computer literacy. Supervisory and leadership skills. Written and verbal communication skills and Research skills. Project management and report writing skills. Good conflict resolution and mediation skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Provide legal advice on a variety of issues. Draft policies of the Department. Provide verbal and written legal opinions. Manage litigation of the Department. Draft legal documents and contracts entered into by/ with the Department. Liaise with the office of the Premier and State Attorney.
<b><u>ENQUIRIES</u></b>	:	Ms. A Lee Tel No: 018 388 3354
<b><u>POST 44/488</u></b>	:	<b><u>DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: NWFIN/2022/02 (X2 POSTS)</u></b> Programme: Sustainable Resource Management Sub Programme: Budget Management Directorate: Budget Management
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mmabatho As a minimum a National Diploma or Advance Certificate in Finance/ Economics/ Public Finance or equivalent NQF 6 qualification. A BCOM Degree or post graduate qualification will be an added advantage. A minimum of six (6) years relevant experience in government budgeting of which three (3) years must be on a junior management level. Valid Code 08 drivers' license is a necessity. In depth knowledge of the PFMA, Treasury Regulations and the Division of Revenue Act. Conversant with Labour Relations Act, Public Service Act, Public Service Regulations and other policies and procedures that governs the Public Service. Working knowledge of the functioning of National/ Provincial and Local Government. Extensive knowledge of treasury function. Conversant with BAS and Vulindlela System. Effective verbal and written skills.

		Computer literacy (MS Word, PowerPoint, Outlook, Excel). Analytical skills. Research, monitoring, evaluation, and report writing skills. Accuracy and attention to detail. Competency in evaluating written reports. Report writing and presentation skills. Planning and organizing; Problem solving and decision making; Team leadership.
<b><u>DUTIES</u></b>	:	Manage the planning and implementation of the provincial budgets. Analyse and advise on the appropriateness of budget allocations of the departments, in line with national and provincial priorities. Participate in and give inputs during sectoral meetings at provincial and national level. Attend to any financial and non-financial queries raised by departments. Evaluate the MTEF budget submissions of the departments for compliance with the laid down prescripts and advise the Manager accordingly. Provide data regarding the provincial adjustment estimate process, prior to final provincial allocations, to be in line with the provincial fiscal framework. Analyse and prepare reports on monthly and quarterly In-Year Monitoring (IYM) reports on expenditure of Provincial Departments. Monitoring and reporting on all National Conditional Grants received and its corresponding expenditures. Monitor the budget by assessing proposed allocations with desired outcomes, measuring post-budget allocation effectiveness and efficiency of resource expenditure performance & delivery of provincial departments, in terms of infrastructure, maintenance, conditional grants and current expenditure, thereby appraising "Value for money". Evaluate and investigate expenditure performance monthly and engage the departments in bilaterals on expenditure deviations versus performance. Draft operational plans for the section. Manage the performance of subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr. L Sidumo Tel No: (018) 388 2227
<b><u>POST 44/489</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC FINANCE REF NO: NWFIN/2022/03</u></b> Programme: Sustainable Resource Management Sub Programme: Public Finance Management Directorate: Data and Public Finance Management Sub-Directorate: Public Finance Management
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advance Certificate in Financial Management/ Economics/Public Finance or equivalent NQF 6 qualification. A BCom Degree or post graduate qualification will be an added advantage. A minimum of six (6) years relevant experience in Budgeting, Financial Management and Reporting, Financial and Non-financial statistics performance monitoring, and reporting of which three (3) years must be on a junior management level. Valid Code 08 drivers' license is a necessity. In depth knowledge of the PFMA, Treasury Regulations and the Division of Revenue Act. Conversant with Labour Relations Act, Public Service Act, Public Service Regulations and other policies and procedures that governs the Public Service. Working knowledge of the functioning of National/ Provincial and Local Government. Extensive knowledge of treasury function. Conversant with BAS and Vulindlela System. Effective verbal and written skills. Computer literacy (MS Word, PowerPoint, Outlook, Excel). Analytical skills. Research, monitoring, evaluation, and report writing skills. Accuracy and attention to detail. Advanced Financial Modelling. Competency in evaluating written reports. Report writing and presentation skills. Planning and organizing. Problem solving and decision making. Team leadership.
<b><u>DUTIES</u></b>	:	Analysis and monitoring of the provincial departmental and public entities budgets and expenditures. Advising the Senior Manager accordingly in view of ensuring firm linkages between budgeting, planning, expenditures, and service delivery. Draw monthly budget and expenditure reports from the Financial System (BAS) and compile monthly and quarterly In-Year Monitoring reports on budgets and expenditure of Provincial Departments and Public Entities. Ensure improved in-year budget and expenditure management and reporting practices, analysis, and improvement of inter-governmental financial management systems. Provide tools/models for monitoring provincial and departmental budgets by assessing proposed allocations with desired outcomes, measuring post-budget allocation effectiveness and efficiency of resource expenditure performance of provincial departments, in terms of infrastructure, conditional grants, compensation of employees, capital and current expenditure, thereby appraising "Value for Money". Monitor efficient



		and accurate financial and non-financial data of provincial departments and public entities and report the performance statistics to National Treasury, Provincial Legislature, and all relevant stakeholders. Monitoring and reporting on all National Conditional Grants received and its corresponding expenditures. Develop and maintain financial and non-financial databases with accurate statistics and liaise with National, Provincial Departments and Public Entities on required data. Assist the manager with expenditure analysis on the propriety of budget allocations to departments and public entities. Attend and participate actively in various national/ departmental/ provincial/ sectoral meetings pertaining to financial, performance and statistical data. Draft operational plans for section and manage performance of subordinates. Perform generic management and administrative functions.
<b><u>ENQUIRIES</u></b>	:	Mr. L Sidumo// Mr. E.F. Abrahams Tel No: (018) 388 2227 / 388 3709
<b><u>POST 44/490</u></b>	:	<b><u>DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS REF NO: NWFIN/2022/05</u></b> Programme: Sustainable Resource Management Sub Programme: Fiscal Policy Directorate: Fiscal Policy Analysis and Financial Asset Management
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advance Certificate in Finance/ Economics/ Accounting/ Budget or equivalent NQF 6 qualification. A BCom Degree in the indicated fields will be an added advantage. A minimum of six (6) years relevant experience in fiscal policy environment/revenue management of which three (3) years must be on a junior management level. Valid Code 08 drivers' license is a necessity. Willingness to travel and work extra hours. Conversant with Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, Procurement Act, and any other related Finance Prescripts. Conversant with Basic Accounting System (BAS) and Vulindlela System. Conversant with Labour Relations Act, Public Service Act, Public Service Regulations and other policies and procedures that governs the Public Service. Effective communication and writing skills. Strong in quantitative and analytical skills. Computer literacy in Microsoft WORD, Excel, and PowerPoint. Report writing skills. Competency in evaluating written reports. Leadership abilities and conflict resolution skills. Confident in conducting workshops and strong presentation.
<b><u>DUTIES</u></b>	:	Coordinate the analysis the revenue budget inputs from departments for inclusion in the Provincial Budget Statement. Critically analyse revenue budgets and monthly revenue collection for inclusion in the In Year Monitoring (IYM) monthly reporting. Monitor the daily and monthly revenue collection to detect any possible variances and report accordingly. Prepare written reports on achievements and challenges relating to departmental revenue collection. Develop and monitor the implementation of Provincial Revenue Enhancement Strategy. Coordinate that departments review the tariff structures annually to maximize of provincial revenue envelope. Ensure that provincial revenue policies and procedures are revised annually. Check and verify the overall monthly revenue payments from Provincial Revenue Fund Bank Statements and make some interventions when the departments fail to execute payments. Coordinate the Provincial Revenue Forum. Perform other administrative duties within the Directorate.
<b><u>ENQUIRIES</u></b>	:	Busisiwe Pule Tel No: (018) 388 3130
<b><u>POST 44/491</u></b>	:	<b><u>DEPUTY DIRECTOR: MUNICIPAL BUDGET MANAGEMENT REF NO: NWFIN/2022/06</u></b> Programme: Sustainable Resource Management Sub Programme: Municipal Finance Directorate: Bojanala District Management
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)
<b><u>CENTRE</u></b>	:	Rustenburg
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advance Certificate in Finance/ Economics/ Accounting/ Budget or equivalent NQF 6 qualifications. Bachelor's Degree in Accounting or Financial Management/ BCom will be an added

advantage. Six (6) years relevant experience in a Financial Management / Budget Management environment of which (3) years must be on a junior management level. Valid Code 08 drivers' license is a necessity. Appropriate experience and knowledge in financial management in the local government sector. Practical demonstration of knowledge and skills of the Municipal Finance Management Act and relevant supporting regulations. Conversant with Labour Relations Act, Public Service Act, Public Service Regulations and other policies and procedures that governs the Public Service. Working knowledge of the functioning of National/ Provincial and Local Government. Advanced Excel and PowerPoint presentation skills. Provision of credible research, analysis and report writing. Project, financial and people management. Sound analytical and problem-solving skills. Effective communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

**DUTIES** : Monitor implementation of budget framework and regulations by delegated municipalities and provide technical support to delegated municipalities. Provide guidance on the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process). Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Conduct research on subject matter pertaining to designated municipalities, as and when required. Providing guidance to ensure alignment of municipal budgets to Provincial and National objectives. Evaluate the budgets and budget supporting documents for designated municipalities and provide advice/written comments to the municipality in terms of credibility, relevance, and sustainability. Monitor, evaluate and report on the implementation of municipal budgets. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions.

**ENQUIRIES** : Ms. L Nengovhela Tel No: (018) 388 2142

**POST 44/492** : **DEPUTY DIRECTOR: MUNICIPAL SCM MANAGEMENT REF NO: NWFIN/2022/07**  
 Programme: Sustainable Resource Management  
 Sub Programme: Municipal Finance  
 Directorate: Dr. Kenneth Kaunda District Management

**SALARY** : R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)

**CENTRE** : Mmabatho

**REQUIREMENTS** : As a minimum a National Diploma or Advance Certificate in Finance/ Economics/ Accounting/ Budget or equivalent NQF 6 qualifications. Bachelor's Degree in Accounting or Financial Management/ BCom will be an added advantage. Six (6) years relevant experience in a Financial Management / Budget Management/ SCM environment of which (3) years must be on a junior management level. Valid Code 08 drivers' license is a necessity. Appropriate experience/knowledge in financial management in the local government sector. Practical demonstration of knowledge and skills of the Municipal Finance Management Act and relevant supporting regulations. Conversant with Labour Relations Act, Public Service Act, Public Service Regulations and other policies and procedures that governs the Public Service. Working knowledge of the functioning of National/ Provincial and Local Government. Advanced Excel and PowerPoint presentation skills. Provision of credible research, analysis and report writing. Project, financial and people management. Sound analytical and problem-solving skills. Effective communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.

<b><u>DUTIES</u></b>	:	Monitor transparent and assess effectiveness of Municipal Supply Chain Management. Support the monitoring, evaluation, and reporting on compliance with Supply Chain Management Regulatory Framework. Provide support and advice on supply chain management processes, policies, and compliance to regulations. Evaluate, assess, review & Report on Contract Management; Long & Short-Term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations and Contract Extensions. Review, assess and provide advice and guidance on the Structuring and functionality of SCM committees. Support the implement Supply chain management reforms in all the delegated municipalities and assist to play an oversight role in local government. Set complimentary standards within the parameters as set by National/ Provincial Treasury and the relevant SCM frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance, and support training initiatives regarding SCM in all delegated municipalities. Assist and advice on improving the supply chain management function within municipalities. Monitor & report on recommendations & remedial actions to improve supply chain management. Provide inputs and advice into other reports related to supply chain management. Support and oversee the implementation and maintenance of all transversal SCM policies and procedure manuals in all Municipalities.
<b><u>ENQUIRIES</u></b>	:	Ms. L Nengovhela Tel No: (018) 388 2142
<b><u>POST 44/493</u></b>	:	<b><u>DEPUTY DIRECTOR: ACCOUNTING AND REPORTING REF NO: NWFIN/2022/08</u></b> Programme: Financial Governance Sub Programme: Accounting Services Directorate: Transversal Accounting Services
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advance Certificate in Finance/ Accounting or equivalent NQF 6 qualification. A BCom majoring in Accounting and Auditing with articles will be an added advantage. Six (6) years relevant experience in a Financial Accounting/ Auditing environment of which (3) years must be on a junior management level. Valid Code 08 drivers' license is a necessity. Knowledge of PFMA, BAS, Modified Cash Standards and GRAP. Knowledge of and ability to prepare, review and interpret Annual financial statements. Report Writing skills. Strategic capability and leadership skills. Programme and project management skills. Strong financial management and analytical skills. Problem-solving and conflict and change management. Client orientation and customer focus. Communication. Honesty and integrity. Networking and presentation skills. Computer skills.
<b><u>DUTIES</u></b>	:	Manage the development and implementation of systems and processes to improve sound financial management and audit outcome of the Provincial Revenue Fund. Develop Provincial standard operating procedures and ensure implementation and adherence by all Provincial Departments. Implement National Treasury prescripts and approved accounting standards. Manage the review and reporting on the quality of Interim (IFS) and Annual Financial Statements (AFS) of Provincial Departments in line with modified cash standards which includes the Provincial Revenue Fund. Manage the clearance of monthly suspense and inter-department accounts for provincial departments. Review the implementation National Treasury prescripts and approved accounting standards. Manage the compilation of Consolidated Annual Financial Statements, which includes the Provincial Revenue Fund, and the accounting officer's report. Prepare an audit file/s to support the Consolidated Annual Financial Statements, which includes the Provincial Revenue Fund. Liaise with external stakeholders. Manage the component. Provide administrative support and human resource management.
<b><u>ENQUIRIES</u></b>	:	Ms. K Horsley Tel No: (018) 388 3437

<b><u>POST 44/494</u></b>	:	<b><u>DEPUTY DIRECTOR: ACCOUNTING COMPLIANCE REF NO: NWFIN/2022/09</u></b> Programme: Financial Governance Sub Programme: Accounting Services Directorate: Transversal Accounting Services
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mmabatho As a minimum a National Diploma or Advance Certificate in Finance/ Accounting or equivalent NQF 6 qualifications. A BCom majoring in Accounting and Auditing with articles will be an added advantage. Six (6) years relevant experience in a Financial Accounting/ Auditing environment of which (3) years must be on a junior management level. Valid Code 08 drivers' license is a necessity. Knowledge of PFMA, PERSAL, BAS, Modified Cash Standards and GRAP. Knowledge of and ability to review and interpret Annual financial statements. Report writing skills. Strategic capability and leadership skills. Programme and project management skills. Strong financial management and analytical skills. Problem-solving and conflict and change management. Client orientation and customer focus. Communication. Honesty and integrity. Networking and presentation skills Computer skills.
<b><u>DUTIES</u></b>	:	Develop and implement systems and processes to ensure integrity of financial data. Monitor the implementation and compliance with National Treasury and PFMA deadlines by all Departments and Public Entities. Manage and co-ordinate PERSAL monthly and annual statutory payment processes of Departments to ensure compliance with the requirements/deadlines of SARS. Assess and monitor compliance with National and Provincial prescripts in line with PFMA and approved Accounting Standards/manuals. Monitor and assess the implementation of Post Audit Action plans for Departments to address audit findings. Manage the provision of all financial information on all operational aspects of (PMG)/ salary bank accounts of departments and trading entities. Provide support to Departments and Public Entities. Perform Financial Statement reviews for Departments and Public Entities. Liaise with External Stakeholders. Administrative support and human resource management.
<b><u>ENQUIRIES</u></b>	:	Ms. K Horsley Tel No: (018) 388 3437
<b><u>POST 44/495</u></b>	:	<b><u>PROVINCIAL PERSAL CONTROLLER REF NO: NWFIN/2022/11</u></b> Programme: Financial Governance Sub Programme: Accounting Services Directorate: Financial Systems Support
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mmabatho As a minimum a National Diploma or Advance Certificate in Information Systems/ Public Administration/ HRM or equivalent NQF 6 qualifications. Six (6) years practical work /training experience in Persal of which (3) years must be on a junior management level. Valid Code 08 drivers' license is a necessity. Sound practical knowledge of PERSAL modules (that is, Personnel, Salaries, Establishment, Supporting Sub-systems, and MIS). Persal Certificates in Introduction, Personnel Administration, Leave, Salary Administration, Establishment Management and Persal Controller. Knowledge of all relevant National Directives and the applicability in the work environment. File Transfer Protocol (FTP) software utilisation knowledge. Computer literacy in MS Office (that is, Excel, Word and Power Point). Excellent networking and communication skills. Presentation and Training facilitation skills. Problem solving and research skills. Good written and verbal communication skills. Ability to interpret and apply policies. Analytical and innovative thinking. Research and Report writing. Workshop presentation and facilitation. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management. Negotiation skills. People management. Time management. Co-ordination. Diversity management.
<b><u>DUTIES</u></b>	:	Ensure the provision of PERSAL User Support to all Provincial Departments. Register PERSAL Users and allocate functions. Register and approve System Change Controller (SCC's). Ensure the proper extraction of data from the

Persal database for reporting and monitoring purposes, such as, but not limited to MIS, IFS and AFS data, Oversight Statistics, Employment Statistics and Annual Employment Equity Report Data. Chair the provincial Persal Steering Committee. Attend the quarterly Provincial and National PERSAL Users Forum meetings. Monitor and Analyse information on PERSAL to detect possible fraudulent/ incorrect transactions. Investigate and identify irregularities and shortcomings on the PERSAL system. Ensure adherence to policies and procedures pertaining to HR and Salary Administration. Oversee the implementation of audit and control measures. Provide guidelines to Departmental Persal Controllers on information requirements. Manage stock control. Responsible for the composition and maintenance of provincial manuals and procedures. Perform all the functions attached to a Provincial PERSAL Controller.

