



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 45 OF 2022

DATE ISSUED 25 NOVEMBER 2022

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

**INDEX
NATIONAL DEPARTMENTS**

| NATIONAL DEPARTMENTS | ANNEXURE | PAGES |
|--|-----------------|------------------|
| AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT | A | 03 - 26 |
| CIVILIAN SECRETARIAT FOR POLICE SERVICE | B | 27 - 29 |
| COOPERATIVE GOVERNANCE | C | 30 - 46 |
| DEFENCE | D | 47 - 51 |
| EMPLOYMENT AND LABOUR | E | 52 - 58 |
| FORESTRY, FISHERIES AND THE ENVIRONMENT | F | 59 - 60 |
| GOVERNMENT COMMUNICATION INFORMATION SYSTEM | G | 61 - 63 |
| GOVERNMENT PRINTING WORKS | H | 64 - 68 |
| GOVERNMENT TECHNICAL ADVISORY CENTRE | I | 69 - 71 |
| HIGHER EDUCATION AND TRAINING | J | 72 - 100 |
| HOME AFFAIRS | K | 101 - 103 |
| JUSTICE AND CONSTITUTIONAL DEVELOPMENT | L | 104 - 108 |
| OFFICE OF THE CHIEF JUSTICE | M | 109 - 117 |
| PLANNING, MONITORING AND EVALUATION | N | 118 - 120 |
| PUBLIC WORKS AND INFRASTRUCTURE | O | 121 - 128 |
| SMALL BUSINESS DEVELOPMENT | P | 129 - 131 |
| TOURISM | Q | 132 - 134 |
| TRADE INDUSTRY AND COMPETITION | R | 135 - 138 |
| TRANSPORT | S | 139 - 140 |
| WATER AND SANITATION | T | 141 - 143 |
| WOMEN, YOUTH AND PERSONS WITH DISABILITIES | U | 144 - 146 |

PROVINCIAL ADMINISTRATIONS

| PROVINCIAL ADMINISTRATION | ANNEXURE | PAGES |
|----------------------------------|-----------------|------------------|
| FREE STATE | V | 147 - 161 |
| GAUTENG | W | 162 - 187 |
| KWAZULU NATAL | X | 188 - 239 |
| MPUMALANGA | Y | 240 - 267 |
| NORTHERN CAPE | Z | 268 - 269 |
| WESTERN CAPE | AA | 270 - 282 |

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 09 December 2022 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's license 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.
- ERRATUM:** The positions of Scientist Manager for the Directorate: Plant Health: Gauteng (Pretoria) with Ref No: 3/2/1/2022/646 and Ref No: 3/2/1/2022/647 that was advertised in Public Service Vacancy Circular 43 dated 11 November 2022 has reference. The positions have been withdrawn. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

- POST 45/01** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT AND SERVICE DELIVERY IMPROVEMENT REF NO: 3/2/1/2022/710**
Directorate: Organizational Development and Service Delivery Improvement
- 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's Degree or Advanced Diploma in Management Services / Production Management / Operational Management (NQF Level 7). A certificate in Management Services. Minimum of 5 years' experience in a middle / senior managerial level. Job related knowledge: People and Project management. Business process management. Job evaluation process. Change management process. Strategic planning / management. Total quality management. Operations management. Service delivery improvement process. Job related skills: Interpersonal skills, Computer literacy skills, Client orientation, problem solving skills, Communication skills (verbal and written), Organisational design skills, Conflict management skills, Analytical skills, Decision-making skills, Financial management skills, Report writing skills, Presentation and facilitation skills, Influencing / negotiation skills, Project management skills, Operational planning skills and Business process mapping skills. A valid driver's license. Willingness to travel and work additional hours.
- DUTIES** : Manage organisational design and establishment services. Oversee the development of the organisational structure based on Departmental Strategic Objectives, Mandate and Medium-Term Expenditure Framework (MTEF). Facilitate process of obtaining sign-off reviewed / aligned or developed structure. Oversee the organisational design and development of database. Provide strategic leadership and guidance on matters relating to organisational design and development services. Provide organisation development administration support services. Manage business process management services. Ensure that business processes are identified and updated. Ensure the development of new processes. Oversee and maintain the business process repository. Manage the development of job descriptions. Ensure the facilitation of job descriptions to be developed and reviewed. Ensure the quality assured job description to obtain sign-off. Oversee the maintenance of the job description database. Manage job evaluation services. Ensure the identification and prioritisation of jobs to be evaluated. Ensure that job evaluation on identified and prioritised jobs is conducted. Provide technical advice during the job evaluation panel members meeting. Oversee the job evaluation register is updated with approved results. Manage service delivery improvement and change management services. Design and implement change management initiatives. Provide customer relations and frontline improvement services. Facilitate and coordinate the implementation of service delivery improvement programmes and interventions. Facilitate the process of operationalising Batho Pele principles and conduct awareness campaigns. Coordinate service excellence awards. Facilitate client satisfaction and need surveys.
- ENQUIRIES APPLICATIONS** : Ms K Kgang Tel No: (012) 319 7334
: 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