**ENQUIRIES** : Ms. N Mntungwa Tel No: (018) 388 2988

**POST 44/496** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: NWFIN/2022/12 (X2 POSTS)**  
 Programme: Financial Governance  
 Sub Programme: Internal Audit  
 Directorate: Risk-based Audits

**SALARY** : R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)

**CENTRE** : Mmabatho

**REQUIREMENTS** : As a minimum a National Diploma or Advance Certificate in Accounting and Auditing or equivalent NQF 6 qualifications. Six (6) years relevant experience in auditing of which (3) years should be in Internal Auditing and 3 (three) years on junior management level. A postgraduate degree or a professional qualification/designation such as Internal Audit Technician or Professional Internal Auditor or General Internal Auditor or Certified Internal Auditor or Chartered Accountant will be an added advantage. Extensive knowledge of the International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Internal Audit Methodologies as well as knowledge of developments in the Internal Audit field is also required. Valid Code 08 drivers' license is a necessity. A thorough understanding of Government processes and the role and function of internal audit and the audit committee in the public sector. Sound analytical and problem-solving skills. Effective communication and interpersonal skills. Creative and innovative orientation. The ability to work independently and in a team. Sound Report writing and computer skills. Implementation of effective actions and processes to ensure that deadlines are met. Supervision, training, and guiding all personnel reporting to you. The ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking. The ability to analyse processes and identify appropriate, value adding and key audit criteria and root causes and to prioritize and assess audit outcomes during the full audit cycle. To be able to do introspection.

**DUTIES** : Prepare a three-year strategic plan and annual audit coverage plan for a department. Monitor risk on a continuous basis and amend annual audit coverage plans as required. Assist in the facilitation of risk assessment workshops and provide inputs for and review/update the risk assessment documents where required. Manage the rollout of the audit plan inclusive of the various phases in an audit, the audit team and budgeted time. Determine audit scope, objectives, risks and assess and approve the audit workprogram. Where required perform audit work from planning to reporting. Compile quality and value adding reports and make appropriate recommendations. Ensure that work performed by the audit team complies with the IPPF and Quality Assurance Improvement Program of the unit and take effective correction where required. Conduct peer reviews. Be prepared to manage audits of bigger departments, manage teams, complex audits and render additional assistance to Cluster Directors as needed or act in their absence. Provide training to subordinates and do presentation internally and externally where needed. Execute PMDS requirements. Monthly and quarterly reporting to the Cluster Director and Audit Committee.

**ENQUIRIES** : Mr. A. Nel Tel No: (018) 388 1616

<b><u>POST 44/497</u></b>	:	<b><u>DEPUTY DIRECTOR: ENTERPRISE RISK AND INTEGRITY MANAGEMENT REF NO: NWFIN/2022/13</u></b> Programme: Administration Sub Programme: Management Support Directorate: Enterprise Risk and Integrity Management
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advance Certificate in Risk Management/ Accounting/ Auditing or equivalent NQF 6 qualifications. Six (6) years relevant experience in a risk/ integrity management environment of which (3) years should be on junior management level. Valid Code 08 drivers' license is a necessity. Knowledge of Public Finance and Management Act (PFMA) and Treasury Regulations, Public Sector Risk Management Framework, Public Service Anti-Corruption Strategy, Public Service Act and Public Service Regulations. Computer literacy – MS. Word, Excel and PowerPoint. Extensive knowledge of the risk and integrity management prescripts and policies. Working knowledge of the functioning of National/ Provincial and Local Government. Sound analytical and problem-solving skills. Excellent interpersonal and customer relation skills. Creativity & innovation. Ability to work independently and in a team. Sound Report writing. Ability to apply technical/professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure and with precision. Applied strategic thinking and decision making.
<b><u>DUTIES</u></b>	:	Develop, implement, maintain and communicate the Risk Management Policy, Risk Management Strategy and Risk Management Implementation Plan, Fraud Prevention Strategy, Fraud Implementation Plan and Whistle-Blowing Policy. Develop systems & processes for the continued improvements of the Department's risk management culture and philosophy. Ensure compliance with risk management requirements contained in legislation, frameworks, instruction notes and best practice. Ensure integration of risk management with all management activities. Ensure timeous development of risk registers and oversee roll-out of awareness programs on risk management, fraud prevention, whistle-blowing and internal controls. Ensure development and implementation of internal control system in the Department and test the effectiveness thereof. Report findings, progress and recommendations to relevant stakeholder, including but not limited to: HOD, Senior Management, Risk Management Committee and Audit Committee. Develop and implement action plans to address findings of assurance providers. Promote the implementation of the Public Service Code of Conduct. Management of Financial disclosure including analysis of results. Management of applications for remunerative work outside the public service, gifts, and ethics in the Department. Facilitate the ethics survey and prepare reports accordingly. Advise senior managers and other staff on ethics matters. Perform secretariat functions for the ethics committee. Develop and implement a continuous ethics awareness program for the Department. Facilitate the development of relevant policies and procedure manual on ethics management. Supervise and assess performance of subordinates, manage the financial resources of the sub-directorate, and perform any related management and administrative duties that may be required from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms M Jansen Tel No: (018) 388 3419
<b><u>POST 44/498</u></b>	:	<b><u>DEPUTY DIRECTOR: PLANNING, MONITORING &amp; EVALUATION REF NO: NWFIN/2022/15</u></b> Programme: Administration Sub Programme: Corporate Services Directorate: Strategic Management Sub-Directorate: Planning, Monitoring and Evaluation
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advance Certificate in Public Administration/ Public Management or equivalent NQF 6 qualifications. Six (6) years relevant experience in strategic planning, monitoring and evaluation of which (3) years should be on junior management level. Valid Code 08 drivers'

		license is a necessity. Thorough understanding of planning, policy, and administrative processes of Government especially government planning and monitoring and evaluation frameworks. Knowledge of Public Service Act and Public Service Regulations and other policies and prescripts that governs the Public Service. Computer literacy – MS. Word, Excel, and PowerPoint. Sound analytical and problem-solving skills. Good communication and interpersonal skills, presentation skills. Project and Programme management skills. Creative and innovative capabilities. Ability to work independently and in a team. Sound Report writing skills. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.
<b><u>DUTIES</u></b>	:	Co-ordinate integrated planning, monitoring and evaluation in the department. Ensure the compilation of the Annual Performance Plan, Strategic Plan of the department in line with National Treasury guidelines and frameworks. Compilation of Monthly, Quarterly and Annual Reports. Co-ordinate monitoring and evaluation in the department. to undertake regular analysis of departmental performance and formulate recommendations to address the weaknesses. Compile departmental performance assessments reports and communicate the results of the findings to the relevant stakeholders. Coordinate performance information audit query responses. Supervise and assess performance of subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr G. Lethogile Tel No: 018 388 4999
<b><u>POST 44/499</u></b>	:	<b><u>DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: NWFIN/2022/16</u></b> Programme: Administration Sub Programme: Corporate Services Directorate: Information Management Services Sub-Directorate: Records Management
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advance Certificate in Records Management/ Information Science or equivalent NQF 6 qualifications. Six (6) years relevant / functional experience in a records management environment of which (3) years should be on junior management level. Valid Code 08 drivers' license is a necessity. Knowledge of Public Service Act and Public Service Regulations and other policies and prescripts that governs the Public Service. Knowledge and understanding of applicable legislation including National Archives and Records Service of South Africa Act (NARSA), Promotion of access to Information Act (PAIA) and Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Minimum Information Security Standard (MISS) and Electronic Communications and Transaction Act. Computer literacy – MS. Word, Excel, and PowerPoint. Successful completion of Records Management Course with National Archives and Records Services. Successful completion of a security screening with State Security Agency. Ability to work under pressure. Sound analytical and problem-solving skills. Good communication and interpersonal skills, presentation skills. Project and Programme management skills. Creative and innovative capabilities. Ability to work independently and in a team. Sound Report writing skills. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.
<b><u>DUTIES</u></b>	:	To manage the implementation and maintenance of sound records management practices. Facilitate an implementation workshop for records management systems in the department. Coordinate the systematic records disposal programme. Manage and monitor the development and implementation of records management policies, manuals, and systems. Ensure functionality and compliance of departmental registries in line with records management prescripts. Ensure that financial, human, and physical resources are managed efficiently, effectively, and economically in accordance with Government policies, acts and prescripts. Manage the provision of registry, messenger, and cleaning services. Ensure adherence to management of information Security and Promotion of Access to Information Acts.
<b><u>ENQUIRIES</u></b>	:	Ms. K Gill Tel No: 018 388 1363/ 3584

<b><u>POST 44/500</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY SERVICES REF NO: NWFIN/2022/17</u></b> Programme: Administration Sub Programme: Corporate Services Directorate: Information Management Services Sub-Directorate: Security Services Management
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advance Certificate in Security Management Science or equivalent NQF 6 qualifications, enhanced by PSIRA grade A or any relevant field. Six (6) years relevant / functional experience in a safety and security sector environment of which (3) years should be on junior management level. Valid Code 08 drivers' license is a necessity, be willing to travel. Knowledge of Public Service Act and Public Service Regulations and other policies and prescripts that governs the Public Service. Knowledge and understanding of applicable legislation such as Promotion of access to Information Act (PAIA), Protection of Personal Information Act (POPIA), Minimum Information Security Standard (MISS) and Electronic Communications and Transaction Act. Computer literacy – MS. Word, Excel, and PowerPoint. SSA Top Secret Security Clearance Vetting. National Intelligence Security Managers Course. A background in contract management and investigation will be an added advantage. Ability to work under pressure. The successful candidate must demonstrate excellent analytical and conceptual abilities. Problem-solving skills. Good communication and interpersonal skills, presentation skills. Project and Programme management skills. Creative and innovative capabilities. Ability to work independently and in a team. Sound Report writing skills. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking.
<b><u>DUTIES</u></b>	:	Develop departmental safety and security frameworks, protocols, and policy. Management the coordination of physical security in the department. Oversee and manage the development of policies, guidelines, norms and standards of vetting and investigations for security clearance levels for department to and from SSA. Ensure that special investigation on security breaches and security assessments are conducted. Manage the implementation of MISS within SANBI. Investigations on security breaches conducted and ensure that investigations are coordinated in all reported cases of security breach incidents. Manage and monitor security contract and related activities. Ensure adherence to management of information Security and Promotion of Access to Information Acts. Liaise with relevant stakeholders (e.g. NIA and SAPS) Create, develop and maintain a security training capacity for the institution and conduct security training sessions of all officials. Advise management about the security implications of management decisions. Management of unit and sub-ordinates.
<b><u>ENQUIRIES</u></b>	:	Ms. K Gill Tel No: 018 388 1363/ 3584
<b><u>POST 44/501</u></b>	:	<b><u>DEPUTY DIRECTOR: SCM POLICY NORMS REF NO: NWFIN/2022/19</u></b> Programme: Asset & Liability Management Sub Programme: Provincial SCM Directorate: SCM Policy, M&E and Capacity Building Sub Directorate: SCM Policy Norms
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advance Certificate in SCM/ Logistics Management/ Advance Procurement Management or equivalent NQF 6 qualifications. Six (6) years relevant / functional experience in a SCM environment of which (3) years should be on junior management level. Valid Code 08 drivers' license is a necessity, be willing to travel. Knowledge of Public Service Act and Public Service Regulations and other policies and prescripts that governs the Public Service. Knowledge and understanding of the PFMA, Treasury Regulations. PFMA and related regulations. PPPFA and its regulations, BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/ Practice Notes/Circulars and Guidelines, CIDB Prescripts, Other SCM Related Prescripts. Ability to work under pressure.



		Ability to interpret and apply policy. Analytical and innovative thinking, research, report writing, workshop presentation and facilitation, leadership, organizing, project management, conflict management, strategic management, policy formulation, adaptability during changes to meet the goals, change/ diversity management, negotiation skills, people management, planning, time management, facilitation, co-ordination, diversity management, computer literate and communication skills, professionalism, teamwork orientation, innovative thinker.
<b><u>DUTIES</u></b>	:	Development of Provincial SCM norms; standards and policies. Research of best practices for continuous improvement of SCM Systems. Provide advice, guidance; and support on the implementation and interpretation of SCM policies norms and standards. Coordination of provincial inputs for National Treasury SCM prescripts. Report writing.
<b><u>ENQUIRIES</u></b>	:	Mr. H Mashao Tel No: 018 388 4224/5
<b><u>POST 44/502</u></b>	:	<b><u>DEPUTY DIRECTOR: SCM STRATEGIC PROCUREMENT REF NO: NWFIN/2022/20</u></b> Programme: Asset & Liability Management Sub Programme: Provincial SCM Directorate: SCM Client Support and Strategic Procurement Sub Directorate: SCM Strategic Procurement
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mmabatho As a minimum a National Diploma or Advance Certificate in SCM/ Logistics Management/ Advance Procurement Management or equivalent NQF 6 qualifications. Six (6) years relevant / functional experience in a SCM environment of which (3) years should be on junior management level. Valid Code 08 drivers' license is a necessity, be willing to travel. Knowledge of Public Service Act and Public Service Regulations and other policies and prescripts that governs the Public Service. Knowledge and understanding of the PFMA, Treasury Regulations. PFMA and related regulations. PPPFA and its regulations, BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/ Practice Notes/Circulars and Guidelines, CIDB Prescripts, Other SCM Related Prescripts. Ability to work under pressure. Ability to interpret and apply policy. Analytical and innovative thinking, research, report writing, workshop presentation and facilitation, leadership, organizing, project management, conflict management, strategic management, policy formulation, adaptability during changes to meet the goals, change/ diversity management, negotiation skills, people management, planning, time management, facilitation, co-ordination, diversity management, computer literate and communication skills, professionalism, teamwork orientation, innovative thinker.
<b><u>DUTIES</u></b>	:	Manage the development and maintenance of provincial procurement strategy. Manage the arrangement and maintenance of transversal contracts by facilitating demand management, bid evaluations, and bid adjudications processes. Manage secretariat services for the cross-functional teams. Manage the arrangement of PSCM Forum. Contract Management. Manage the compilation and maintenance of provincial contract register.
<b><u>ENQUIRIES</u></b>	:	Mr. H Mashao Tel No: 018 388 4224/5
<b><u>POST 44/503</u></b>	:	<b><u>DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: NWFIN/2022/21</u></b> Programme: Asset & Liability Management Sub Programme: Provincial Asset Management Directorate: Provincial Asset Management
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package, (on the salary scale: R766 584 – R903 006 per annum)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mmabatho As a minimum a National Diploma or Advance Certificate in Finance/ Accounting/ Asset Management or equivalent NQF 6 qualifications. Six (6) years' experience in either private or public sector physical asset management with three years at a junior management level. Valid Code 08 drivers' license is a necessity and must be able to drive. Knowledge of the Public Finance Management Act (PFMA), Modified cash standard (MCS), Generally recognized Accounting Practice (GRAP), Accounting Manual for

		Departments (AMD), asset and inventory management framework, Treasury Regulations, asset management framework, inventory management framework, GIAMA (Government Immovable Asset Management Act), risk management processes, Supply Chain Management, and financial management processes. Experience in any enterprise-wide asset and inventory management system will be an added advantage. The candidate must have a working knowledge of a computer spreadsheet (Microsoft Excel), word processor. Presentation skills, the ability to communicate at all levels, and report writing skills. Ability to work independently and within a team. Ability to facilitate workshops, provide training, present policies, and produce written policies. Must have inter-personal, communication, management, report writing, research and analytical skills. Must have the ability to work under pressure, conduct financial analysis, and prepare reports and proposals.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to coordinate and monitor the implementation of Asset Management strategies by provincial departments and public entities and ensure such strategies comply with regulatory framework and keep abreast with new developments. Monitor the development and application of asset management policies by departments and public entities. Build capacity and provide technical support on the application of the standards of Generally Recognized Accounting Practice (GRAP) to Provincial Public Entities and Provincial Legislature. Build capacity and provide technical support on the application of the modified cash standards and assist provincial departments with the preparations and planning for the transition from modified cash to modified accrual on Asset Management. Build capacity and provide technical support to provincial departments and public entities on asset planning and budgeting, acquisitions, finance leases, asset disposal, transfers, redundant and loss management for the North West Province. Prepare monthly and quarterly reports for senior management. Assist departments on accounting and reporting for immovable assets and facilitate the section 42 transfers between user departments and the Department of Public Works and Roads. Monitor the adherence to Legislative framework and prescripts regarding assets. Coordinate the identification of skills gap and provide training and support on asset management. Ensure that provincial departments adhere to regular asset management reporting requirements by preparing, analyzing, and submitting periodic reports. Monitor that provincial departments perform and manage asset physical verification processes. Perform analysis of audit findings on asset management, develop and implement strategies to resolve audit finds and monitor the development and implementation of post audit action plans by departments and public entities. Perform generic management functions.
<b><u>ENQUIRIES</u></b>	:	Mr. O Mduli Tel No: (018) 388 3231
<b><u>POST 44/504</u></b>	:	<b><u>ASSISTANT DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: NWFIN/2022/23 (X3 POSTS)</u></b> Programme: Sustainable Resource Management Sub Programme: Public Finance Directorate: Infrastructure Management
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), (on the salary scale: R393 711 – R463 764 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in a Built Environment (Quantity Surveying/Civil Engineering/Architecture/Project management/Finance) or equivalent NQF6 qualification. A minimum of four (4) years relevant experience in the monitoring of infrastructure projects and programmes, financial management and reporting. Knowledge and application of the Public Sector Risk Management Framework. A valid driver/s license is a necessity. Will be required to travel extensively and working extended hours. Sound and in-depth knowledge of relevant prescripts such as Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Division of Revenue Act (DoRA), Intergovernmental Relations Act (IGR) and Treasury Regulations. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Public Service. The candidate must have a working knowledge of a computer spreadsheet (Microsoft Excel). Conversant with the Vulindlela/BAS system and the IRM (Infrastructure Reporting Model). Good interpersonal, organizing, planning and analytical skills. Ability to interpret and apply policies.

	Analytical and innovative thinking. Accuracy and attention to detail. Competency in evaluating written reports. Report writing and presentation skills.
<b><u>DUTIES</u></b>	: Assist with the monitoring of Municipal and Provincial infrastructure performance management. Assist with the monitoring and oversight of the infrastructure financial management. Coordinate and evaluate the infrastructure part of the MTEF budget submissions from Provincial Departments and Public Entities during the budget preparation process. Attend and participate actively at various National, Provincial, Departmental and Sectoral engagements pertaining to infrastructure budgeting and expenditure performance. Assist with the monitoring and support of the infrastructure planning portfolio management. Assist with the monitoring of the infrastructure programme and project review management. Support infrastructure capacity building initiatives. Ability to withdraw preliminary and actual infrastructure expenditure reports from the Vulindlela/BAS to enable informed decision making.
<b><u>ENQUIRIES</u></b>	: Mr. M Daantjie Tel No: (018) 388 3500
<b><u>POST 44/505</u></b>	: <b><u>ASSISTANT DIRECTOR: MUNICIPAL BUDGET MANAGEMENT REF NO: NWFIN/2022/24 (X2 POSTS)</u></b> Programme: Sustainable Resource Management Sub Programme: Municipal Finance Management Directorate: Dr. RSM District Management / Dr Kenneth Kaunda District Management
<b><u>SALARY</u></b>	: R393 711 per annum (Level 09), (on the salary scale: R393 711 – R463 764 per annum)
<b><u>CENTRE</u></b>	: Vryburg/ Mmabatho Vryburg (Dr RSM District) (X1 Post) Mmabatho (Dr Kenneth Kaunda District) (X1 Post)
<b><u>REQUIREMENTS</u></b>	: As a minimum a National Diploma or Advanced Certificate in Finance/Economics/ Accounting or equivalent NQF6 qualification. A BCom Degree in the indicated fields will be an added advantage. A minimum of four (4) years relevant experience in public sector/ municipal budget management environment. Sound and in-depth knowledge of relevant prescripts and experience in financial management in local Government Sector, Municipal Finance Management Act (MFMA), Division of Revenue Act (DoRA), Intergovernmental Relations Act (IGR), Municipal Budget Reporting Regulations (MBRR) and Treasury Regulations. Advanced working experience in Excel and PowerPoint. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Local government. Presentation skills. Provision of credible research. Analytical skills, Problem solving skills and report writing. Effective communication and Interpersonal skills. Ability to work independently and in a team. Ability to work under pressure. Ability to interpret and apply policies. Analytical and innovative thinking. A valid driver/s license is a necessity. Will be required to travel extensively and working extended hours.
<b><u>DUTIES</u></b>	: Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process). Coordinate the facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice/written comments to the municipality. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial Transfers Gazette). Provide assistance in the budget verification process to validate budgets on the NT database. Provide assistance in monitor the submission and publication (municipal website) of municipalities' budget and other relevant documents. Provide assistance to monitor and ensure the submission MFMA returns to National Treasury (report from NT confirming the receipt of all returns). Provide assistance in the analysis of the monthly outcome of municipalities 'budgets and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Provide

assistance in the analysis the quarterly outcome of municipalities' budgets and financial performance including Section 72 report and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Assistance in the monitoring of grants spending of designated municipalities and submit report to the relevant supervisor. Provide assistance in the preparation of ad hoc reports and presentations on budget performance in prescribed format for designated municipalities. Coordinate reports on non-compliance with relevant legislations, regulations and other initiatives by designated municipalities to the relevant supervisor. Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/report to the relevant supervisor on steps taken by the municipality to address non-compliance.

**ENQUIRIES**

:

Ms. L Nengovhela Tel No: (018) 388 2142

**POST 44/506**

:

**ASSISTANT DIRECTOR: MUNICIPAL ASSET AND LIABILITY MANAGEMENT REF NO: NWFIN/2022/25**

Programme: Sustainable Resource Management

Sub Programme: Municipal Finance Management

Directorate: Dr. RSM District Management

**SALARY**

:

R393 711 per annum (Level 09), (on the salary scale: R393 711 – R463 764 per annum)

**CENTRE**

:

Mmabatho

**REQUIREMENTS**

:

As a minimum a National Diploma or Advanced Certificate in Finance/ Economics/ Accounting or equivalent NQF6 qualification. A BCom Degree in the indicated fields will be an added advantage. A minimum of four (4) years relevant experience in assets and liability/ budget management environment. Sound and in-depth knowledge of relevant prescripts and experience in financial management in local Government Sector, Municipal Finance Management Act (MFMA), Division of Revenue Act (DoRA), Intergovernmental Relations Act (IGR), Municipal Budget Reporting Regulations (MBRR) and Treasury Regulations. Advanced working experience in Excel and PowerPoint. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Local government. Presentation skills. Provision of credible research. Analytical skills, Problem solving skills and report writing. Effective communication and Interpersonal skills. Ability to work independently and in a team. Ability to work under pressure. Ability to interpret and apply policies. Analytical and innovative thinking. A valid driver/s license is a necessity. Will be required to travel extensively and working extended hours.

**DUTIES**

:

Review, Monitor and evaluation of municipal asset management policies and procedures. Reporting on compliance with relevant legislation, asset management guidelines, framework, and accounting standards. Analyse and report on the appropriateness and effectiveness of the asset management registers and systems. Review of the asset register prior to submission for audit to ensure compliance with legislation and accounting standards. Monitor the preparation of the Asset section of the audit working paper file. Promote, Review and Report on the effective utilisation of relevant asset management assessment tools (e.g., Financial Management Capability Maturity Model and Financial Indicators and Norms) to improve associated controls and assist in the development of remedial action plans. Promote and review the alignment of the budget to the municipal and provincial strategies. Review and Report on the progress of expenditure (capital and maintenance) against budget. Provide support and guidance on the overall process of developing, implementing, and coordinating of the asset management activities in line with the strategy/framework, guidelines, and initiatives of municipalities. Assess and identify asset management capacity gaps and support associated training/ development initiatives. Analyse and review audit reports and management letters to identify asset management support strategies and assist in the development and implementation of audit action plans to resolve asset management findings. Plan and support the Provincial and National initiatives on Asset Management. Provide inputs into and advice on other reports related to asset management. Facilitate and participate in internal and external stakeholders' meetings regarding asset management matters. Assess and monitor the implementation of revenue enhancement strategies at municipalities. Provide support to municipalities on interpretation of revenue

related budget reforms and ensure that municipalities realistically budget for all revenue sources accordingly. Monitor the preparation and review of revenue reports by municipalities. Monitor the municipality's assessment of the indigent management processes in line with adopted municipal policies.

<b><u>ENQUIRIES</u></b>	:	Ms. L Nengovhela Tel No: (018) 388 2142
<b><u>POST 44/507</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACCOUNTING AND REPORTING REF NO: NWFIN/2022/26 (X4 POSTS)</u></b> Programme: Sustainable Resource Management Sub Programme: Municipal Finance Management Directorate: Dr. RSM District Management / Dr Kenneth Kaunda District Management / Bojanala District Management/ Ngaka Modiri Molema District Management
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), (on the salary scale: R393 711 – R463 764 per annum)
<b><u>CENTRE</u></b>	:	Vryburg/ Mmabatho/ Rustenburg Dr RSM District – Vryburg/Mmabatho (X1 Post) Dr Kenneth Kaunda District – Mmabatho (X1 Post) Ngaka Modiri Molema District – Mmabatho (X1 Post) Bojanala District – Rustenburg (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in Finance/ Economics/ Accounting or equivalent NQF6 qualification. A BCom Degree in the indicated fields will be an added advantage. A minimum of four (4) years relevant experience in a financial management environment. Sound and in-depth knowledge of relevant prescripts and experience in financial management in local Government Sector, Municipal Finance Management Act (MFMA), Division of Revenue Act (DoRA), Intergovernmental Relations Act (IGR), Municipal Budget Reporting Regulations (MBRR) and Treasury Regulations. Advanced working experience in Excel and PowerPoint. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Local government. Presentation skills. Provision of credible research. Analytical skills, Problem solving skills and report writing. Effective communication and Interpersonal skills. Ability to work independently and in a team. Ability to work under pressure. Ability to interpret and apply policies. Analytical and innovative thinking. A valid driver/s license is a necessity. Will be required to travel extensively and working extended hours.
<b><u>DUTIES</u></b>	:	Monitor compliance with financial management and annual reporting framework. Monitor the implementation of accounting standards (GRAP), and review and report on the quality of Annual Financial Statements. Monitor compliance with the reporting requirements. Review audit reports, management letters and audit implementation plans to identify financial management support strategies. Coordinate the provision of Accounting Service and Support. Analyze progress and report on the implementation of the audit action plans. Report on the Audit Steering Committee Meetings and assist with the clearing of issues raised by Auditor General during the audit.
<b><u>ENQUIRIES</u></b>	:	Ms. L Nengovhela Tel No: (018) 388 2142
<b><u>POST 44/508</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING AND COMPLIANCE REF NO: NWFIN/2022/27</u></b> Programme: Financial Governance Sub Programme: Norms and Standards Directorate: Norms and Standards Management Sub-Directorate: Monitoring and Compliance
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), (on the salary scale: R393 711 – R463 764 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in Financial/ Management Accounting or equivalent NQF 6 qualification. A minimum of 4 years relevant experience of which two (2) years' must be at supervisor level. At least two (2) years' experience must be in an Annual Financial Statements preparation and auditing environment. Articles will be an added advantage. A valid driver/s license is a necessity. Will be required to travel and working extended hours. A thorough understanding the PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, General Recognised

		Accounting Practise Standards, Modified Cash Standards and International Financial Reporting Standards. Specifically, the rendering of financial accounting and audit support to the North West Departments and State Owned Entities. Sound analytical and problem-solving skills. Good communication and interpersonal skills. Creative and innovative. Ability to work independently and in a team. Sound Report writing and computer skills. Implement effective actions and processes to ensure that deadlines are met. Supervise, train, and guide all personnel reporting to you. Ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking. High level of integrity
<b><u>DUTIES</u></b>	:	Rendering the following support to the North West Departments and State-Owned Entities: financial accounting functions, audit related functions withing the finance divisions, assisting with strengthening of internal controls, review Post Audit Action Plans, provide support on all audit related issues and evaluate the performance data. Supervise and assess performance of sub-ordinates. To perform any other duties that might be expected from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms. H Kasirivu Tel No: (018) 388 3039
<b><u>POST 44/509</u></b>	:	<b><u>ASSISTANT DIRECTOR: PERSAL SUPPORT REF NO: NWFIN/2022/28</u></b> Programme: Financial Governance Sub Programme: Accounting Services Directorate: Financial Systems Sub-Directorate: Financial Systems Administration & Support
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), (on the salary scale: R393 711 – R463 764 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in Information Systems/ Public Administration/ HRM or equivalent NQF 6 qualification. A minimum of 4 years relevant experience (practical working Persal experience) of which two (2) years' must be at supervisor level. PERSAL Certificates in Introduction, Personnel Administration, Leave Administration, Salary Administration, Establishment Administration are compulsory. Knowledge of the Public Service Legislations including legislation that governs Human Resource Management practices. Good communication and report writing skills; Presentation skills; Computer literacy especially on MS Office package or equivalent packages. Ability to interpret and apply policy. Analytical and innovative thinking skills. Report writing skills. Leadership skills. Conflict Management Skills. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management. People Management. Planning. Time Management. Facilitation
<b><u>DUTIES</u></b>	:	Provide PERSAL User support/ advice to Provincial Departments and Financial institutions on all PERSAL related matters. Implement, evaluate, and monitor Provincial PERSAL projects. Organise and participate in PERSAL National and Provincial Forums. Identify and manage PERSAL related risks. Monitor and enforce user compliance with system policies. Manage performance and development of staff in terms of their Key Performance Areas. Analyse exceptions drawn from the Management Information Reports.
<b><u>ENQUIRIES</u></b>	:	Ms. A Mehlo Tel No: (018) 388 2457
<b><u>POST 44/510</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT SUPPORT REF NO: NWFIN/2022/31</u></b> Programme: Financial Governance Sub Programme: Internal Audit Services Directorate: IT Audits and Internal Audit Support Services
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), (on the salary scale: R393 711 – R463 764 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in Accounting/ Auditing/ Administration/ Management or equivalent NQF 6 qualification. Four (4) years' experience of working in an audit environment as an auditor or providing administrative support, with at least two (2) years' experience in providing secretariat work at a strategic level (or similar committees operating at the strategic level in the organisation). A good understanding of Government processes and the role and function of internal audit and the audit committee

in the public sector. Report writing and communication skills. Time Management. Ability to communicate well in English, written and verbal. Good writing skills. Ability to conceptualise and accurately summarise and captures discussions. General managerial and administrative skills. Ability and willingness to work under pressure and meet strict deadlines. Ability to establish priorities with strong organisational skills. Computer literacy, especially in Ms Word, Excel, Power Point, and the Internet. Integrity, sound judgement and discretion in dealing with confidential matters. Good interpersonal skills and the ability to work successfully in a team and interact with senior levels.

#### **DUTIES**

: To provide the full spectrum of secretariat services to the Provincial and Cluster Audit Committees which serve 11 Departments which consists of the following activities: Co-ordinate and communicate meeting schedule and related arrangements. Ensure that virtual or physical meetings are planned in advance and links circulated to all stakeholders involved in the meeting. Manage and coordinate virtual session connection so that all participating members are connected. Ensure that virtual session is recorded, downloaded and stored in order to be used to compile minutes and provide evidentiary support that session occurred. Monitor timeous operation and collation of agenda and other documentation in consultation with the committee chairpersons, Audit Management, and departmental officials for timeous submission of Audit Committee packs. Use online facility such as MS Onedrive to prepare audit committee packs and distribute download pack links to all participating members and stakeholders. Writing minutes and preparing reports emanating from meetings within reasonable period determined by Chief director and or Director: Audit Support. Ensure that minutes and reports are signed in time by the AC members. Follow up of the implementation of decisions/directives/resolutions by the departments. Monitoring correspondence and ensuring that administrative duties (accommodation, catering, payment of member's claims, follow up with couriers on the AC pack etc) pertaining to secretariat support to the Chairperson and Cluster Committee structures are done in time. Maintain centralized record keeping of critical files and documents relevant to the Audit Committee and the Auditor General. Liaise with other stakeholders (such as the Auditor General, Accountant General, PT Head of Department, Provincial GITO, Provincial Supply Chain, Sustainable resource etc) on information and documents related to Audit Committee.

#### **ENQUIRIES**

: Mr. R. Hartopanu Tel: (018) 3884755

#### **POST 44/511**

: **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: NWFIN/2022/32 (X2 POSTS)**

Programme: Asset & Liability Management

Sub Programme: Asset Management

Directorate: Asset Management

#### **SALARY**

: R393 711 per annum (Level 09), (on the salary scale: R393 711 – R463 764 per annum)

#### **CENTRE**

:

#### **REQUIREMENTS**

: As a minimum a National Diploma/Advance Certificate in Finance/ Accounting/ Asset Management or equivalent NQF 6 qualification. Four (4) years' experience in either private or public sector physical asset management with 2 years at a supervisory level. A valid driver's licence is a necessity and must be able to drive. Knowledge of the Public Finance Management Act (PFMA), Modified cash standard (MCS), Generally recognized Accounting Practice (GRAP), Accounting Manual for Departments (AMD), asset and inventory management framework, Treasury Regulations, asset management framework, inventory management framework, GIAMA (Government Immovable Asset Management Act), risk management processes, Supply Chain Management, and financial management processes. Experience in any enterprise-wide asset and inventory management system will be an added advantage. The candidate must have a working knowledge of a computer spreadsheet (Microsoft Excel), word processor, presentations, the ability to communicate at all levels, and report writing skills. Ability to work independently and within a team. Ability to facilitate workshops, provide training, present policies, and produce written policies. Must have inter-personal, communication, management, report writing, research and analytical skills.