- POST 45/02** : **DEPUTY DIRECTOR: PRE- SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/734**
Directorate: Operational Management
- SALARY** : R908 502 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Northern Cape (Kimberley)
Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Law / Commerce / Agriculture / Economics or Development Studies. Minimum of 3 years' experience in a junior management level. Job related knowledge: Thorough knowledge, understanding and experience in Land Reform (in particular Restitution) and / or development related issues, Knowledge and implementation of the Public Finance Management Act and Division of Revenue Act, Basic knowledge of financial management and administration systems. Experience in research management and implementation. Job related skills: Strategic planning skills, General management skills, Operational planning skills, Proven supervisory skills, Project management skills, Excellent communication skills (verbal and written) and Computer literacy. A valid driver's license. Willingness to undertake field trips entailing long distances and work irregular hours.
- DUTIES** : Manage the lodgement of claims. Screen and categorise files. Identify competing claims. Manage the validation of lodged claims. Coordinate the research of land claims. Conduct in-loco inspections of claims. Manage the verification of validated claims. Conduct homestead Identification. Conduct ordering and analysis of aerial photographs. Coordinate the engagement with elders. Manage the settlement of claims. Conduct negotiations. Manage the negotiations for the settlement of claims. Conduct negotiations with landowners and claimants. Present offers. Draft section 42D.
- ENQUIRIES APPLICATIONS** : Ms T Oliphant Tel No: (053) 830 4056
Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 45/03** : **DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2022/722**
Directorate: District Office
- SALARY** : R908 502 per annum (Level 12), (all- inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : Eastern Cape (Amathole)
Applicants must be in possession of a Grade 12 Certificate and a National Diploma in the field of Humanities or Social Science or Degree in Law. Minimum of 3 years' experience at junior management level. Job related knowledge: Thorough knowledge of Land Tenure security matters. Transformation of Certain Rural Areas Act (TRANCA). Upgrading of Land Tenure Rights Act (ULTRA). Monitoring and evaluation. Strategic planning. Human Resource Management. Financial Management. Supply Chain Management. 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 and Statistical forecasting. A valid driver's license. Willingness to travel.
- DUTIES** : Provide Communal Land Tenure Programmes. Receive land development applications. Facilitate stakeholder meetings. Facilitate community resolutions. Provide land rights programmes. Intervene on land rights violations. Refer such matters to the Land Rights Management Facility for appointment of legal representatives. Establish, maintain and support communal property institutions. Liaise with Communal Property Institutions and assist them in their adherence to regulation and Acts. Facilitate Land dispute resolutions. Mediate / refer for mediate.
- ENQUIRIES** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100

- APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 45/04** : **DEPUTY DIRECTOR: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2022/723**
Directorate: District Office
- SALARY** : R908 502 per annum (Level 12), (all- inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Eastern Cape (Amathole)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies. Minimum of 3 years' experience at a junior management level within the relevant environment. Job related knowledge: Knowledge of the Land Reform Provision and Assistance Act, Land Reform (Labour Tenants) Act, Knowledge of Agrarian transformation as well as key priorities of government, Knowledge of Comprehensive Rural Development Programmes, Recapitalisation and Development Programmes, Relevant prescripts pertaining to land reform and redistribution. Job related skills: Communication skills (verbal and written), People management skills, Strategic thinking skills, Facilitation skills and Presentation skills, Financial management skills, Computer literacy (Microsoft Word, Excel, PowerPoint, Project). A valid driver's license.
- DUTIES** : Manage the identification of potential projects (One Household One Hectare (1HH1HA), Land Development Support, etc). Prioritise selected projects within the province in accordance with policy and implementation framework of the Province. Facilitate the identification of projects with Restitution and Project Management Unit (PMU) in the Province. Identify projects that require de-commitment. Coordinate planning, monitoring and reporting mechanisms of LDS - Recapitalisation and Development Programme (RADP) projects in line with government priorities. Oversee the identification of farms in distress acquired since 1994 across all land reform programmes. Oversee the recruitment of relevant strategic partners. Oversee the provision of funding for implementation of projects. Facilitate the appraisal of business plans for Land Development Support. Develop and Implement Land Development Support programme (RADP) related policies, systems and procedures. Oversee the LDS appropriate application of LDS systems and procedures. Coordinate workshops with relevant stakeholders to familiarise them developed systems and procedures. Oversee the population of reporting templates for information gathering. Ensure effective promotion of LDS (RADP) and recruitment of Strategic Partners to advance provincial and district partners. Manage relevant stakeholders to advance Commodity Value Chain Cluster priorities. Facilitate Institutional Partnerships arrangements. Oversee partnership arrangements. Manage timely strategic interventions.
- ENQUIRIES** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100
- APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 45/05** : **SENIOR PERSONAL ASSISTANT REF NO: 3/2/1/2022/711**
Office of the Director General
- SALARY** : R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Office Management / Public Administration / Office Management and Technology. Minimum of 3 years' experience in relevant environment. Job related knowledge: Knowledge of frontline customer care. Knowledge of Public Sector policies and procedures. Knowledge of meeting procedures. Understanding of the manner in which the office of the Director General

| | | |
|----------------------------|---|---|
| <u>DUTIES</u> | : | operates. Job related skills: Ability to communicate well with a variety of people. Organising skills, Computer skills and Interaction skills. A valid driver's license. Schedule engagements of the Director General. Manage and maintain the manual diary of the Director General. Coordinate high level meetings on behalf of the Director General with other government Departments and stakeholders. Develop, update and circulate the departmental year calendar. Render administrative support services to the Director General. Manage all travel arrangements of the Director General. Ensure that subsistence and travel claims are finalised. Render support to Director General in the Pretoria and Cape Town offices. Manage emails of the Director General. Coordinate external and internal meetings. Ensure that Information Technology equipments and infrastructure of the Office of the Director General functions effectively and efficiently. Stay abreast of applicable prescripts and procedure to ensure efficient and effective support to the Director General. Study the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is properly understood. Remain abreast with the procedures and processes that apply in the Office of the Director General. Coordinate the budget for the Office of the Director General and handling of petty cash requests. Facilitate, plan oversee and drive the timely and accurate preparation of the budget of the Office of the Director General in line with Public Finance Management Act (PFMA), Treasury Regulations and strategic priorities weekly, monthly and quarterly. Compile Demand Management Plan (DMP), Medium-Term Expenditure Framework (MTEF), Adjustment Estimates and Estimates of National Expenditure (ENE). Compile various submissions / memoranda and responses in relation to the disbursement function. Oversee effective, efficient, and economical utilization of the Director General's funds. Provide leadership and management in the Private Office. Maintain a professional environment in the Private Office. Coordinate and manage the quality of work in the Private Office. Monitor and manage the daily attendance register. Ensure the development of performance agreements and assessment reports. Facilitate all training requirements and activities. Facilitate recruitment processes. Maintain accurate leave records. |
| <u>ENQUIRIES</u> | : | Mr T Motsepe Tel: (012) 319 7197 |
| <u>APPLICATIONS</u> | : | Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001. |
| <u>NOTE</u> | : | African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply. |
| <u>POST 45/06</u> | : | <u>DEPUTY DIRECTOR: DOCUMENT MANAGEMENT REF NO: 3/2/1/2022/712</u> Directorate: Administration and Document Management |
| <u>SALARY</u> | : | R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS |
| <u>CENTRE</u> | : | Gauteng (Pretoria) |
| <u>REQUIREMENTS</u> | : | Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Information Management / Information Science / Public Administration. Minimum of 3 years' junior management working experience in the relevant environment. Job related knowledge: Knowledge of records management as well as electronic records management systems. Understanding of departmental legislation, policies, prescripts and procedures. Constitution of South Africa. Public Service Act and Public Service Regulations as amended. Working knowledge of Parliamentary procedures. Relevant office administration guidelines, standards and policies. Job related skills: Communication skills (verbal and written), Computer literacy, Time management skills, Strategic management and planning skills, Change and project management skills, Analytical thinking, Knowledge and information management skills. Ability to work under pressure. A valid driver's license. |
| <u>DUTIES</u> | : | Manage Ministerial and Director General tasks. Assess and administer correspondence and referrals to the relevant Branch / responsible officials. Administer instructions, directives, referrals, worksheets and target dates. Ensure that all tasks are registered on the Electronic Magic System. Mentor and check colleagues and other functionaries of the Department on format of replies to tasks for signature of management. Ensure adherence to approved Standard Operating Procedures. Ensure that all subordinates have undergone |

the vetting process. Manage Ministerial and Director General submissions. Quality assurance and proofread incoming submissions for the Director General's approval. Assess incoming documents and provide feedback and guidance. Control document security and ensure that Minimum Information Security Standards (MISS) prescripts are adhered to. Ensure strict adherence of subordinates to confidentiality and ethicality. Monitor outstanding tasks. Ensure that regular reminders are given on tasks and follow ups are made. Ensure that printed reports are given to Director. Monitor and evaluate records management practices in the office for compliance according to National Archives and Record Services of South Africa's regulations. Application of latest technologies to improve service delivery.

**ENQUIRIES
APPLICATIONS**

: Mr T Motsepe Tel No: (012) 319 7197
 : 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.

NOTE

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

POST 45/07

: **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2022/738**
 Directorate: Financial and Supply Chain Management Services

SALARY

: R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE
REQUIREMENTS**

: Northern Cape (Kimberley)
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma / Bachelor's Degree in Financial Management / Accounting / Commerce. Minimum of 3 years' experience at a junior management level. Experience in cooperatives development 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, Human resources management, financial management, Supply chain management and 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 skills and Statistical forecasting skills. A valid driver's license. Willingness to travel.

DUTIES

: Manage financial functions and systems in the Provincial Shared Service Centre (PSSC). Ensure implementation of the internal controls and safe keeping of all financial records. Ensure compliance to policies and prescripts. Review monthly, quarterly and annual management reports. Submit inputs for interim and annual financial statements. Manage payments and systems on a daily basis. Monitor financial performance. Development and monitor work processes, services and procedures that will benefit clients on an on-going basis. Provide reports and statistics as well recommendations for improvements quarterly. Ensure proper financial management control and compliance with delegations regularly. Establish effective systems and procedures for sound financial management and reporting requirements regularly. Manage implementation of service level agreements between client office, the PSSC and National Office. Oversee general financial management including inputs into policy formulation on an on-going basis. Approval of payments. Management of reconciliation of key accounts. Manage payments and system on a daily basis. Manage the Provincial budget. Confirm budgeting. Ensure the programme and projects are effectively managed according to Public Finance Management Act. Manage compilation of budget inputs and revenue collection (Medium-Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure). Ensure year end / month end closure occur effectively in accordance to policy and procedures. Compile monthly, quarterly and annual cash flow projections. Control of debtors. Maintain the departmental budget. Monitor budget and setting targets. Report on budget performance. Manage salaries and payroll. Manage salaries and payroll on a daily basis. Manage both internal and external debtors. Clear and reconcile various salary related suspense accounts. Check bank statement for salary reversals and salary debt paid into