		Must have the ability to work under pressure, conduct financial analysis, and prepare reports and proposals.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to review the implementation of Asset Management strategies by provincial departments and public entities and ensure such strategies comply with regulatory framework and keep abreast with new developments. Review the development and application of asset management policies by departments and public entities. Build capacity and provide technical support on the application of the standards of Generally Recognized Accounting Practice (GRAP) to Provincial Public Entities and Provincial Legislature. Build capacity and provide technical support on the application of the modified cash standards and assist provincial departments with the preparations and planning for the transition from modified cash to modified accrual on Asset Management. Build capacity and provide technical support to provincial departments and public entities on asset planning and budgeting, acquisitions, finance leases, asset disposal, transfers, redundant and loss management for the North West Province. Prepare monthly and quarterly reports for management. Assist departments on accounting and reporting for immovable assets and facilitate the section 42 transfers between user departments and the Department of Public Works and Roads. Monitor the adherence to Legislative framework and prescripts regarding assets. Coordinate the identification of skills gap and provide training and support on asset management. Perform a review of periodic reports submitted by provincial department and public entities and provide assurance on compliance with the related prescripts and legislation. Analyse asset verification reports from provincial departments and public entities and provide assurance on proper verification procedures. Review audit findings on asset management, assist with the development and implementation of appropriate strategies to resolve audit finds. Perform generic management functions
<b><u>ENQUIRIES</u></b>	:	Mr. O Mduli Tel No: (018) 388 3231
<b><u>POST 44/512</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: NWFIN/2022/33</u></b> Programme: Administration Sub Programme: Management Support Services Sub-Directorate: Enterprise Risk and Integrity Management Section: Enterprise Risk Management
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), (on the salary scale: R393 711 – R463 764 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in Risk Management/ Auditing or equivalent NQF 6 qualification. Four (4) years' relevant experience in Risk Management of which two (2) years must be on a supervisory level. Knowledge of the PFMA, Treasury Regulations, Public Sector Risk Management Framework, Public Sector Anti-Corruption Strategies. Excellent interpersonal skills and customer relations. Creative and innovative thinking. The ability to work independently and in a team. Sound report writing skills. The ability to apply technical/ professional knowledge and skills in immediate work area and wider environment. The ability to work under pressure. Good coordination and facilitation skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Assist the supervisor with the development, implementation and maintenance of a Risk Management Strategy, Risk Management Policy, Fraud Prevention Plan. Facilitate the compilation of strategic and operational risk registers. Monitor implementation of risk response strategies. Assist the supervisor with reporting all risk related matters including findings, risk positions and recommendations to all stakeholders. Conduct risk, fraud, and whistle-blowing awareness campaigns amongst departmental staff. Coordinate the activities of the Risk Management Committee and perform secretarial function. Ensure compliance with all prescripts, frameworks, regulations, and guidelines. Perform any other duties that may be expected from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms. M Jansen Tel: (018) 388 3419



<b><u>POST 44/513</u></b>	:	<b><u>ASSISTANT DIRECTOR: WORKSTUDY REF NO: NWFIN/2022/41</u></b> Programme: Administration Sub Programme: Corporate Services Directorate: Strategic Management Sub-Directorate: Organisational Design
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), (on the salary scale: R393 711 – R463 764 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in Organisational Development/ Work-study/Operations Management/Management Services/Human Resource Management/Social Sciences or equivalent NQF 6 qualification. Four (4) years' relevant experience in the field of Organisational Development of which two (2) years must be on a supervisory level. A valid driver/s license. Computer literacy (Power Point and advanced Excel), facilitation and report writing, good communication, good client orientation and customer focus, problem solving, decision making, analytical skills, ability to conduct research, work under pressure, to work independently and as part of the team. Knowledge and application of Public Service regulatory framework (PSA, PSR, Employment Relations policies,) Theory and practical practice of workload and functional analysis, Operations Management, OrgPlus System and Job Evaluation (Evaluate) System.
<b><u>DUTIES</u></b>	:	Coordinate and facilitate the process to develop and monitor the implementation of organisational design services. Conduct work-study investigations on the development, functional and post establishment structure. Provide guidance and support on the development of job descriptions and job evaluation process. Development and implementation of the Service Delivery Model. Facilitate the process of business process management. Development of relevant policies in line with Operations Management Framework. Coordinate the implementation of Organisational Functionality Assessment (OFA). Prepare monthly and quarterly progress reports. Management of human resource and administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms M. Mokotedi Tel No: (018) 388 2149
<b><u>POST 44/514</u></b>	:	<b><u>ASSISTANT DIRECTOR: HR PLANNING REF NO: NWFIN/2022/42</u></b> Programme: Administration Sub Programme: Corporate Services Directorate: Strategic Management Sub-Directorate: Organisational Design
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), (on the salary scale: R393 711 – R463 764 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in HRM/ Public Administration/Social Sciences or equivalent NQF 6 qualification. Four (4) years' relevant experience in a Human Resource Planning environment of which two (2) years must be on a supervisory level. A valid driver/s license. Computer literacy (Power Point and advanced Excel – theory and practical application of pivot tables), facilitation and report writing, good communication, good client orientation and customer focus, problem solving, decision making, analytical skills, ability to conduct research, work under pressure, to work independently and as part of the team. Knowledge and application of Public Service regulatory framework (PSA, PSR, Employment Relations policies, HR Planning Strategic Framework)
<b><u>DUTIES</u></b>	:	Development of the Human Resource Plan through consultative process linked to the strategic priorities and medium-term strategic framework. Develop action plans to implement identified strategies. Engage with line and executive managers to monitor and evaluate performance on the implementation of the Human Resource Plan. Monitor the development and maintenance of effective Human Resource and Administrative delegations. Prepare quarterly progress reports on Human Resource Planning Implementation Report and delegations. Management of Human Resources and administrative functions
<b><u>ENQUIRIES</u></b>	:	Ms M. Mokotedi Tel No: (018) 388 2149

<b><u>POST 44/515</u></b>	:	<b><u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: NWFIN/2022/43</u></b> Programme: Administration Sub Programme: Corporate Services Directorate: Strategic Management Sub-Directorate: Organisational Design
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), (on the salary scale: R393 711 – R463 764 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in HRM/ Public Administration/Social Sciences/ Industrial Psychology or equivalent NQF 6 qualification. Four (4) years' relevant experience in a Change Management environment of which two (2) years must be on a supervisory level. A valid driver/s license. Computer literacy, facilitation and report writing skills, good communication skills, good client orientation and customer focus, problem solving, research, decision making and analytical skills, ability to function independently and work as part of the team. Knowledge and application of Public Service Prescripts (PSA, PSR, White Paper on Transformation of Public Service and Batho-Pele Policy) Basic knowledge of Operations Management Framework, theory and practical knowledge of Batho-Pele programmes and change management.
<b><u>DUTIES</u></b>	:	Coordinate and facilitate the process to develop and monitor the implementation of service delivery improvement plan, Service Delivery Charter, and Service Delivery Standards and Complaints and Complements Management Framework. Provide Change Management programmes in the department. Co-ordinate the integration of Batho-Pele frameworks into the Department service delivery process. Preparation of Departmental Annual Citizens Report. Facilitate and monitor the implementation of Employee Satisfaction Survey. Development of relevant policies. Prepare monthly and quarterly progress reports. Management of Human Resources and Administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms M. Mokotedi Tel No: (018) 388 2149
<b><u>POST 44/516</u></b>	:	<b><u>ASSISTANT DIRECTOR: ICT USER SUPPORT REF NO: NWFIN/2022/44</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), (on the salary scale: R393 711 – R463 764 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho Programme: Administration Sub Programme: Corporate Services Directorate: Information Management Sub-Directorate: Departmental ICT
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in an Information Technology field or equivalent NQF 6 qualification. Industry certificates A+, N+, Server + or MCSE would be added advantage. Four (4) years' relevant experience in user support environment and extensive IT technical experience of both software and hardware. Two (2) years must be on a supervisory level. A valid driver/s license is a necessity. Knowledge of government infrastructure and financial applications and solutions. e.g., Walker, BAS. Working knowledge of networking and server operating system architecture. End-point security and data protection of confidential information. Working knowledge of CGICTPF, ITIL, COBIT and IT Project Management methodologies. Good working strengths within the technical team to achieve optimum results. Ability to troubleshoot technical problems and technical report writing especially on financial systems. Ability to lead and adapt to change. Ability to setup and maintain all Microsoft windows operating system platforms. Experience with Windows server 2008-2019 including Microsoft Azure, Active Directory, Group Policy. Experience with Novell GroupWise and MicroFocus. Experience with Backup and Recovery design, implementation, operation, optimization and disaster recovery. Strong project management skills with focus on delivering under tight timelines with limited resources. Communication: Ability to interact with stakeholders at all levels. Experience and proven ability to communicate technical issues to non-technical audience. Ability to communicate innovative ideas and receptive to suggestions. Innovative, Creative, Analytical, Negotiation skills, ability to assess and evaluate information, ability to resolve conflict, decision-making driven, solution driven.

<b><u>DUTIES</u></b>	:	Provide both onsite and telephonic 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> line ICT support for helpdesk on transversal systems (WALKER, PERSAL, BAS, Pro-quote) and system peripheral operations. Facilitate management of ICT continuity in line with business continuity plans. Perform impact analysis with new application system and databases and monitor load levels on systems. Facilitate management of infrastructure and operational security to ensure protection of financial information. Maintain systems configuration and adherence to set standards. Provide inputs and oversee monitoring of information technology policy in respect of networks, servers, internet and workstation devices. Ensure networks planning and that systems do run at all times and that backups and restores are performed. Ensure Microsoft Azure implementation, maintenance and management. Provide smooth office administration. Provide leadership/managerial support to the unit.
<b><u>ENQUIRIES</u></b>	:	Mr. D Mohaule Tel No: (018) 388 4393
<b><u>POST 44/517</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEPARTMENTAL ICT REF NO: NWFIN/2022/45</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09), (on the salary scale: R393 711 – R463 764 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho Programme: Administration Sub Programme: Corporate Services Directorate: Information Management Sub-Directorate: Departmental ICT
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in an Information Technology field or equivalent NQF 6 qualification. A BSC Computer Science Degree and the industry certificates COBIT, ITIL, TOGAF, CRISC would be added advantage. Four (4) years' relevant experience in an IT System Development environment and 1-2 years in business process modelling and IT Project management related practices. Two (2) years' experience from the four must be on a supervisory level. A valid driver/s license is a necessity. Knowledge/experience of project management in IT Public Sector. Strong knowledge of application development, architecture, infrastructure, and software package development projects. Working knowledge and experience of implementation of CGICTPF. Good working strengths within the technical team to achieve best results. Ability to troubleshoot technical problems and generate reports. Ability to lead and adapt to change. Strong project management skills with focus on delivering under tight timelines with limited resources. Application of project management methodologies; Business processes analysis and modeling. Drafting of ICT plans. Resource management and scheduling. Ability to interact with stakeholders at all levels. Experience and proven ability to communicate technical issues to non-technical audience. Ability to communicate innovative ideas and receptive to suggestions. Innovative, Creative, Analytical, Negotiation skills, ability to assess and evaluate information, ability to resolve conflict, decision-making driven, solution driven and paying attention to detail
<b><u>DUTIES</u></b>	:	Facilitate the management of Information Systems Architecture and ICT related Risks. Ensure ICT projects alignment to Departmental Strategies. Facilitate and contribute to the development of business enabling ICT strategic, implementation & operational plans. Conduct business process planning, monitoring and evaluation. Compile project plans to achieve objectives. Compile project documentation and configuration management for compliance and assurance. Compile and produce benefits tracking documents for continuous improvement. Compile and generate project status to stakeholders (Steering Committee) and facilitate war-rooms session. Assist in management of project issues, risks, scope and escalate contractual challenges. Assist in the development and monitoring of SLAs/MOUs/Contracts. Facilitate change management processes. Preparation of project closure reports and filling. Maintain systems configuration and adherence to set standards and policies.
<b><u>ENQUIRIES</u></b>	:	Mr. D Mohaule Tel No: (018) 388 4393

<b><u>POST 44/518</u></b>	:	<b><u>SNR TRAINING OFFICER - PERSAL REF NO: NWFIN/2022/29</u></b> Programme: Financial Governance Sub Programme: Accounting Services Directorate: Financial Systems Sub-Directorate: Financial Management and Systems Training
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08), (on the salary scale: R331 188 – R390 129 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a Grade 12 OR National Diploma/ Advance Certificate in Public Administration/ Information Systems/ Human Resource Development or equivalent NQF 6 qualification. Experience: Grade 12 – three (3) years' experience (practical working/ training Persal experience) or for a NQF 6 qualification – two to three (2 – 3) years practical working/ training Persal experience. Persal Certificates in Introduction, Personnel Administration, Leave Administration, Salary Administration, Establishment Administration are compulsory. Excellent communication skills both written and spoken. Excellent presentation skills. Knowledge of MS applications. Knowledge of the Public Service Legislations including legislation that governs Human Resource Management practices. Ability to interpret and apply policy. Facilitation Skills. Ability to manage and work independently within the team. Ability to interpret and apply policies. Analytical and innovative thinking. Report writing. Computer Literacy. Conflict Management. Change/ diversity management.
<b><u>DUTIES</u></b>	:	Present training to PERSAL users to enable them to use the system effectively in departments. Participate in the development and maintenance of training material. Set and mark the assessments, collate scores, and submit results for review by training manager. Submit monthly training reports and statistics. Maintain the user profiles and the training environment. Provide training analysis for continuous improvement of the PERSAL system training environment. Coordinate the distribution of certificates.
<b><u>ENQUIRIES</u></b>	:	Ms. A Mehlo Tel No: (018) 388 2457
<b><u>POST 44/519</u></b>	:	<b><u>INTERNAL AUDITOR REF NO: NWFIN/2022/30 (6 POSTS)</u></b> Programme: Financial Governance Sub Programme: Internal Audit Services Directorate: Risk-Based Audits
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08), (on the salary scale: R331 188 – R390 129 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in Accounting/ Auditing or equivalent NQF 6 qualification. Three (3) years' experience in risk-based auditing. A postgraduate degree or a professional qualification/designation such as Internal Audit Technician or Professional Internal Auditor or General Internal Auditor or Certified Internal Auditor or Chartered Accountant will be an added advantage. Knowledge of the IIA International Professional Practices Framework (IPPF), PFMA, Treasury Regulations and Internal Audit Methodology. A valid driver/s license is a necessity. Will be required to travel. A good understanding of Government processes and the role and function of internal audit in the public sector. Report writing and communication skills. The ability to work in a team. Computer literacy. Time Management. Identification of appropriate and value adding audit criteria and root causes.
<b><u>DUTIES</u></b>	:	Adequately and effectively perform and document field work (execution phase of the audit) and the outcome thereof for government departments to which the internal audit service is rendered in accordance with the approved audit methodology. Assist with and provide inputs into audit planning and the compilation of audit reports. Assisting in ensuring the effectiveness and efficiency of the audit process. Ensuring that work performed complies with the IPPF and Quality Assurance Improvement Program of the unit. Keep time records. Give guidance to junior team members.
<b><u>ENQUIRIES</u></b>	:	Mr. T Sekoboane Tel No: (018) 3881582

<b><u>POST 44/520</u></b>	:	<b><u>SENIOR SCM OFFICER REF NO: NWFIN/2022/34 (2 POSTS)</u></b> Programme: Administration Sub Programme: Financial Management Services Directorate: Departmental SCM Sub-Directorate: Logistics Management
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08), (on the salary scale: R331 188 – R390 129 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a Grade 12 Certificate with three (3) years' experience in Supply Chain Management, preferably in Logistics Management Unit OR, alternatively, a National Diploma/Advance Certificate in Supply Chain Management/ Logistics Management or Financial Management or equivalent NQF 6 qualification. Minimum of two to three (2 - 3) years' experience in Supply Chain Management, preferably in Logistics Management Unit required with a tertiary qualification (NQF 6). Knowledge of Walker Financial Management System. Knowledge of Prescripts governing SCM (PPFA, PFMA, and Treasury Regulations) as well as Public Service Regulations. Computer Literacy and leadership ability. Good Communication Skills (verbal and written) at all levels in English. Ability to maintain elevated level of professionalism and reliability. Report writing Skills. Ability to work under pressure, independently and as part of the team. Excellent interpersonal relation skills. Problem solving and analytical skills. Good planning and organising skills.
<b><u>DUTIES</u></b>	:	Implement effective supply chain management procedures and policies. Authorize orders on the Walker Financial Management System. Pre auditing of payment vouchers which includes computation of invoices, quotation and all other supporting documents forming part of the voucher. Reconciliation of contract payment. Checking compliance of payment vouchers, Maintenance of specimen file and safe custody of vouchers. Keep record of all incoming and outgoing payment vouchers. Deal with queries, record them and make follow-up on unresolved queries. Personnel supervision and their performance assessment. Report writing.
<b><u>ENQUIRIES</u></b>	:	Ms N Makgotlho Tel No: (018) 388 2581
<b><u>POST 44/521</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REF NO: NWFIN/2022/37</u></b> Programme: Administration Sub Programme: Financial Management Services Directorate: Financial Accounting Services Sub-Directorate: Financial Accounting & Bank Management
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08), (on the salary scale: R331 188 – R390 129 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in Finance / Accounting or equivalent NQF 6 qualification. Three (3) years' relevant experience in Financial Accounting. Knowledge of Government systems (BAS, Walker, PERSAL) would be an added advantage. Extensive knowledge of Public Sector Reporting Framework for the preparation of financial statements, financial controls, public sector financial prescripts, Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy in Word, Excel and PowerPoint. Sound analytical and problem-solving skills. Excellent interpersonal skills and customer relations. Creative and innovative thinking. The ability to work independently and in a team. Sound analytical and problem-solving skills. Sound report writing skills. Ability to apply technical/professional knowledge and skills in the immediate work area and wider environment. Ability to work under pressure and with precision. Ability to plan effectively and efficiently. Demonstrate leadership qualities through motivation and control of team members to ensure deadlines are met.
<b><u>DUTIES</u></b>	:	Assist the supervisor with the compilation of the quarterly interim and annual financial statements with supporting audit files. Render financial accounting services related to debtors, creditors, revenue, and expenditure. Assist the supervisor with the timeous and accurate closure of month-end and year-end BAS processes. Prepare monthly accounting reconciliations, checks and balances are performed accurately and timeously. Perform/authorise daily financial accounting system operational functions. Monitor departmental bank account daily. To check and monitor S&T Claims for validity, accuracy, and completeness. Ensure compliance with the public sector reporting framework,

		accounting policies, procedures and PFMA. Supervise and assess the performance of subordinates
<b><u>ENQUIRIES</u></b>	:	Ms Refilwe Letsogo Tel No: (018) 388-3247
<b><u>POST 44/522</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REF NO: NWFIN/2022/38</u></b> Programme: Administration Sub Programme: Financial Management Services Directorate: Financial Accounting Services Sub-Directorate: Salary Administration - Claims, Payments, and Recons
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08), (on the salary scale: R331 188 – R390 129 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in Finance/ Accounting or equivalent NQF 6 qualification. Three (3) years' relevant experience in Salary Administration and practical working experience on both Persal and BAS. Must have Introduction to Persal and Salary Administration Certificates, as well as Introduction to BAS Certificate. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations Public Service Act and Public Service Regulations. Financial Manual, Basic Conditions of Employment Act and Guide on Managing Departmental Debt. Computer literacy – Word, Excel and PowerPoint important. Knowledge of Government systems (BAS, Walker, Persal). Good Communication Skills. Good Interpersonal relations. Flexibility and Teamwork. Computer skills, Planning and organisation, Conflict management. A self-driven and results oriented individual that will be able to deliver under pressure
<b><u>DUTIES</u></b>	:	Review Payments of all salary related claims, review reconciliation and clearing of all salary related Control Accounts including Debt Accounts. Follow up on long outstanding debtors. Assist with Audit preparation and audit queries. Supervision of subordinates. Assist in salary related queries.
<b><u>ENQUIRIES</u></b>	:	Ms. G Molamu Tel No: (018) 388 3260
<b><u>POST 44/523</u></b>	:	<b><u>HR PRACTITIONER REF NO: NWFIN/2022/40</u></b> Programme: Administration Sub Programme: Corporate Services Directorate: HRM & D Sub-Directorate: HR Administration and Practices
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08), (on the salary scale: R331 188 – R390 129 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in HR/ Public Administration or equivalent NQF 6 qualification. Two (2) years' relevant experience in a recruitment environment as well as practical working Persal experience. Persal Certificates in Persal Introduction and Personnel Administration is compulsory. Application of resources as well as understanding of relevant legislative framework and variety of work changes and procedures governing Public Service such as, but not limited to Public Service Act, Public Service Regulations, Labour Relations Act, Employee Equity Act and any other relevant prescripts and policies guiding HR practices in Government. Analytical thinking, creative and innovative. Good communication and presentation skills. Computer and report writing skills. Ability to work under pressure. The ability to interpret and apply policies. Ability to conduct research. The ability to function independently and work as part of the team. Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Implement and monitor the Retention Strategy. Implement and monitor the policy and procedure manual on Recruitment and Selection and Exit Management. Conduct exit management in the Department. Implement recruitment and selection practices in the Department. Implement/capture the mobilisation of staff which includes appointments, transfers, relocations, promotions on Persal. Persal User to implement of work performed in unit on the PERSAL system. Assist MMS/SMS with structuring of salary packages and implementation thereof on Persal.
<b><u>ENQUIRIES</u></b>	:	Ms N Marengwa Tel No: (018) 3883490