the account. Oversee transaction on Personnel and Salary Administration (PERSAL) system (i.e. allowances and deductions). Oversee transactions on Basic Accounting System (BAS) (i.e. journals, sundry payments etc). Oversee the distribution of salary pay slips and IRP5s to all pay points within the Province. Manage payroll certification of supplementary, permanent and temporary runs on a monthly basis. Report on outstanding payrolls and other salary related matters in line with the Treasury Regulations. Resolve BAS and PERSAL exceptions. Render financial business support and risk management. Coordinate internal and external audits and risk management. Coordinate and compile process and fraud risk registers. Submit progress report in terms of process and risk registers. Liaise with auditors (internal and external) on audit queries and develop action plans for audit findings raised. Update risk actions on systems on weekly, monthly and quarterly basis.

- ENQUIRIES** : Ms T Oliphant Tel No: (053) 830 4056
- APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 45/08** : **DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT (X3 POSTS)**
- SALARY** : R766 584 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Directorate: District Office: Free State (Mangaung / Xhariep Ref No: 3/2/1/2022/716 (X2 Posts)
Lejweleputswa / Fezile Dabi Ref No: 3/2/1/2022/718
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural / Agricultural Economics / Development Studies. Minimum of 3 years junior management experience in the relevant field. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitor 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, Leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills and Statistical forecasting. A valid driver's licence. Willingness to travel.
- DUTIES** : 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 in order to create and maintain cooperatives database. 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 partnership arrangements. Ensure that cooperatives comply with Cooperatives Act, among others by ensuring that holding Annual General Meeting (AGMs) are held and financial records are submitted to South African Revenue Service (SARS). Provide support in the identification of market opportunities for cooperatives development in the Department. Manage the identification of local, national and international markets for cooperatives. Ensure that cooperatives get marking 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 good / produce at the correct time. Oversee the development of cooperative Financing Institutions towards the formation of a cooperative 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 institution 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, Micro and Medium 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 Authority (SETA). Ensure compliance with relevant legislation.

ENQUIRIES : Enquiries for Mangaung / Xhariep District: Ms E Mosia and Enquiries for Lejweleputswa / Fezile Dabi District: Ms B Segapo Tel No: (051) 400 4200

APPLICATIONS : Applications can be submitted by post to: Private Bag X 20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

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

POST 45/09 : **DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/721**
Directorate: Cooperative and Enterprise Development

SALARY : R766 584 per annum (Level 11), (all- inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Eastern Cape (Or Tambo)

REQUIREMENTS : 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 license. Willingness to travel.

DUTIES : 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. |
| <u>ENQUIRIES</u> | : | Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100 |
| <u>APPLICATIONS</u> | : | Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200. |
| <u>NOTE</u> | : | Coloured, Indian and White Males and African, Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply. |
| <u>POST 45/10</u> | : | <u>DEPUTY DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT</u> <u>REF NO: 3/2/1/2022/717</u> Directorate: Cooperatives and Enterprise Development |
| <u>SALARY</u> | : | R766 584 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS |
| <u>CENTRE</u> | : | Free State (Bloemfontein) |
| <u>REQUIREMENTS</u> | : | Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 3 years junior management experience in cooperatives and enterprise development environment. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitor and evaluation. Understanding of Comprehensive Rural Development Programme (CRDP). Strategic planning. Human resource management. Financial management. Supply Chain management. Knowledge of economics. Job related skills: Communication skills (verbal and written), Negotiation and Conflict resolution skills, Strategic management skills, Leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills and Statistical forecasting. A valid driver's license. Willingness to travel. |
| <u>DUTIES</u> | : | Manage the identification, establishment and development support of cooperatives. Coordinate and manage needs assessments as well as scoping and auditing of cooperatives. Manage and maintain the organised primary cooperatives into secondary cooperatives. Coordinate and manage liaison with commodity associations and other stakeholders for data collection, to create and maintain primary, secondary and tertiary cooperatives database. Engage organs of the state, private sector and building partnerships. Direct and manage development of business plans and funding requests. Contribute to the development of a monitoring tool and strategy for cooperatives. Manage the establishment cooperatives, setting up of internal / cooperatives governance drafting of constitution and facilitates training in adherence and compliance with the co-operatives Act No 14 of 2005. Manage provision of support to new and existing cooperatives (facilitates pre-establishment, constitution, registration, training and monitoring). Direct and manage facilitation on training of governance issues of cooperatives and business management. Coordinate identification and support of the development enterprise operational and compliance system. Coordinate and collate identified training needs and develop training plans for cooperatives. Manage partnership agreements and / or agreements. Coordinate and consolidate reports on provided templates. Ensure market opportunities are identified for co-operative development in the Department. Manage identification of local, national and international markets for cooperatives. Manage processes to assist cooperatives to get marketing tools for their business through Small Enterprise Development Agency (SEDA). Manage processes to assist cooperatives to get export certificate to sell their products. Manage the development of co-operative financing institution (CFIs) towards the formation of cooperative bank. Direct and manage organisation of workshop for cooperatives on understanding functioning of the cooperative's financial intuitions. Direct and coordinate savings and credit workshops for the cooperatives to develop culture of saving. Ensure registration and manage compliance with the cooperatives financial institution (CFI). Manage development and support of agro processing, rural enterprises and industries. Direct and coordinate processes of business plan development in liaison with stakeholders including SEDA. Manage the packing of development support to |