<b><u>POST 44/524</u></b>	:	<b><u>SCM PRACTITIONER REF NO: NWFIN/2022/35</u></b> Programme: Administration Sub Programme: Financial Management Services Directorate: Departmental SCM Sub-Directorate: Demand and Acquisition Management
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07), (on the salary scale: R269 214 – R317 127 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in SCM/ Finance/ Administration/ Public Management or equivalent NQF 6 qualification. Two (2) years' relevant experience in a SCM environment. Knowledge of government procurement systems. Knowledge of PFMA, Treasury Regulations, Central Supplier Data base, Public Service Act and Regulations. Computer literacy (MS Word, Excel and PowerPoint). Good communication and interpersonal skills. Problem solving and report writing skills. Ability to interpret and apply policies. Analytical and innovative thinking. Adaptability during changes to meet the goals. Planning and time management. Must have the ability to work under pressure.
<b><u>DUTIES</u></b>	:	Determine whether specifications should contain any special conditions and analyse the requisition before processing. Identify best strategies for implementation in line with Sourcing Strategy. Verify the request with approved Demand plan. Prepare monthly report on status of requisition. Report on the progress of Demand Plan. Analyse, collect and collate information for Annual Procurement Plan. Compile Tender/ quotation specifications as required. Execution of bidding process. Compilation of prospective list of providers for quotation. Manage the rotation of suppliers on CSD through commodity search.
<b><u>ENQUIRIES</u></b>	:	Mr. O Kekana Tel No: (018) 388 4062
<b><u>POST 44/525</u></b>	:	<b><u>SCM OFFICER REFNO: NWFIN/2022/36</u></b> Programme: Administration Sub Programme: Financial Management Services Directorate: Departmental SCM Sub-Directorate: Demand and Acquisition Management
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07), (on the salary scale: R269 214 – R317 127 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	As a minimum a Grade 12 certificate with three (3) years' experience in SCM Environment OR, alternatively, a National Diploma or Advanced Certificate in SCM/ Finance/ Administration/ Public Management or equivalent NQF 6 qualification coupled with two (2) years' relevant experience in a SCM environment. Knowledge of government procurement systems. Knowledge of PFMA, Treasury Regulations, Central Supplier Data base, Public Service Act and Regulations. Computer literacy (MS Word, Excel and PowerPoint). Good communication and interpersonal skills. Problem solving and report writing skills. Ability to interpret and apply policies. Analytical and innovative thinking. Adaptability during changes to meet the goals. Planning and time management. Must have the ability to work under pressure.
<b><u>DUTIES</u></b>	:	Implement effective supply chain management procedures and policies. Source quotations for goods and Services from prospective Suppliers on CSD. Advice on the relevant Sourcing Strategies per commodity. Consolidate and verify monthly reports that needs to be submitted to PSCM. Benchmark with different departments for existing contract to participate. Report all variation, expansion, and deviations. Address queries from internal and external clients
<b><u>ENQUIRIES</u></b>	:	Mr. O Kekana Tel No: (018) 388 4062
<b><u>POST 44/526</u></b>	:	<b><u>STATE ACCOUNTANT REF NO: NWFIN/2022/39</u></b> Programme: Administration Sub Programme: Financial Management Services Directorate: Financial Accounting Services Sub-Directorate: Salary Administration - Claims, Payments, and Recons
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07), (on the salary scale: R269 214 – R317 127 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho

<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma or Advanced Certificate in Finance/ Accounting or equivalent NQF 6 qualification. Two (2) years' relevant experience in Salary Administration and experience on both Persal and BAS. Introduction to Persal Certificate, as well as Introduction to BAS Certificate will be an added advantage. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act and Public Service Regulations. Financial Manual, Basic Conditions of Employment Act and Guide on Managing Departmental Debt. Computer literacy – Word, Excel, and PowerPoint important. Knowledge of Government systems (BAS, Walker, Persal). Sound analytical and problem-solving skills. Excellent interpersonal and customer relation skills. Ability to work independently and in a team. Ability to work under pressure and with precision. Ensure deadlines are adhered to.
<b><u>DUTIES</u></b>	:	To render Financial Accounting Services related to Debtors and Expenditure. Recover and follow up on outstanding debts. Handle all payments made outside Persal. Handle all recalled, reversed and rejected salaries. Be responsible for the capturing of Salary related and clearing of salary control accounts. Preparation of all salary related reconciliations.
<b><u>ENQUIRIES</u></b>	:	Ms. G Molamu Tel No: (018) 388 3260
<b><u>POST 44/527</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: NWFIN/2022/22 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07), (on the salary scale: R269 214 – R317 127 per annum)
<b><u>CENTRE</u></b>	:	Mmabatho Chief Director: Economic Analysis (1 Post) Post for Chief Director: Corporate Services (1 Post)
<b><u>REQUIREMENTS</u></b>	:	As a minimum a National Diploma/ Advanced Certificate in Office Management/ Secretarial or equivalent NQF 6 qualification. One to two (1 - 2) years relevant experience rendering a support service to Senior Management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. A high level of reliability. Written communication skills. The ability to act with tact and discretion. The ability to do research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of the relevant legislation/policies/prescripts and procedures governing the unit and Public Service. Basic knowledge of financial administration/bookkeeping will be an added advantage.
<b><u>DUTIES</u></b>	:	Provide a secretarial/receptionist support service to the Chief Director. Manage phone calls. Perform advanced typing work. Record engagements of the Chief Director. Compile realistic schedules of appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Manager. Collect, analyse and collate information requested by the Manager. Clarify instructions and notes on behalf of the Manager. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Handle the procurement of items for the office. Obtain necessary signatures on documents. Provide support to the Chief Director regarding meetings. Scrutinise documents to determine actions/information required for meetings. Collect and compile all necessary documents for the Manager. Record minutes/decisions and communicate to relevant role-players and follow up on progress made. Prepare briefing notes for the Manager. Coordinate logistical arrangements.
<b><u>ENQUIRIES</u></b>	:	Mr. M Mogoane (CD: Economic Analysis) / Tel: (018) 388 4410 Ms. M Jansen (CD: Corporate Services) / Tel No: (018) 388 3419

#### **SOUTH AFRICAN POLICE SERVICE**

<b><u>APPLICATIONS</u></b>	:	Applications may be hand-delivered, as follows: Provincial Head Personnel Services Corner Nelson Mandela & Peter Mokaba Street, Wespol Building, Second Floor, Room 203 Applications may forwarded by post to be addressed as follows: The South African Police Service Private Bag X801 Potchefstroom 2520
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**FOR ATTENTION**  
**CLOSING DATE**  
**NOTE**

: Capt Mpela / AC Appie / AC Dikana  
 : 02 December 2022 at 16:00  
 : Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

**OTHER POSTS**

**POST 44/528**

: **SECURITY OFFICER**

**SALARY**  
**CENTRE**

: R128 166 per annum (Level 03)  
 : Provincial Office: (Potchefstroom) Ref No: NW 1/10/22 (X20 Posts)  
 : Klerksdorp VSS Ref No: NW 2/10/22 (X10 Posts)

**REQUIREMENT**

: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours

**DUTIES**

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and

contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

**ENQUIRIES** : Capt Mpela / AC Appie / AC Dikana, Human Resource Management Tel No: (018) 299 7139 / 7732)

**POST 44/529** : **GENERAL WORKER**

**SALARY CENTRE** : R107 196 per annum (Level 02)  
: Amalia SAPS Ref No: NW 3/09/2022  
Assen SAPS Ref No: NW 4/09/2022  
Boshoek SAPS Ref No: NW 5/09/2022 (X2 Posts)  
Bray SAPS Ref No: NW 6/09/2022  
Cyferskuil SAPS Ref No: NW 7/09/2022  
Klerkskraal SAPS Ref No: NW 8/09/2022  
Mabeskraal SAPS Ref No: NW 9/09/2022 (X2 Posts)  
Mareetsane SAPS Ref No: NW 10/09/2022  
Moeka Vuma SAPS Ref No: NW 11/09/2022 (X2 Posts)  
Mokopong Ref No: NW 12/09/2022(2 Posts)  
Mothotlung SAPS Ref No: NW 13/09/2022  
Nietverdiend SAPS Ref No: NW 14/09/2022

**REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification;.A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

**DUTIES** : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor; Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise; Loading and unloading of goods. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

**ENQUIRIES** : Capt Mpela / AC Appie / AC Dikana, Human Resource Management Tel No: (018) 299 7139 / 7732)

**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** : 05 December 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 POST**

- POST 44/530** : **LAND USE TECHNICIAN: LAND USE MANAGEMENT (STELLENBOSCH)**  
**REF NO: AGR 57/2022**
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher qualification) in Natural Resource Management, Environmental Management, Agriculture or Civil Engineering; A minimum of 3 years post qualification experience of Natural Resources Management principles; A valid (Code B or higher) driving licence. Recommendation: Working knowledge of the agricultural sector, natural resource management, crop production systems, water and irrigation and social physical properties; Management skills in human resources, financial and project management; Experience in MS Office, CAD, ArcView/GIS programs. Competencies: Knowledge of the following: Theory, design and implementation of environmental resource management plans; Legal compliance NEMA, CARA, SALA, NWA; Technical/scientific report writing; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Problem solving and analysis; Personnel and conflict management; Personal attributes: Self-motivated; Committed; Ability to work under pressure and under adverse field conditions.
- DUTIES** : Provide support to the land use manager; Assess and provide comments on applications for land use management; Facilitate the representation of the department and the sub-programme; Facilitate and coordinate the development and revision of a strategic plan, policies and guidelines for agricultural land use in the Western Cape Province as well as liaison with external service providers and clients.
- ENQUIRIES** : Mr C van der Walt Tel No: (021) 8085099

**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** : 05 December 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 POST

<b><u>POST 44/531</u></b>	:	<b><u>DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 18/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R766 584 per annum (Level 11), all-inclusive salary package Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience working in a business environment Recommendation: Master's degree (or higher qualification) in economics; Experience in the following: Managing impact assessment projects across a wide range of sectors; Leading research projects; Using cost benefit analysis tools; Standard Cost Modelling and similar tools; The business industry and sectors. Competencies: Knowledge of the following: Concept of red tape and its reduction; Modern systems of governance; Project Management; Stakeholder Relationship Management. Skills needed: Written and verbal communication; Problem-solving; Research; Proven computer literacy (MSOffice).
<b><u>DUTIES</u></b>	:	Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.
<b><u>ENQUIRIES</u></b>	:	Ms M Ellis at 083 565 1867

#### DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>CLOSING DATE</u></b>	:	05 December 2022
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> 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 POST

<b><u>POST 44/532</u></b>	:	<b><u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): WASTE MANAGEMENT LICENSING REF NO: EADP 26/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R420 318 per annum, (OSD as prescribed) Department of Environmental Affairs and Development Planning, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate Honours Degree in Natural or Physical Sciences, Environmental Sciences, Engineering (Civil) Sciences or related; A valid (Code B) driving licence. Recommendation: Registered as an Environmental Assessment Practitioner (EAP) or Candidate EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA) or meets the requirements for registration and applied for registration or will apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date); Experience in the following: Environmental field related to waste management; Compliance monitoring, enforcement and auditing; Environmental impact management or Waste management permitting or licensing; Willingness to travel as required. Competencies: Knowledge of the following: Environmental, general and hazardous waste management; Environmental legislation; Basic understanding of spatial and non-spatial

database management; General management; Financial management; Human resources management; Administration).; Skills needed: Conflict management; Proven computer literacy (MS Office; Word-processing and spreadsheet packages through windows applications and electronic mail); Planning; Organizing; Report writing; Written and verbal communication and Supervisory and Mentoring. Ability to do the following: Ensure compliance and enforce relevant statutory obligations regarding regulations, policies and treaties related to waste management and environmental management; Conduct in-depth research; Conduct and interpret environmental monitoring and audits; Interpret and analyse complex general and hazardous waste information; Advise internal and external stakeholders.

**DUTIES** : Administer the waste management licensing process through the review and evaluation of waste impact and technical reports and the drafting of waste management licences; Assist with general office management, Financial management, Human Resource Management and Administration; Ensure compliance monitoring and enforcement of relevant waste management legislation with respect to statutory obligations; Develop, implement and review waste management licensing processes, systems, policy measures and specific projects relating to waste management licensing; Provide specialist advice and develop policies, legislation, norms, standards, minimum requirements guidelines of geohydrological, geotechnical and technical design aspects of waste management facilities and specific projects relating to waste management licensing.

**ENQUIRIES** : Mr L. McBain-Charles Tel No: (021) 4832747

#### **DEPARTMENT OF HEALTH**

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

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

#### **OTHER POSTS**

**POST 44/533** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (TRAUMA AND TRAUMA SURGERY)**

**SALARY** : R1 807 380 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Trauma Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Subspecialist in Trauma Surgery. Experience: A minimum of three years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Trauma Surgery. Competencies (knowledge/skills): Fellowship of the College of Surgeons, Master's in Medicine (Surgery), certified subspecialist in Trauma Surgery. Extensive experience in leadership and operational management of a comprehensive trauma emergency surgery service. Extensive experience in pre-, intra-, and post-operative management of the injured. Experience in research and research supervision. Experience as author of peer reviewed trauma publications and research outputs. Experience in teaching and mentoring under- and postgraduate students. Excellent communication, negotiation and dispute-resolution skills. Strong leadership and decision-making skills. Ability to design, plan, develop and implement adult and paediatric trauma services Evidence of international recognition as leading academic Trauma Surgeon. Academic qualifications at PhD level.

**DUTIES** : Overall strategic, operational and administrative leadership and governance of the Trauma Emergency Unit and Trauma Surgical service at Tygerberg hospital (adult and paediatric trauma), in collaboration with the provincial trauma systems and the other clinical disciplines involved in care of the injured. Optimisation of available resources to provide excellent trauma care. Perform after hours duties (commuted overtime) related to the Trauma Unit / Trauma Surgery. Trauma team building, protocol development, education, outreach.