| | | |
|----------------------------|---|--|
| | | small and medium scale Agro processing Projects. Coordinate technical training needs assessments and engagement of training institutions. Coordinate and manage provision of technical training on production, processing and mechanisation operations to rural enterprises and industries. |
| <u>ENQUIRIES</u> | : | Ms D Lencoe Tel No: (051) 400 4200 |
| <u>APPLICATIONS</u> | : | Applications can be submitted by post to: Private Bag X 20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300. |
| <u>NOTE</u> | : | African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply. |
| <u>POST 45/11</u> | : | <u>PROFESSIONAL ENGINEER (CIVIL) (GRADE A – C) REF NO: 3/2/1/2022/720</u> Directorate: Rural Development |
| <u>SALARY</u> | : | R750 693 – R1 140 018 per annum, (Salary will be in accordance with the OSD requirements) |
| <u>CENTRE</u> | : | Eastern Cape (Chris Hani / Joe Gqabi) |
| <u>REQUIREMENTS</u> | : | Applicants must be in possession of a Grade 12 Certificate and Engineering Degree (Bachelor of Engineering / Bachelor of Science in Engineering). Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Minimum of 3 years post qualification engineering experience. Job related knowledge: Programme and project management. Engineering design and analysis. Knowledge Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Job related skills: Networking skills, Decision making skills, Team leadership skills, Analytical skills, Creativity, Self-management skills, Financial management skills, Customer focus and responsiveness, Communication skills (verbal and written), Computer literacy, Planning and organising skills, Conflict management skills, Problem solving and analysis skills and People management skills. A valid driver's license. |
| <u>DUTIES</u> | : | Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Evaluate, planning and align to sound engineering principles, according to norms and standards also code of practise. Approve engineering works according to prescribes norms and standards. Develop new engineering norms and standards and code of practice. Manage human capital development. Facilitate training and development of Technicians, Technologists and Candidate Engineers to promote skills / knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process. Administer performance management and development of subordinates. Manage office and budget planning. Facilitate to resource utilisation. Adhere to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on projects. Report on expenditure and service delivery. Conduct research and development. Keep up abreast with new technologies and procedures for professional development. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies / councils on engineering-related matters. Provide expert advice on specialised engineering matters. |
| <u>ENQUIRIES</u> | : | Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100 |
| <u>APPLICATIONS</u> | : | Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200. |
| <u>NOTE</u> | : | Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply. |
| <u>POST 45/12</u> | : | <u>PROFESSIONAL TOWN AND REGIONAL PLANNER (GRADE A- C) REF NO: 3/2/1/2022/724</u> Directorate: Spatial Planning and Land Use Management Services |
| <u>SALARY</u> | : | R646 854 – R982 326 per annum, (Salary will be in accordance with the OSD requirements) |
| <u>CENTRE</u> | : | Eastern Cape (East London) |

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / City and Regional Planning / Urban and Regional Planning. Minimum of 3 years post qualification Town and Regional Planning experience. Compulsory registration with South African Council for Planners (SACPLAN) as a professional Town and Regional Planner on appointment. 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 legal compliance. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction skills, Analytic skills, Creativity skills, Self-management skills, Communication skills (verbal and written), Language proficiency, Computer literacy, Change management skills, Negotiation skills and Knowledge management skills. A valid driver's license.
- DUTIES** : Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlements. Compile Spatial Developments Frameworks (SDF) (as part of the Integrated Development Plan (IDP) processes). Compile guidelines and evaluate Land Use Management Schemes (LUMS). Conduct research and development. Undertake continuous professional development to keep up with new technologies and procedures. Research / Literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies / councils on town and regional planning - related matters. Provide human capital development. Mentor, train and develop Candidate Town and Regional Planners and Town and Regional Planners to promote skills / knowledge transfer and adherence to sound town and regional planning principles and code of practice. Supervise town and regional planning and processes. Provide performance management and development. Provide office administration and budgeting. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement supply chain management and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery.
- ENQUIRIES** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100
- APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 45/13** : **CLIMATE CHANGE ANALYST REF NO: 3/2/1/2022/714**
Directorate: Climate Change and Disaster Risk Reduction
- SALARY** : R491 403 per annum (Level 10)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in Environmental Management / Agricultural Science. Minimum of 3 years relevant experience. Job related knowledge: Knowledge and experience in policy formulation and implementation. Understanding of the National Climate Change Response White Paper (NCCRWP), National Climate Change Adaption Strategy (NCCAS), Climate Change Adaption and Mitigation Sector Plan (CCAMP), Climate Smart Agriculture Strategic Framework (CCSAF), Disaster Management Act (DMA) and its amended Acts, Public Finance Management Act (PFMA) and Treasury Regulations. Job related skills: Project management skills, Report writing skills, Sound organisational skills, Information analysis skills, Computer literacy (Microsoft Office software), Financial management skills, Interpretation of relevant documents, Operational