		Lead and provide teaching and training of undergraduate and postgraduate students in Trauma Surgery. Participation in, and supervision of academic and research activities of the Division of Surgery.
<b><u>ENQUIRIES</u></b>	:	Prof E Steyn Tel No: (021) 938-9271, / Dr M Mukosi Tel No: (021) 938-4136
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/534</u></b>	:	<b><u>ENGINEER PRODUCTION GRADE A TO C (MECHANICAL)</u></b>
		Directorate: Infrastructure Planning
<b><u>SALARY</u></b>	:	Grade A: R750 693 per annum Grade B: R846 429 per annum Grade C: R967 809 per annum (A portion of the package can be structured according to the individual's personal needs) (Salary within the range will depend on years of experience post professional registration)
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: University degree in Mechanical Engineering. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: <b>Grade A:</b> At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. BSc (Eng.). <b>Grade B:</b> At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. <b>Grade C:</b> At least 26 years appropriate/recognisable after registration as a Professional Engineer. Competencies (knowledge/skills): Computer literacy (MS Office). A health-sciences related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of all mechanical elements with specific reference to HVAC and Rotational FIRE for complex buildings. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Knowledge and experience in terms of fire regulations is a recommendation. Experience in the preparation of reports, submissions and presentations in English and sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Development, interpretation and customisation of functional and technical norms and standards Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications with specific reference to mechanical installations. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.
<b><u>ENQUIRIES</u></b>	:	Mr I Parker Tel No: (021) 483-9359
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/535</u></b>	:	<b><u>CHIEF CLINICAL TECHNOLOGIST GRADE 1</u></b>
<b><u>SALARY</u></b>	:	R487 305 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Pulmonology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist: Pulmonology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Clinical Technologist: Pulmonology. Inherent requirement of the job: After-hour service is compulsory. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three

	official languages of the Western Cape. Ability to work within a group at all levels of authority. Ability to work under pressure. Capable of maintaining confidentiality. Good computer skills in MS Word and MS Excel. Knowledge of ventilation and appropriate experience in Critical Care.
<b><u>DUTIES</u></b>	: Supervise and perform all diagnostic procedures in Pulmonology and Critical Care. Optimal Patient Care in Pulmonology is able to do the following investigations, Spirometry, Plethysmography, Gas Distribution, Exercise Testing, Compliance, NIOX, and Provocation. Optimal Patient Care in Critical Care is able to help with ventilation and haemodynamic monitoring. Training in Pulmonology according to ATS/ERS guidelines. Spirometry, Plethysmography, Gas Distribution, Exercise Testing, Compliance, NIOX, Provocation. Training in Critical Care in ventilation, haemodynamic monitoring. Research with GCP in place in both Pulmonology and Critical Care. Administrative duties like stock control, statistics and HR-related duties.
<b><u>ENQUIRIES</u></b>	: Mr F Swart Tel No: (021) 938 5789
<b><u>APPLICATIONS</u></b>	: Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	: 02 December 2022
<b><u>POST 44/536</u></b>	: <b><u>LECTURER: POST GRADUATE DIPLOMA NURSING PROGRAMMES</u></b> (Directorate: Western Cape College of Nursing)
<b><u>SALARY</u></b>	: Grade 1: R400 644 per annum Grade 2: R492 756 per annum
<b><u>CENTRE</u></b>	: Western Cape College of Nursing (based at Metro West Campus)
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification in Nursing Education registered with SANC. A specialist qualification in the following field, Mental Health Nursing. A relevant master's degree (NQF L9). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years of appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision-making/problem-solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
<b><u>DUTIES</u></b>	: Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of the college. Implement assessment strategies to determine learners' competencies. Exercise supervision and control over students.
<b><u>ENQUIRIES</u></b>	: Ms YN Magerman Tel No: (021) 684-1202
<b><u>APPLICATIONS</u></b>	: Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. "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 on or before the day of the interview." This concession is only applicable to candidates who apply for the first time for registration in a specific

		post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/537</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)</u></b> Directorate: Facilities Management
<b><u>SALARY</u></b>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum
<b><u>CENTRE</u></b>	:	Head Office, (Occupational and Safety Laundry, TBH)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e.) diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1-year, accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the periods above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification in the speciality as mentioned above. Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a quality clinical nursing practice in accordance with the scope of practice and nursing standards. Demonstrate effective communication with staff, patients, supervisors, and other clinicians including report writing. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively and amicably with persons of diverse intellectual and cultural backgrounds. Able to plan and organise own work and that of support personnel to ensure proper nursing care.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for specialized Occupational Health nursing care to staff in the Chief Directorate: Facilities and Infrastructure Management which includes the Central Laundries, Engineering Workshops and Clinical Engineering Workshops. Ensure implementation of relevant guidelines and Standard Operating Procedures (SOP's) in respect of Occupational Health Safety (OHS). Implement an Occupational Health and Safety (OHS) program. To report and manage Occupational Injuries on Duty (IOD). Facilitate and coordinate the management of Occupational Health and Safety risks. Maintain a continuous training program on Occupational Health and Safety (OHS). Ensure compliance to Safety Health Environment Risk and Quality (SHERQ) policy and legislation. Maintain professional growth, ethical standards and self-development. Participate in research.
<b><u>ENQUIRIES</u></b>	:	Mr A Thomas Tel No: (021) 918-1233
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "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 on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Occupational Health and Safety with the South African Nursing Council."
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/538</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R393 711 per annum
<b><u>CENTRE</u></b>	:	Victoria Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate three-year National Diploma or Degree. 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): Strong managerial and supervisory skills. Computer skills (MS Office, Excel and PowerPoint). 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.
<b><u>DUTIES</u></b>	: 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. Ensure compliance with the Auditor-General's requirements and HR audit reports are in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plans (HR AAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Monitor APL expenditure and advise on rectification plans for areas of overspend. Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Work Skills Plans. Management of sound Labour Relations and effective participation in IMLC and labour relations matters. Management and training of staff in the Human Resource Component.
<b><u>ENQUIRIES</u></b>	: Ms Y. Nelukalo Tel No: (021) 799-1123, email: yvonne.nelukalo@westerncape.gov.za
<b><u>APPLICATIONS</u></b>	: Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical and competency assessment.
<b><u>CLOSING DATE</u></b>	: 02 December 2022
<b><u>POST 44/539</u></b>	: <b><u>CASE MANAGER</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	: R331 188 per annum
<b><u>CENTRE</u></b>	: George Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate three-year health-related National Diploma/Degree registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment and Managed Health Care policies and protocols. Appropriate experience in ICD-10 diagnostic and procedural code assignment. Inherent requirement of the job: Willingness to work over-time and travel when required. Competencies (knowledge/skills): Knowledge of Uniform Patient Fee Schedule, ICD-10 and the Medical Schemes Act 131 of 1998 and Regulations i.e. (PMB Legislation). Knowledge of EDI (Electronic Data Interchange), Managed Health Care standards and patient billing. To monitor the quality and ensure accuracy of Diagnostic and Procedural Coding. Computer Literacy (MS Word/Excel). Good verbal and written communication skills in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	: Efficiently and effectively communicate and update clinical information for externally funded patients as well as the evaluation and monitoring of ICD 10-Coding for externally funded patients. Perform hospital Case Management functions w.r.t. pre-authorisation and authorisation, benefit management and review of clinical information for externally funded clients as well as providing quotes for elective procedures. Identify PMB diagnosis or ICD-Code to ensure claims are paid from the correct benefit, as well as when benefits are exhausted. Efficient and effective interpretation and implementation of Case Management policies, protocols, and procedures including the conducting of clinical audits of patient accounts to ensure accuracy of invoices for the submission to external funders. Supervision of staff as well as co-ordinating the workflow processes between clinical and admin personnel relating to Case management which include ICD10-coding, PMB's and account queries as well as quality client care and compilation of statistical reports for hospital management. Provide assistance to Hospital Fees staff regarding medical scheme authorisations, liaising with medical schemes and MediKredit regarding rejected claims as well as in terms of follow-up of outstanding

		medical scheme and state department balances, account queries and provide quotations to H2, H3 and Foreign patients.
<b><u>ENQUIRIES</u></b>	:	Ms L Odendaal Tel No: (044) 802-4332
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/540</u></b>	:	<b><u>OCCUPATIONAL HEALTH AND SAFETY OFFICER</u></b> West Coast District
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	West Coast District Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate three-year National Diploma/B-Degree in Safety Management or Occupational Health & Safety Environmental Management or any other relevant qualification. Registration with a professional council: Registration with the South African Institute of Occupational Safety and Health (SAIOSH) (either as Technical/Graduate/Chartered). Experience: Appropriate experience and sound Knowledge in Occupational Health & Safety. Inherent requirements of the job: Willingness to work after hours, travel and to meet the operational requirements. Valid drivers' licence (Code B/EB). Sleep out/over in the district and extensive driving. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills as well as ability to work in a team across service platforms. Knowledge of relevant legislation, policies incl. Health care 2020. Understanding of the OHS Act 1993 and related regulations. Excellent planning and organizational skills in OHS. Computer Proficiency (MS Office (Word, MS Excel MS PowerPoint, email). Communication skills (written and verbal). Statistical analysis & Analytical skills. Presentation and facilitation skills. Ability to communicate in 2 of the 3 official languages of Western Cape. Creativity, self-motivation, and assertiveness. Ability to function under pressure and handle a high work volume. Ability to prioritise and organize work and to exercise self-discipline. Ability to work independently without supervision.
<b><u>DUTIES</u></b>	:	Promotion of a safe health care environment through monitoring and management of the occupational health & safety risks within the district. Oversee district and facilities compliance with relevant occupational health and safety requirements, legislation, codes of practice, standards, and norms. Education and training within areas of control. Ensuring effective administration of the occupational health and safety activities. Continuous Professional Development.
<b><u>ENQUIRIES</u></b>	:	Ms E Van Ster Tel No: (022) 487-9269
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. You will be required to do a practical computer exercise. A detailed CV indicating your relevant work experience is required.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/541</u></b>	:	<b><u>PROJECT ADMINISTRATOR: SUPPORT SERVICES</u></b> Directorate: Information Technology
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational requirement: An appropriate 3-year tertiary qualification (National Diploma/B-Degree). Advantage: ITIL and COBIT. Experience: Appropriate experience in a Project Management environment. ICT Governance frameworks and processes will be an advantage. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel and/or be on standby. Competencies (knowledge/skills): An understanding of ICT and other relevant WCG legislation and policies. An understanding of ICT Governance. A high level of computer literacy (Advanced MS Office). Good communication and inter-personal skills in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to assist with management of vendor

		contracts and SLA's. Budgeting and financial management skills. Analytical and strategic thinking.
<b><u>DUTIES</u></b>	:	Provide project management administrative support services for health ICT projects. Assist to co-ordinate and implement ICT Governance in the department. Assist to develop and implement the ICT Strategic and Operational Plans for the WCG Health. Assist to manage and monitor ICT Risks. Provide administrative support to monitor and evaluate vendor performance against contracts and Service Level Agreements. Assist with finance Management.
<b><u>ENQUIRIES</u></b>	:	Mrs N Roodt Tel No: (021) 938-6209
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/542</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: FINANCE (SUPPLY CHAIN MANAGEMENT AND FINANCE)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R269 214 per annum
<b><u>CENTRE</u></b>	:	Vredenburg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy 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 experience in a Supply Chain Management environment. Appropriate working experience and skills in LOGIS, BAS and EPS/WCSEB. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Willingness to travel and work overtime. Willingness to work shifts including night duty, overtime, weekends, public holidays, and relief in other departments. Competencies (knowledge/skills): Extensive knowledge and experience of Bas and Logis Reconciliations. Ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, SharePoint, ESL, Clinicom, BAS and EPS). Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
<b><u>DUTIES</u></b>	:	Effective and efficient management of procurement processes; inventory control, warehouse management and Asset Management processes. Perform LOGIS system controller functions. Ensure audit compliance, as well as handle audit queries with regard to SCM. Accurate and timeous monthly reporting, as well as compilation of annual/interim financial statements. Responsible for inspections, support visits and training in Saldanha Sub-District. Relieve and support to supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms J Basson Tel No: (022) 709-7276
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/543</u></b>	:	<b><u>LIAISON OFFICER (QUALITY ASSURANCE)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R269 214 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational requirement: An appropriate three-year National Diploma or Degree in Public Relations Management, Communication or Public Administration. Experience: Appropriate experience in the communication field/administration. Appropriate supervisory experience. Inherent requirement of the job: Willingness to work shifts or after-hours when required. Competencies (knowledge/skills): Computer literacy (MS Word, PowerPoint and Excel). Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good presentation skills, able to work independently and as part of a team. Good planning and organizational skills and project management skills. Good interpersonal relationships.
<b><u>DUTIES</u></b>	:	Plan and coordinate surveys. Assist with complaints and compliments management and patient enquiries (telephonic, verbal and written). Liaise with

		all the relevant stakeholders to ensure effective communication and collaboration between the different departments and the members of the public. Data capturing. Perform comprehensive administrative duties and prepare all relevant reports. Supervision and support to supervisor.
<b><u>ENQUIRIES</u></b>	:	Mrs S Nieuwoudt Tel No: (023) 348-6455
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Applicants may be required to undergo practical testing. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/544</u></b>	:	<b><u>FOOD SERVICES MANAGER</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational requirement: A three-year degree/Diploma or equivalent in Food Service Management. Experience: Appropriate experience in the Food Services environment. Management experience. Inherent requirement of the job: As the Food Services Component renders a 7-day week function, the successful candidate will be required to work shifts and weekends, and public holidays. Competencies (knowledge/skills): Computer literacy, problem-solving, decision-making, time management, presentation, and managerial skills. Sound numerical skills. Ability to communicate in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Manage the Food Service Unit: 24 hours per day and 7 days per week on a rotation basis. Manage the preparation, distribution, and serving of meals including special diets. Manage meal plan and meal production. Manage personnel and equipment. Manage /Administer human physical and financial resources. Responsible for hygiene and safety standards. Effective utilisation of the Food Service team. Apply departmental regulations and protocols.
<b><u>ENQUIRIES</u></b>	:	Ms R Keyser Tel No: (021) 938-4135
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/545</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade A: R199 317 per annum Grade B: R234 780 per annum Grade C: R274 092 per annum
<b><u>CENTRE</u></b>	:	Swartland Sub-district (stationed at Swartland Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Test Certificate. Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code E/EB) driver's licence and willingness to travel. Physically fit to perform duties. Willingness to do standby duties/overtime to attend to emergencies when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85 of 1993). Ability to conduct fault-finding exercises and do/service repairs down to component level and competent with hands-on practical work experience. Ability to write and draw specifications (i.e. to describe the quality of jobs to be done and services to be rendered, in writing, and per drawings) and appropriate computer literacy in Ms Word and Excel, Email and internet use. Appropriate experience/knowledge in the different fields of a hospital environment.
<b><u>DUTIES</u></b>	:	Responsible for the maintenance and repairs of buildings, plants. Equipment etc. as part of workshop team. Carry out or assist Foreman with day-to-day planning and management of job cards for the workshop including workload management, tracking and logging of jobs (in a register/ portal), planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment,

		plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Carry out or assist with mechanical, electrical, plumbing and carpentry requirements (jobs, tasks, faults) as required and, assist with the compilation of minor specifications and project management of outsourced contracts/jobs. Responsible for or assist the Foreman with the control of tools and material as well as development of workshop staff. Responsible for people management, finance and supply management as well as effective communication with internal and external stakeholders regarding execution of projects. Will act as supervisor in the absence of Foreman/ Senior Artisan.
<b><u>ENQUIRIES</u></b>	:	Mr C Vermaak Tel No: (022) 487-9226
<b><u>APPLICATIONS</u></b>	:	The Manager: Medical Services, Swartland Hospital, Private Bag X2, Malmesbury, 7299.
<b><u>FOR ATTENTION</u></b>	:	Ms A Groenewald
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/546</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u></b> Directorate: Pharmacy Services
<b><u>SALARY</u></b>	:	R181 599 per annum
<b><u>CENTRE</u></b>	:	Cape Medical Depot, Head Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational requirement: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management warehouse/stores environment. Competencies (knowledge/skills): Sound theoretical and experience of Supply Chain Management in warehouse functions. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy in MS Office. LOGIS and Electronic Procurement System (EPS).
<b><u>DUTIES</u></b>	:	Store management, procurement process towards ordering, receiving, and issuing inventory to the end user and preparing and submitting documents for payment. Procure items via transversal contracts and/or the Electronic Procurement System (EPS). Do spot checks on a monthly basis and full counts with AFS and IFS reporting. Assist with monthly reporting for warehouse section and perform general LOGIS system functions pertaining to warehouse. Update bin cards, manage damaged/expired stock. Assist in asset and contract management on a rotational basis.
<b><u>ENQUIRIES</u></b>	:	Ms C Buthelezi Tel No: (021) 483-8804 or Mr N Dickenson Tel No: (021) 483-2142
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	02 December 2022
<b><u>POST 44/547</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	R181 599 per annum
<b><u>CENTRE</u></b>	:	Bonnievale CC, Langeberg Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational requirement: Senior Certificate (or equivalent). Experience: Appropriate experience as an Admin Clerk in Hospital/clinic environment. Inherent requirement of the job: The ability to work under pressure. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Language proficiency in two of the three official languages of the Western Cape. Good interpersonal and communication skills. Must be computer literate (Windows, Excel, PHCIS, CLINICOM). LOGIS and Electronic Procurement System (EPS).
<b><u>DUTIES</u></b>	:	Registering of patients on the Patient Administration System (PHCIS). Provision of administration support to the facility. Responsible for folder management – filing retrieving and disposing of folders and the filing of reports. Responsible for handling patient telephonic enquiries. Provision of information management support and capturing of data. Willingness to work in other clinics due to operational requirements.
<b><u>ENQUIRIES</u></b>	:	Ms E Pengelley Tel No: (023) 626-8547

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 02 December 2022

**POST 44/548** : **STERILISATION OPERATOR PRODUCTION**  
 Chief Directorate: Metro Health Services

**SALARY** : R128 166 per annum  
**CENTRE** : Oral Health Centre, Tygerberg / Mitchell's Plain  
**REQUIREMENTS** : Minimum educational requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience and knowledge of CSSD. Competencies (knowledge/skills): Knowledge of the Sterilisation process. Good interpersonal and numerical skills. The ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good reading and writing skills in at least two of the official languages of the Western Cape.

**DUTIES** : Deliver/collect soiled equipment to and from the sterilisation and various other departments with a heavy-duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilize of instruments, and other equipment in the department. Operate autoclaves and instrument washing machines. Issue sterile stock according to departmental needs. Fold and sterilize linen packs. Monitor, control and maintain stock levels. Perform ad-hoc duties at Oral Centre, Mitchell's Plain.

**ENQUIRIES** : Ms. V. Naidoo Tel No: (021) 370-4479  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : A competency test may form part of the selection process. No payments of any kind is required when applying for this post.

**CLOSING DATE** : 02 December 2022

**POST 44/549** : **FOOD SERVICES AID**  
 Central Karoo District

**SALARY** : R107 196 per annum  
**CENTRE** : Beaufort West Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in an Industrial Food Service Unit, within a Hospital setting. Inherent requirements of the job: The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Willingness to work shifts (weekends and public holidays). Competencies (knowledge/skills): The ability to communicate efficiently (read, speak and write) in at least two of the three official languages of the Western Cape. Knowledge of hygiene, occupational health, HACCP and safety principles. The ability to prepare meals according to standardized recipes.

**DUTIES** : Perform all tasks emanating from the preparation and serving of food. Maintained general hygiene and safety standards in the Food Service Unit. Assist in the receiving, safe storage and stock control of food supplies. Assist with the informal in-service training of new employees.

**ENQUIRIES** : Mr J Roberts Tel No: (023) 414-8283  
**APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 02 December 2022

## **DEPARTMENT OF LOCAL GOVERNMENT**

**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** : 05 December 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 POST

**POST 44/550** : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: LG 17/2022 R1**  
(12 Months Contract Position)

**SALARY** : R766 584 per annum (Level11), all-inclusive salary package  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B-. Degree or higher) in the Built Environment; A minimum of 3 years' experience in the Built Environment; 3 years management level experience. Recommendation: Infrastructure and/or Program Management certificates. Competencies: Knowledge of the following: Programme and Project Management; Engineering design and analysis and professional judgement; Computer applications; Legal compliance; Technical and general report writing; Monitoring systems; Managing contractors and consultants; Financial systems; Skills needed: Communication(written and verbal); Proven computer literacy in MS Office packages; Project Management; Professional judgement; Presentation and facilitation skills; Customer liaison; Networking; Financial Management; Negotiation; Ability to create a high performance culture.

**DUTIES** : Project Management of the MIG Programme; Investigate service delivery complaints; Answer Parliamentary questions; Participate in IGR platforms; Assist with implementation of JDMA implementation plan; Conduct Infrastructure and Service delivery assessments/Diagnostics; Update Municipal Infrastructure Status report; Monitoring and evaluation of municipal performance; Participate in DLG grant implementation and compliance with TPAs; Participate in other programmes such as water and energy resilience and infrastructure financing mechanisms.

**ENQUIRIES** : Mr M. Brand Tel No: (021) 483 2856

#### 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** : 05 December 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 44/551** : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER A AND B) REF NO: DOTP 59/2022 (X2 POSTS)**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (or higher qualification) in Commerce, Law, Auditing, Forensics, BCom IT or Informatics; A minimum of 3 years relevant experience in a forensic investigation environment or in performing queries and analyses to identify anomalies or inconsistencies with data sets in a forensics

		or internal audit environment. Recommendation: A relevant post graduate qualification in Commerce, Law, Auditing, Forensics, BCom IT or Informatics. Experience in investigation of fraud, theft and/or corruption within the public sector; A professional designation relevant to the forensic profession (e.g. Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP)). A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Legislation and regulations applicable to National and Provincial government and policies and procedures relating to Provincial government; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Sound knowledge of ACL, IBM i2 Analysts Notebook, Intella, or similar forensic IT tools; Sound knowledge to write scripts for queries to identify and detect possible incidents of fraud; Skills needed: Computer literacy in MS Office Package (Word, Excel and PowerPoint); Analysing, problem-solving and fact-finding; Communication (written and verbal); Project management; Factual and legal analysis. Ability to collect, analyse and visualise large datasets and draw appropriate conclusions.
<b><u>DUTIES</u></b>	:	Planning and execution of forensic investigations; Conduct investigation by means of thorough fact finding and evidence retrieval within allocated timeframes; Project managing multiple investigations at the same time, prioritising each investigation based on priority and quality assurance at all stages of the investigation; Manage the team of investigators, providing clear guidance to and mentoring of team; Drafting and/or reviewing of factual reports containing appropriate findings and recommendations and subsequent follow-up of recommendations made; Testify in disciplinary hearings and in criminal trials; Perform fraud prevention and detection functions; Develop and maintain professional relationships with all stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms W Hansby Tel No: (021) 483 4593/ Ms P Thaba Tel No: (021) 483 4701
<b><u>POST 44/552</u></b>	:	<b><u>ASSISTANT DIRECTOR: TALENT SOURCING REF NO: DOTP 50/2022 R1</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of the Premier, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Appropriate 3-year National Diploma majoring in HRM or a B- Degree in Industrial Psychology with a minimum of 3-years' experience in a Recruitment and Selection environment on an administrator/recruiter level. Recommendation: Experience with technical recruiting which includes e-Recruit support, competency based recruitment processes and the administrative processes which is associated with these tasks; Advising Senior and executive management on the recruitment and selection process and best talent. Proven candidate sourcing skills; Proven experience in complex data management; Direct liaison with media and recruitment agencies regarding advertising of vacancies; Supervision of staff; Willingness to work longer hours in line with print media publication times. Consulting with various stakeholders on different management levels. Competencies: General knowledge of various employment laws and practices; In-depth knowledge Recruitment prescripts (legislation and policy documents); The following skills: Excellent interpersonal and coaching; Database development management and reporting; Supervisory; Consultative and effective Problem solving; Effective oral and written communication. Ability to gather and analyze information; Ability to work under pressure and meet deadlines.
<b><u>DUTIES</u></b>	:	Quality control of all operational work; Project Management control and allocation of tasks; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires and provide training/workshops on Talent Sourcing, e-recruit and reporting; Ensure that bulletins are published as per schedule; Ensure that advertisements are published in DPSA, media and e-recruit platform; Communicate with service providers regarding advertising standards, response handling enquiries, and participate in the creation of specifications; Handling complex inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, selection processes, inclusive of shortlisting, interviewing and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Facilitate audit processes; Ensure recruitment and selection data integrity and report on any irregularities; Manage staff and report on the unit's performance.
<b><u>ENQUIRIES</u></b>	:	Mr F Gerber Tel No: (021) 483 6028



## PROVINCIAL TREASURY

- 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** : 05 December 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 POST

- POST 44/553** : **INFRASTRUCTURE ANALYST: PG INFRASTRUCTURE AND PROPERTYMANAGEMENT (GROUP 2) REF NO: PT 01/2022 R1**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Commerce, Economics, Financial Management, Law or Built Environment; A minimum of 3years relevant experience in the assessment, implementation or monitoring of immovable assets inclusive of Infrastructure Projects; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A Project Management Certificate and/or Contract Management training and/or Asset Management and/or Supply Chain Management and infrastructure procurement experience/exposure. Competencies: Knowledge of the following: Public Financial Management Act, Municipal Finance Management Act (MFMA); Division of Revenue Act (DoRA); Government Immovable Asset Management Act (GIAMA); Western Cape Land Administration Act, National Treasury Regulations, User Asset Management Guidelines and Local Government Capital Asset Management Guidelines. Skills needed: Analytical thinking; Excellent research; Report writing; Organising and planning; Proven computer literacy; Communication (written and verbal).
- DUTIES** : Assess the institutionalization of and compliance with the Infrastructure Delivery Management System in sector departments; Monitor infrastructure delivery and spending performance on projects; Assess departments' infrastructure budgets against project readiness, implementation schedules and approved allocations; Assess departments Assets Management Plans for compliance with GIAMA; Review property lease and disposal submission and draft recommendations.
- ENQUIRIES** : Mr B Damons Tel No: (021) 483 6127

## DEPARTMENT OF SOCIAL DEVELOPMENT

- CLOSING DATE** : 05 December 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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

<b><u>POST 44/554</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (MILNERTON) REF NO: DSD 72/2022</u></b>
<b><u>SALARY</u></b>	:	R401 691 - R465 669 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psychosocial intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms S. Abrahams Tel No: (023) 483 7672
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 44/555</u></b>	:	<b><u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (CEDERBERG) REF NO: DSD 128 /2021 R1</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R154 950 – R174 411 per annum, (OSD as prescribed) Grade 2: R185 025 – R208242 per annum, (OSD as prescribed) Grade 3: R220 929 – R277 380 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Or <b>Grade 2:</b> Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or <b>Grade 3:</b> Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rdacademic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the

		policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Skills needed: Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<b><u>ENQUIRIES</u></b>	:	Ms C.A Nell Tel No: (027) 213 2096
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 44/556</u></b>	:	<b><u>DRIVER/HANDYMAN: HORIZON CHILD AND YOUTH CARE CENTRE REF NO: DSD 70/2022</u></b>
<b><u>SALARY</u></b>	:	R128 166 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Ability to read and write/Adult Basic Education and Training (ABET); A minimum of 7-months relevant experience; A valid (Code B or higher) driving license. Competencies: A good understanding of the following: Public Service procedures; Applicable policies and procedures; Relationship management; Independent thinking; Ability to work under pressure; Communication skills (verbal and written); Meet tight deadlines; Work independently and in a team; Continuous improvement; Diversity management.
<b><u>DUTIES</u></b>	:	Perform general transport duties; Stand-by services for emergency trips and after hour transport duties; Maintenance of office buildings; Conduct regular building inspections; Maintenance of office equipment and furniture; Repair broken furniture and equipment.
<b><u>ENQUIRIES</u></b>	:	Mr M. Johnson at: 073 300 6510
<b><u>APPLICATIONS</u></b>	:	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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	:	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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> 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.
<b><u>CLOSING DATE</u></b>	:	12 December 2022

**POST 44/557** : **GENERAL WORKER/GROUNDSMAN HORIZON CHILD AND YOUTH CARE CENTRE REF NO: DSD 71/2022**

**SALARY** : R107 196 per annum (Level 02)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Basic literacy and numeracy (ABET). Competencies: A good understanding of the following: Basic safety precautions in handling hazardous material liquids; Use of cleaning equipment; Maintenance / care of cleaning equipment; Communication skills; Basic literacy skills; Ability to work in garden and handle equipment.

**DUTIES** : Perform general assistant work; Load and off load furniture, equipment and any other goods to relevant destination; Clean government vehicles; Maintain premises and surroundings; Cleaning offices corridors, elevators and boardrooms by: Dusting and waxing office furniture; Clean general kitchens by: Cleaning of basins; Wash and keep stock of kitchen utensils; Cleaning the restrooms by: Refilling hand wash liquid soap; Replace toilet papers, hand towels and refreshers; Keep and maintain cleaning materials and equipment by: Report broken cleaning machines and equipment; Cleaning of machines (microwaves, vacuum cleaners, etc.) and equipment after use; Maintain the garden and grounds; Watering the garden; Prune and trim flowers and trees.

**ENQUIRIES** : Mr M. Johnson at: 073 300 6510  
**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 Tygervalley 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](mailto: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. To apply, please complete an application form (Z 83) and current CV (5 pages maximum) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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.

**CLOSING DATE** : 12 December 2022

#### **SOUTH AFRICAN POLICE SERVICE**

**APPLICATIONS** : Complete application forms must be hand-delivered to: South African Police Service, 25 Alfred Street, Green Point, Cape Town, 8000, or posted to Private Bag X 9004, Cape Town.

**CLOSING DATE** : 02 December 2022 at 16:00

**NOTE** : Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications

must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from SAPS website or SAPS Recruitment Office within the South African Police Service.

## **OTHER POSTS**

<b><u>POST 44/558</u></b>	:	<b><u>SECURITY OFFICERS</u></b>
<b><u>SALARY CENTRE</u></b>	:	R128 166 per annum (Level 03)
	:	Ref No: WCSO 01/2022 Provincial SCM: Epping Clothing Stores (X10 Posts)
	:	Ref No: WCSO 02/2022 VSS: Bellville South (X5 Posts)
	:	Ref No: WCSO 03/2022 VSS: Stikland Bellville (X3 Posts)
	:	Ref No: WCSO 04/2022 ORS: 35 Squadron (X3 Posts)
	:	Ref No: WCSO 05/2022 ORS: Faure Base (X3 Posts)
	:	Ref No: WCSO 06/2022 Provincial Head Office: Greenpoint, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the post-specific core functions; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours. Be willing to work irregular hours.
<b><u>DUTIES</u></b>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view. Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<b><u>ENQUIRIES</u></b>	:	can be directed to SAPS Capt Liebenberg or PO Juwele Tel No: (021) 4177 231 / (021) 4177 234
<b><u>POST 44/559</u></b>	:	<b><u>GENERAL WORKER</u></b>
<b><u>SALARY CENTRE</u></b>	:	R107 196 per annum (Level 02)
	:	Ref No: WCG 01/2022 COCT District Office: Bellville
	:	Ref No: WCG 02/2022 Garden Route District Office: George
	:	Ref No: WCG 03/2022 Overberg District Office: Hermanus
	:	Ref No: WCG 04/2022 Cape Winelands District Office: Paarl

Ref No: WCG 05/2022 West Coast District Office: Saldanha  
 Ref No: WCG 06/2022 Mfuleni SAPS  
 Ref No: WCG 07/2022 Provincial Head Office: Greenpoint, Cape Town (X2 Posts)

**REQUIREMENTS**

: Applicants must display competency in the post-specific functions of the post;  
 Be a South African Citizen. A Grade 10 qualification will serve as an advantage.  
 Basic literacy, numeracy and communication skills. Be able to read and write.  
 Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English.\*Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification, be willing to work irregular hours.

**DUTIES**

: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting the environment. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises\*Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

**ENQUIRIES**

: can be directed to SAPS Capt Liebenberg or PO Juwele Tel No: (021) 4177 231 / (021) 4177 234

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE**  
**NOTE**

: 05 December 2022  
 : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 44/560**

: **CHIEF ENGINEER (CIVIL): TRAFFIC ENGINEERING REF NO: TPW 141/2022**

**SALARY**

: Grade A: R1 090 224 per annum, all-inclusive salary package, (OSD as prescribed).

**CENTRE**  
**REQUIREMENTS**

: Department of Transport and Public Works, Western Cape Government  
 : Engineering Degree (B Eng/ BSC(Eng) or relevant qualification in Civil Engineering; A minimum of 6 years post qualification engineering experience; Compulsory registration with ECSA as a Professional Engineer; A valid driving license (Code B or higher). Recommendation: Further studies in the field of engineering focusing on road geometric/traffic; Experience in: Policy/Guideline development and implementation, identifying and understanding governance and strategy processes and documentation thereof; Road infrastructure management in the public sector; Research and development of new/existing technologies related to design, construction and implementation of road structures; Experience (direct or indirect) focusing on dynamic/technical structural design; Mentoring and coaching and team management in the field of Engineering. Competencies: Knowledge of the following: Programme and Project Management in Road Infrastructure maintenance and construction; Conditions of contract (GCC 2015 and NEC); Standard Specifications (COLTO 1988 and COTO 2020); Compilation of contract documentation; Contract law and Contract adjudication; Financial Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Engineering design and analysis knowledge; Research and development; Creating high

	performance culture; Engineering and professional judgement Strategic capability and leadership. Skills needed: Communication (written and verbal); People Management; Planning and organising. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity Customer focus and responsiveness; Conflict management; Negotiation and Change Management; Technical report writing, Contact documentation and administration; Procurement processes; Ability to work under pressure and meet strict deadlines.
<b><u>DUTIES</u></b>	: Engineering design and analysis effectiveness: Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering principles and according to norms and standards and codes of practice; Develop cost effective construction solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures; Input into the development of tender specifications; Approval of engineering works according to prescribed norms and standards. Governance: Allocate, control, monitor and report on all resources; Manage resources and provide input for resource utilisation; Ensure adherence to regulations and procedures for procurement and contract administration; Key understanding and working knowledge of related procurement and supply chain regulations; Provide assistance to contractors and consultants to ensure adherence to regulations, procedures and standards; Monitor, control and report on expenditure and service delivery; Continued professional development to keep up with new technologies and procedures; Working knowledge of legislature and regulations related to roads construction industry and road state authorities. Liaise with other Chief Directorates (incl. Regional Offices), other road authorities, industry bodies and local authorities regarding contracts; Continuous review and modification of standardisation of plans and project procedure manual; Input towards improvement of standard documentation and administrative procedures. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; Manage the capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<b><u>ENQUIRIES</u></b>	: Ms M. Hofmeyr Tel No: (021) 483 3999
<b><u>APPLICATIONS</u></b>	: Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 44/561</u></b>	: <b><u>DEPUTY DIRECTOR: REPORTING COORDINATION AND PROFESSIONAL DEVELOPMENT REF NO: TPW 136/2022</u></b>
<b><u>SALARY</u></b>	: R766 584 per annum (Level 11), all-inclusive salary package
<b><u>CENTRE</u></b>	: Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience. Recommendation: An appropriate post graduate qualification; Public sector management level experience in Human Resource, Finance, Monitoring Reporting, Roads Branch or Communications; Knowledge of Infrastructure reporting and Roads Branch related development; Willingness to travel as required. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, and procedures; Project Management; Skills Development frameworks; Coordination of people and resources; Formal Training. Skills needed: Communication (written and verbal); Numeracy; Literacy; Driving; Typing; Computer Literacy; Language.
<b><u>DUTIES</u></b>	: Manage and oversee the resources responsible for the achievement of component goals; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Manage the professional development and

		candidate programme within the roads Branch; Ensure efficient and effective oversight and management for all financial resources/aspects of the Sub-directorate and all performance requirements as related to the PFMA and corporate governance; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency, support integration and collaboration across departments government spheres; People management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M. Hofmeyr Tel No: (021) 483 3999
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 44/562</u></b>	:	<b><u>CONTROL WORKS INSPECTOR: ELECTRICAL MECHANICAL AND BUILDING SERVICES (GEORGE) REF NO: TPW 166/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R491 403 per annum (Level10)
	:	Department of Transport and Public Works, Western Cape Government
	:	A National Diploma (T/N/S stream) or equivalent qualification; Or a N3 and a passed electrical trade test in the built environment; or Registration as an Engineering Technician; A minimum of 6 years appropriate experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Contract documentation and administration; Act/regulations of Occupation Health & Safety (OHS- Act); National Building Regulation; Relevant built environment legislation; Programme and project management; Research; Planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Proven computer literacy (MS Office); Administrative ability and record. Keeping; Communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled and is compliant to prescripts; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr R Monare Tel No: (021) 483 5310
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 44/563</u></b>	:	<b><u>CHIEF WORKS INSPECTOR (BUILDING): BUILDING SERVICES REF NO: TPW 167/2022 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum (Level 08)
	:	Department of Transport and Public Works, Western Cape Government
	:	A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B driving license. Competencies: Knowledge and understanding of the following: Preparation of tender documentations and specifications and adjudicate tenders; Ability to interpret Bills of Quantities, plans and drawings; Good verbal and written communication skills; Good interpersonal relations; Proven computer literacy (MS Office); Technical experience of building matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations.
<b><u>DUTIES</u></b>	:	Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specification; Supervise and exercise quality control on projects; Manage external consultants and contract administration.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A February Tel No: (021) 483 2489
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>