| | | |
|--|---|---|
| <u>DUTIES</u> | : | <p>planning, monitoring and reporting skills, Planning and organising skills and problem-solving skills. A valid driver's license. Travel extensively.</p> <p>Develop and implement sector strategies, policies and plans on climate change in accordance with the national climate change policy regulations and Disaster Risk Management Act and departmental policies. Develop, monitor and evaluate the implementation of climate change mitigation and adaption programmes, strategies and plans for disaster reduction. Incorporate climate change into departmental and Disaster Management policies as well as programmes. Manage, conduct research, monitor, analyse and evaluate research projects and compile reports. Compile reports(s) (annual, monthly) on the environmental and climate change mitigation and adaptation programmes. Make inputs concerning sectoral negotiation positions. Identify and coordinate research on climate change (application, vulnerability, mitigation and adaption). Promote sustainable awareness (campaigns) programmes on climate change for the sector. Represent the Department and sector in the national, regional and international climate change workshops, conferences and forums. Assist the overall Climate Change and Disaster Management Directorate. Attend and participate actively in national, regional and international conventions, conferences and fora related to climate change. Make presentations and represent the Department and sector in national, regional and international climate change workshops, conferences and forums. Facilitate climate change awareness workshops and meetings. Promote sustainable awareness (campaigns) programmes on climate change for the sector. Review, update and disseminate climate change information in the sector. Assist the overall Climate Changer and Disaster Management Directorate. Facilitate climate change awareness and capacity building workshops and meetings. Promote sustainable awareness (campaigns) and capacity building programmes on climate change for the Department and sector. Review, update and disseminate climate change information in the sector. Assist the overall Climate Change and Disaster Management Directorate.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr MI Motsepe Tel No: (012) 319 6711 |
| <u>NOTE</u> | : | Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001. |
| <u>POST 45/14</u> | : | <p><u>PROJECT COORDINATOR: TENURE REFORM AND IMPLEMENTATION</u></p> <p><u>REF NO: 3/2/1/2022/741</u></p> <p>Directorate: District Office</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | <p>R491 403 per annum (Level 10)</p> <p>Northern Cape (Frances Baard / John Taolo Gaetsewe)</p> <p>Applicants must be in possession of a Grade 12 Certificate and National Diploma in the field of Humanities / Social Science or Degree in Law. Minimum of 3 years' experience in Land Reform environment. Job related knowledge: Knowledge of land tenure security matters. Knowledge of Communal Tenure. 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 skills, Statistical forecasting skills and Computer Skills. A valid driver's license. Willingness to travel.</p> |
| <u>DUTIES</u> | : | Implement the Extension of Security of Tenure Programmes. Respond to all queries on Extension of Security Tenure Act (ESTA) accordingly. Liaise with Justice Ministry, Game Farmers, Department of Environmental Affairs Conventional Farmers / Farm Owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA / Labour Tenants Act (LTA). Develop a database for monitoring and evaluation of interventions processes of all cases. Conduct training workshops of staff and role players in the land reform. Assist staff in the District Office to incorporate changes in land reform policy and procedure to their planning and implementation. Attend workshops and meetings on the implementation of relevant Act continually. Implement the Interim Protection of Land Rights Interventions. Respond to all queries related to Interim Protection of Informal Land Rights Act (IPILRA). Protect the right of |

people living in communal land. Conduct training workshop to role players. Implement Labour Tenants Programmes. Address Labour Tenants Act (LTA) that have been lodge. Categories LTA cases according to claimant's choice when required. Implement Transformation of certain Rural Areas Act Programmes. Prepare transformation process. Facilitate the gazetting and notices process. Gather information. Facilitate the effected decision and approval. Compile executing report. Implement Land Title Adjustment Act Programmes. Conduct investigation. Prepare terms of reference. Compile report. Implement Upgrading of Land Tenure Rights Act Programmes. Develop land profile. Consult stakeholders. Compile a report. Implement Communal Property Associations (CPA) Act Programmes: Facilitate establishment of CPAs. Monitor CPAs compliance. Provide support towards compliance.

**ENQUIRIES
APPLICATIONS**

: Ms T Oliphant Tel No: (053) 830 4056
 : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.

NOTE

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

POST 45/15

: **RESTITUTION ADVISOR REF NO: 3/2/1/2022/735**
 Directorate: Operational Management

**SALARY
CENTRE
REQUIREMENTS**

: R491 403 per annum (Level 10)
 : Northern Cape (kimberley)
 : 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 license. Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES

: 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.