<b><u>POST 44/564</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: GENE LOUW TRAFFIC COLLEGE, REF NO. TPW 185/2022</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); Minimum of 3 years relevant supervisory experience. Recommendation: Experience in the following: Administration; Financial administration. Competencies: Knowledge of the following: Basic Accounting Systems, Logistical Information Systems; Relevant legislation and procedures regarding personnel, administration and logistics administration; Departmental practices. Skills needed: Management; Communication (written and verbal); Interpersonal; Planning; Organising skills; Proven computer literacy (MS Word, Excel and Power Point).
<b><u>DUTIES</u></b>	:	Manage the facilities at Gene Louw College ensuring optimal use; Manage the provisioning processes; Provide a logistical service to the Directorate; Manage the official transport of the College; Management and safekeeping of all state assets at the College; Ensure that reparations of equipment and facilities are done; Ensure that cleaning and pest control of the facilities and premises are done as required; Manage all administrative processes at the college; Supervision of staff and assist with the financial processes as allocated.
<b><u>ENQUIRIES</u></b>	:	Mr B. Singh at (021) 983 1500
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 44/565</u></b>	:	<b><u>PERSONAL ASSISTANT: ROAD SAFETY MANAGEMENT, REF NO. TPW 170/2022</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or higher (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
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr W van der Merwe (021) 983 1536
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 44/566</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: LAND TRANSPORT SYSTEMS, REF NO. TPW 172/2022</u></b>
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior certificate or higher) with A+ Certificate; A minimum of 5 years relevant administrative experience. Recommendation: 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 in the following: Information and knowledge management; Records management; Automated fare collection; Intelligent

		transport systems; Skills needed: Proven computer literacy; Written and verbal communication; Working with people; Following instructions and procedures; Writing and reporting; Planning and organising; Delivering results and meeting customer expectations; Learning and researching; Relating and networking; Presenting and communicating information.
<b><u>DUTIES</u></b>	:	Manage information by applying tools and technologies; Communicate with users of land transport systems; Render user and technical support and guidance in the use of Electronic Systems in the Integrated Transport Hub; Monitoring and compliance in terms of user sim cards and data; Render informal training to users..
<b><u>ENQUIRIES</u></b>	:	Ms L Rautenbach Tel No: (021) 483 6904/Lizette.Rautenbach@westerncape.gov.za
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 44/567</u></b>	:	<b><u>OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 1) REF NO: TPW 145/2022 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 10 certificate or equivalent; A minimum of 6 years' experience operating a grader on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Competency Certificate in respect of the South African Qualification Authority (SAQA) Unit Standard 262735; Working knowledge of heavy machinery, especially grader; Willing to travel when required; Proven computer literacy. Competencies Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Skills needed: Report writing; Supervisory; Planning, Organising and coordination of grader activities; Planning and problem solving; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<b><u>DUTIES</u></b>	:	Operation of grader for maintenance and construction of roads; Material use and management for road maintenance; Supervision and management of staff and equipment.
<b><u>ENQUIRIES</u></b>	:	Mr H Uys Tel No: (021) 863 2020
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 44/568</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMINISTRATION SUPPORT (ROAD SAFETY MANAGEMENT) REF NO: TPW 173/2021</u></b>
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Office administration experience. Competencies Knowledge of the following: Report writing; Microsoft (MS) programmes for administrative purposes; Filing; Administrative procedures and systems. Skills needed: Communication (written and verbal); Above average numeracy; Proven computer literacy in MS Office; Interpersonal; Organisational; Planning; Time management. Ability to: Work in a team; Meet deadlines.
<b><u>DUTIES</u></b>	:	Responsible for the Office Management of the Directorate Road Safety Management (RSM): Making traveling and accommodation arrangements for RSM staff; Other procurement, such as catering needed for effective Operations. Filing of correspondence: Assist with public enquiries and distribution of publicity material in the absence of Operational staff; Typing of documents and reports; Provide administrative support to the staff through the process of claims and payments; Exercise control over the maintenance of and expenditure involved in the use of Government Garage (GG) transport; Finance and Supply Chain Management responsibilities: Complete and forward all documents to finance for BAS and payment authorization; Human Resource responsibilities: Receive, file and manage leave applications and despatch to HR for capturing; Keep leave register up to date. Administrative

		functions: Administration and co-ordination of reservations; Co-ordination and arrangement of transport.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr AA. Kafaar Tel No: (021) 483 6000
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 44/569</u></b>	:	<b><u>ADMINISTRATION CLERK: OPERATIONAL SUPPORT REF NO: TPW 137/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 per annum (Level 05)
	:	Department of Transport and Public Works, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification. Competencies Knowledge of the following: Application of relevant legislation; Working knowledge of systems (e.g. My Content); SITS; Basic Accounting System (BAS); following skills: Communication (written and verbal); Proven computer literacy in MS Office; Interpersonal; Listening; Typing; Record keeping; Problem solving; Basic numeracy.
<b><u>DUTIES</u></b>	:	Responsible for the Office Management of the Directorate Road Safety Rendering administrative support services: General administrative duties; Make, respond and receive telephonic and email queries regarding payment certificates of various contractor companies e.g. Invoice discrepancies, payment of invoices, payment dates; Perform procurement function eg, organising catering; Financial duties: Receive and scrutinise invoices and payment certificates upon receipt for any discrepancies; Tracking System (SITS) for workflow and invoice/documentation tracking, follow the workflow and update system accordingly; Liaise with designated unit officials who add invoices/payment certificates onto the Regional Project Management System (RMP) for record keeping of the full project, including fee claims, tracking and management; Compile payment certificates of invoices to be checked and verified by the supervisor and approved by the manager; Update Regional Project Management System (RMP) on approval of invoices/payment certificates.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr K de Waal Tel No: (021) 483 6231
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 44/570</u></b>	:	<b><u>ROAD WORKER SUPERVISOR (CONCRETE): CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 1 (PAARL) REF NO: TPW 156/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R151 884 per annum (Level 04)
	:	Department of Transport and Public Works, Western Cape Government
	:	Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair road and concrete defects on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Ability to read and interpret basic construction drawings; Self-motivated.
<b><u>DUTIES</u></b>	:	Plan, supervise and undertake road maintenance activities; Plan, supervise and undertake concrete works in respect of road maintenance activities; Determine material quantities for road maintenance and concrete activities; Define road and concrete defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Perform generic administrative functions pertaining to the post; Train subordinates.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr H Uys Tel No: (021) 863 2020
	:	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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	: NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> 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.
<b><u>CLOSING DATE</u></b>	: 12 December 2022
<b><u>POST 44/571</u></b>	: <b><u>ROAD WORKER SUPERVISOR (HERBICIDE TRUCK): CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 1 (PAARL) REF NO: TPW 192/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R151 884 per annum (Level 04) : Department of Transport and Public Works, Western Cape Government : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Recommendation: Experience in the following: Civil construction activities; Herbicide works; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the following: Application of herbicide and related materials; Maintenance and repair of road defects on roads and within road reserves; Conflict and diversity management; Communication Skills (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<b><u>DUTIES</u></b>	: Plan, supervise and undertake road maintenance activities; Plan, supervise and undertake herbicide and related work; Determine material quantities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Perform generic administrative functions pertaining to the post; Train subordinates.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr H Uys Tel No: (021) 863 2020 : 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 Tygervalley 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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	: NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> 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.

<b><u>CLOSING DATE</u></b>	:	12 December 2022
<b><u>POST 44/572</u></b>	:	<b><u>ROAD WORKER SUPERVISOR (TRAFFIC ACCOMMODATION AND GRADER): CONSTRUCTION AND SPECIALISED MAINTENANCE (REGION 1 – PAARL) REF NO: TPW 193/2022</u></b>
<b><u>SALARY</u></b>	:	R151 884 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Recommendation: Experience in the following: Civil construction activities; Traffic Accommodation; Grading works; Management and supervision of staff. Competencies: Good understanding of operating large construction machines; Conflict and diversity management; Supervisory skills; Communication Skills (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<b><u>DUTIES</u></b>	:	Plan, supervise and undertake road maintenance activities; Plan, supervise and undertake works in respect of Traffic Accommodation and Grading activities; Determine material quantities for road maintenance in respect of Traffic Accommodation and Grading; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Perform generic administrative functions pertaining to the post; Train subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr H Uys Tel No: (021) 863 2020
<b><u>APPLICATIONS</u></b>	:	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 Tygervalley 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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	:	NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.ererecruit.co">https://westerncapegov.ererecruit.co</a> 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.
<b><u>CLOSING DATE</u></b>	:	12 December 2022

**POST 44/573** : **ROAD WORKER SUPERVISOR (EXCAVATOR): CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 1 (PAARL) REF NO: TPW 195/2022**

**SALARY** : R151 884 per annum (Level 04)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Recommendation: Experience in the following: Civil construction activities; Excavating works; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of road defects on roads and within road reserves; Conflict and diversity management; Communication Skills (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

**DUTIES** : Plan, supervise and undertake road maintenance activities; Plan, supervise and undertake works in respect of excavation activities; Determine material quantities for road maintenance and excavations activities; Define road defects and undertake corrective measures; Safeguard work areas in terms of the Occupational Health and Safety Act; Perform generic administrative functions pertaining to the post; Train subordinates.

**ENQUIRIES** : Mr H Uys Tel No (021) 863 2020  
**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 Tygervalley 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](mailto: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: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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.

**CLOSING DATE** : 12 December 2022

**POST 44/574** : **OPERATOR (CONCRETE): CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 1, REF NO: TPW 187/2022**

**SALARY** : R151 884 per annum (Level 04)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Recommendation: Experience in the tar and gravelling of road surfaces. Competencies: A good understanding of the following: Operating of construction related machines; Safety precautions whilst operating machinery and equipment; Usage of small tools and equipment; Skills needed: Supervisory; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

<b><u>DUTIES</u></b>	:	Routine maintenance work on concrete structures; Construction of new concrete structures; Install shuttering, staging, reinforcement, mixing, pouring and finishing of concrete; Requisition of materials; Operation and maintenance of plant; Supervision and utilisation of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post.
<b><u>ENQUIRIES</u></b>	:	Mr H Uys Tel No: (021) 863 2020
<b><u>APPLICATIONS</u></b>	:	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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	:	NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> 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.
<b><u>CLOSING DATE</u></b>	:	12 December 2022
<b><u>POST 44/575</u></b>	:	<b><u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: TPW 174/2022 (X2 POSTS AVAILABLE IN HOPEFIELD)</u></b>
<b><u>SALARY</u></b>	:	R128 166 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: Experience in the following: Operating of minor construction machinery; Operating of hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.
<b><u>DUTIES</u></b>	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labor; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
<b><u>ENQUIRIES</u></b>	:	Mr H Uys Tel No: (021) 863 2020
<b><u>APPLICATIONS</u></b>	:	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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	:	NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as

prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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.

<b><u>CLOSING DATE</u></b>	:	12 December 2022
<b><u>POST 44/576</u></b>	:	<b><u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: TPW 175/2022 (X5 POSTS AVAILABLE IN PIKETBERG)</u></b>
<b><u>SALARY</u></b>	:	R128 166 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: Experience in the following: Operating of minor construction machinery; Operating of hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.
<b><u>DUTIES</u></b>	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
<b><u>ENQUIRIES</u></b>	:	Mr H Uys Tel No: (021) 863 2020
<b><u>APPLICATIONS</u></b>	:	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 Tygervalley 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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	:	NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> 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.
<b><u>CLOSING DATE</u></b>	:	12 December 2022



**POST 44/577** : **ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: TPW 176/2022 (X2 POSTS AVAILABLE IN ASHTON)**

**SALARY** : R128 166 per annum (Level 03)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: Experience in the following: Operating of minor construction machinery; Operating of hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

**DUTIES** : Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.

**ENQUIRIES** : Mr H Uys Tel No: (021) 863 2020  
**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](mailto: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: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.ererecruit.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.

**CLOSING DATE** : 12 December 2022

**POST 44/578** : **ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: TPW 177/2022 (X5 POSTS AVAILABLE IN MALMESBURY)**

**SALARY** : R128 166 per annum (Level 03)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: Experience in the following: Operating of minor construction machinery; Operating of hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.

**DUTIES** : Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.

**ENQUIRIES** : Mr H Uys Tel No: (021) 863 2020  
**APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

		<p>1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley 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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a>. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).</p>
<b><u>NOTE</u></b>	:	<p>NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> 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.</p>
<b><u>CLOSING DATE</u></b>	:	12 December 2022
<b><u>POST 44/579</u></b>	:	<b><u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: TPW 178/2022 (X2 POSTS AVAILABLE IN NAPIER)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R128 166 per annum (Level 03)</p> <p>Department of Transport and Public Works, Western Cape Government</p> <p>Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: Experience in the following: Operating of minor construction machinery; Operating of hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.</p>
<b><u>DUTIES</u></b>	:	<p>Support road specialists in the construction, maintenance and repair of roads; Perform manual labor; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	<p>Mr H Uys Tel No: (021) 863 2020</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 Tygervalley 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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a>. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).</p>
<b><u>NOTE</u></b>	:	<p>NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their</p>

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<b><u>CLOSING DATE</u></b>	:	12 December 2022
<b><u>POST 44/580</u></b>	:	<b><u>ROAD WORKER REF NO: TPW 179/2022 (X16 POSTS AVAILABLE IN PAARL)</u></b>
<b><u>SALARY</u></b>	:	R128 166 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: Experience in the following: Operating of minor construction machinery; Operating of hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.
<b><u>DUTIES</u></b>	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
<b><u>ENQUIRIES</u></b>	:	Mr H Uys Tel No: (021) 863 2020
<b><u>APPLICATIONS</u></b>	:	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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	:	NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> 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.
<b><u>CLOSING DATE</u></b>	:	12 December 2022
<b><u>POST 44/581</u></b>	:	<b><u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: TPW 180/2022 (X4 POSTS AVAILABLE IN CLANWILLIAM)</u></b>
<b><u>SALARY</u></b>	:	R128 166 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: Experience in the following: Operating of minor construction machinery; Operating of hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written

	and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.
<b><u>DUTIES</u></b>	: Support road specialists in the construction, maintenance and repair of roads; Perform manual labor; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
<b><u>ENQUIRIES</u></b>	: Mr H Uys Tel No: (021) 863 2020
<b><u>APPLICATIONS</u></b>	: 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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	: NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> 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.
<b><u>CLOSING DATE</u></b>	: 12 December 2022
<b><u>POST 44/582</u></b>	: <b><u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: TPW 181/2022 (X7 POSTS AVAILABLE IN KLAVER)</u></b>
<b><u>SALARY</u></b>	: R128 166 per annum (Level 03)
<b><u>CENTRE</u></b>	: Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	: Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: Experience in the following: Operating of minor construction machinery; Operating of hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.
<b><u>DUTIES</u></b>	: Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
<b><u>ENQUIRIES</u></b>	: Mr H Uys Tel No: (021) 863 2020
<b><u>APPLICATIONS</u></b>	: 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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

<b><u>NOTE</u></b>	:	NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> 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.
<b><u>CLOSING DATE</u></b>	:	12 December 2022
<b><u>POST 44/583</u></b>	:	<b><u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: TPW 182/2022 (X10 POSTS AVAILABLE IN BELLVILLE)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R128 166 per annum (Level 03) Department of Transport and Public Works, Western Cape Government Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: Experience in the following: Operating of minor construction machinery; Operating of hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.
<b><u>DUTIES</u></b>	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr H Uys Tel No: (021) 863 2020 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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	:	NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> 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.

<b><u>CLOSING DATE</u></b>	:	12 December 2022
<b><u>POST 44/584</u></b>	:	<b><u>ROAD WORKER: ROUTINE MAINTENANCE REGION 1 REF NO: TPW 183/2022 (X3 POSTS AVAILABLE IN BOTRIVIER)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R128 166 per annum (Level 03) Department of Transport and Public Works, Western Cape Government Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: Experience in the following: Operating of minor construction machinery; Operating of hand tools; Civil construction activities. Competencies: A good understanding of the construction, maintenance and repair of roads; Written and verbal communication skills; Ability to work under pressure and meet deadlines; Ability to work in a team; Reliable.
<b><u>DUTIES</u></b>	:	Support road specialists in the construction, maintenance and repair of roads; Perform manual labor; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr H Uys Tel No: (021) 863 2020 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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	:	NB: Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. 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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> 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.
<b><u>CLOSING DATE</u></b>	:	12 December 2022
<b><u>POST 44/585</u></b>	:	<b><u>GROUNDSMAN: TECHNICAL SUPPORT SERVICES REF NO: TPW 168/2022 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02) Department of Transport and Public Works, Western Cape Government Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: Gardening experience. Competencies: A good understanding of the Occupational Health and Safety Act and relevant regulations; Gardens and ground maintenance; Ability to: Work under pressure, independently as well as in a team and perform routine tasks; Handle routine work and follow instructions; Written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Irrigation maintenance and repairs; Mowing of lawns; Trimming/pruning different kinds of plants; Machinery operator; Detect and report malfunction of gardening equipment and tools; Spraying of chemicals on flower beds and on hard surfaces for weeds, harmful pests and diseases; Manual weeding, fertilizing and planting; General cleaning of the entire estate and the surrounding perimeters; Grounds maintenance.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A February Tel No: (021) 483 2489
	:	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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	:	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 as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> 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.
<b><u>CLOSING DATE</u></b>	:	12 December 2022
<b><u>POST 44/586</u></b>	:	<b><u>TRADE WORKER: TECHNICAL SUPPORT SERVICES REF NO: TPW 169/2022 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (level 02) Department of Transport and Public Works, Western Cape Government Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: Appropriate experience and working knowledge of building maintenance, carpentry, electrical and plumbing work. Competencies: Knowledge of the following: Occupational Health and Safety Act and relevant regulations; Tools and machinery; Communication (written and verbal) skills. Ability to work in a team.
<b><u>DUTIES</u></b>	:	Assist the handyman with the following: Replacing external and internal lights and bulbs; Resetting breakers/earth leakage (short circuits); Repairing and replacing door locks, windowpanes, carpets and repair roof leaks as well as painting of walls, floors and roofs; Plumbing work replacing/repair-taps flush valves, washers, PVC and copper pipes and sealing of gutters; Assist handyman with repairing and replacing toilet pans, seats and pan connectors, valves and washers; Moving of furniture; Repairing and replacing white boards, notice boards, pictures and door frames.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A February Tel No: 021 483 2489
	:	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, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a> . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	:	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) as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their

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**CLOSING DATE**

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12 December 2022