ENQUIRIES

: Ms T Oliphant Tel No: (053) 830 4056

- APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 45/16** : **CONTROL SURVEY TECHNICIAN (GRADE A - B) REF NO: 3/2/1/2022/732**
Directorate: Imagery and Topographical Data
- SALARY** : R466 482 – R1 140 018 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Mowbray)
- REQUIREMENTS** : 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. 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. Communication skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. Mobile equipment operating skills. A valid driver's license.
- DUTIES** : 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 to ensure 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** : Mr G Chandler Tel No: (021) 685 4474
- APPLICATIONS** : 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.

| | | |
|--------------------------------------|---|---|
| <u>POST 45/17</u> | : | <u>CONTROL SURVEY TECHNICIAN (GRADE A - B) REF NO: 3/2/1/2022/731</u> |
| <u>SALARY</u> | : | R466 482 – R1 140 018 per annum, (Salary will be in accordance with the OSD requirements) |
| <u>CENTRE REQUIREMENTS</u> | : | Directorate: Mapping Services Western Cape (Mowbray) |
| <u>REQUIREMENTS</u> | : | 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. 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. Communication skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. Mobile equipment operating skills. A valid driver's license. |
| <u>DUTIES</u> | : | 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 to ensure 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. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms T Rambau Tel No: (021) 658 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. |
| <u>NOTE</u> | : | African and Indian Males and African Females and Persons with disabilities are encouraged to apply. |
| <u>POST 45/18</u> | : | <u>PRINCIPAL CADASTRAL OFFICER REF NO: 3/2/1/2022/726</u> |
| | : | Directorate: Information Services |
| <u>SALARY</u> | : | R331 188 per annum (Level 08) |
| <u>CENTRE</u> | : | Western Cape (Cape Town) |

| | | |
|----------------------------|---|--|
| <u>REQUIREMENTS</u> | : | 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 environment. Job related knowledge: Knowledge of Geomatical Information Systems 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 license. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | Ms S Jones-Phillipson Tel No: (021) 465 7358 |
| <u>APPLICATIONS</u> | : | Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001. |
| <u>NOTE</u> | : | African, Indian and White Males and African Females and Persons with disabilities are encouraged to apply. |
| <u>POST 45/19</u> | : | <u>PRINCIPAL CADASTRAL OFFICER REF NO: 3/2/1/2022/727</u> Directorate: Examination Services |
| <u>SALARY</u> | : | R331 188 per annum (Level 08) |
| <u>CENTRE</u> | : | Western Cape (Cape Town) |

| | | |
|----------------------------|---|--|
| <u>REQUIREMENTS</u> | : | 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 environment. Job related knowledge: Knowledge of Geomatical Information Systems 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 license. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | Ms S Jones-Phillipson Tel No: (021) 465 7358 |
| <u>APPLICATIONS</u> | : | Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001. |
| <u>NOTE</u> | : | African, Indian and White Males and African Females and Persons with disabilities are encouraged to apply. |
| <u>POST 45/20</u> | : | <u>CHIEF NETWORK CONTROLLER REF NO: 3/2/1/2022/736</u> Directorate: Corporate Services |
| <u>SALARY</u> | : | R331 188 per annum (Level 08) |
| <u>CENTRE</u> | : | Northern Cape (Kimberley) |

| | | |
|----------------------------|---|--|
| <u>REQUIREMENTS</u> | : | Applicants must be in possession of a Grade 12 Certificate and National Diploma in Computer Science / Information Technology. Minimum of 2 years relevant experience in Information Technology (IT) support. Experience with hardware and software. Experience in network support. Experience in IT technical support services. Appropriate server and network management experience. Job related knowledge: Technical aspects of Information and Communications Technology (ICT) goods and services, Information Technology Acts and Policies, Government ICT systems, Understanding management of information and the formal reporting systems. Internal systems change control, Project management principles and tools. Job related skills: Planning skills. Organising skills. Communication (written and verbal) skills. Advanced computer skills. Project management skills. Interpersonal skills. A valid driver's license. |
| <u>DUTIES</u> | : | Provide Information Technology (IT) user support to clients (office). Resolve IT support calls, queries or issues as they arise. Log IT support calls on Information Technology Service Management (ITSM). Render IT security. Ensure a secured environment by installation and uploading of antivirus software. Ensure that users are log on the workstation using password. Installation and update antivirus software to all workstations. Identify IT requirements. Advise clients on IT equipments procurement procedure. Inspect all the switches and network points. Ensure that all Information and Communications Technology (ICT) related work is done according to agreed standard and quality. Verify the warranty of ICT equipments before allocation. Maintain IT applications. Ensure that all applications are up and running on daily basis. Uninstall unwanted applications on the workstations. Provide server management services. Monitor access to server rooms. Maintain inventory of all server room related equipments. Monitor Local Area Network (LAN) performance and report any anomalies. Maintain network and hardware. Install and troubleshoot hardware and software. Assist with planning, design, implementation and maintenance of LAN infrastructure. |
| <u>ENQUIRIES</u> | : | Ms T Oliphant Tel No: (053) 830 4056 |
| <u>APPLICATIONS</u> | : | Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300. |
| <u>NOTE</u> | : | African, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply. |
| <u>POST 45/21</u> | : | <u>SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/733</u> Directorate: Operational Management |
| <u>SALARY</u> | : | R331 188 per annum (Level 08) |
| <u>CENTRE</u> | : | Northern Cape (Kimberley) |
| <u>REQUIREMENTS</u> | : | 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, and 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. 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 license. |
| <u>DUTIES</u> | : | 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.
- ENQUIRIES** : Ms T Oliphant Tel No: (053) 830 4056
- APPLICATIONS** : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 45/22** : **SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2022/719**
Directorate: District Office
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Eastern Cape (OR Tambo District)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 2 years' experience in a cooperatives and enterprise development environment. 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 skills. A valid driver's license. Willingness to travel and work irregular hours.
- DUTIES** : Support rural enterprise and industries supported in areas with economic opportunities. Conduct need assessment. Compile a memo for support. Compile specifications. Liaise with other relevant stakeholders' e.g Gauteng Department of Agriculture and Rural Development (GDARD). Monitor and verify delivery and implementation of procured items. Create database of cooperatives and enterprises. Ensure enterprise complies with legal entity registration policies and governance. Monitor supported enterprises. Submit Portfolio of Evidence. Facilitate skills development for cooperatives and rural enterprises. Conduct skills audit / training gaps assessment. Liaise with training coordinators for training. Assist with logistical arrangements for training. Update database. Submit Portfolio of Evidence. Create job opportunities. Ensure creation of job opportunities in enterprises supported. Submit Portfolio of Evidence. Facilitate market linkages. Identify market requirements. Facilitate market requirements standards and compliance. Facilitate signing of the contract / letter of intent. Submit Portfolio of Evidence. Render farmer mobilisation. Organise and mobilise community for participatory development linked to commodity value chains and Agri-Parks program. Ensure Invitation to meetings. Arrange all logistics for the meetings. Report and provide Portfolio of Evidence.
- ENQUIRIES** : Ms A Kili / Ms A Van Vuuren Tel No: (043) 701 8100
- APPLICATIONS** : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.
- NOTE** : African, Coloured, Indian and White Males and Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 45/23** : **GEOGRAPHIC INFORMATION SCIENCE (GIS) TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2022/728**
Directorate: Geo-Spatial Information and Professional Support
- SALARY** : R326 031 – R495 099 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Mowbray)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Geographic Information Science (GISc) or Cartography or relevant qualification. Minimum of 3 years post qualification technical (GISc) experience. Compulsory registration with South African Geomatics Council (SAGC) as a GISc Technician. Job related knowledge: Understanding of GIS applications and spatial data queries. Theory, principles, and practices of GISc standards. Knowledge and capabilities of different GISc software. Understanding of technologies such as Global Positioning System (GPS),

photogrammetry and remote sensing. Projections. Principles of cartography. Job related skills: Problem solving and analysis skills, Decision making, skills, Team-work skills, Analytical skills, Creativity, Self-management skills, Customer service skills, Communication skills (verbal and written), Interpersonal skills, Advanced computer skills, Planning, organising and execution skills, Language proficiency and Project management skills. A valid driver's license.

DUTIES : Perform technical GISc activities. Source spatial information from various data custodians. Capture and clean spatial data from various formats and sources. Perform data manipulation according to application requirements. Apply coordinate systems and projections. Maintain spatial database. Develop and implement relational / object orientated databases. Produce customised maps to meet client's needs. Advice on GISs equipment, software, data and products. Undertake spatial analysis with regards to GISc projects. Provide geographical support to internal and external stakeholders. Keep up with developments in the geo-spatial industry. Participate in relevant GISc forums. Maintain GIS unit effectiveness. Maintain GIS tools. Train end-users on basic GISc skills. Compile content for web publishing. Capture metadata. Update of GISc software and renewal of licenses. Document GISc processes. Render people management. Mentor candidate technicians to ensure competent knowledge base. Supervise subordinates key performance areas by setting and monitoring performance standards. Provide functional requirement analysis. Document organisational GISc challenges. Organise workshops for user requirements analysis. Identify gap analysis on available spatial information in the organisation. Document software capabilities and identify the required functionalities. Customise the GISc software to suit the organisational needs.

ENQUIRIES : Mr G Chandler Tel No: (021) 685 4474
APPLICATIONS : 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 : Africans, Coloureds and White Males and African and Indian Females and Persons with disabilities are encouraged to apply.

POST 45/24 : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2022/730**
 Directorate: Maintenance and Cadastral Spatial Information Services

SALARY : R326 031 – R495 099 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Minimum of 3 years' post qualification technical (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, Technical report writing and creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's license.

DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical

survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.

ENQUIRIES : Ms S Jones-Phillipson Tel No: (021) 465 7358

APPLICATIONS : 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, Indian and White Males and African Female and Persons with disabilities are encouraged to apply.

POST 45/25 : **STATE ACCOUNTANT REF NO: 3/2/1/2022/740**
Directorate: Financial and Supply Chain Management Services

SALARY : R269 214 per annum (Level 07)

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.Com Accounting. Minimum of 1 year experience in financial management environment. Job related knowledge: Treasury or Financial regulations or Public Financial Management Act. Personnel and Salary Administration (PERSAL). Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy and Communication skills (written and verbal). A valid driver's license.

DUTIES : Process BAS, PERSAL and LOGIS Transaction. Check, verify payments and capture on BAS. Approve PERSAL transactions. Maintain budget (shifting funds) Compile, capture or approve journals. Reconcile Travel Agency account. Compile and submit inputs and Portfolio of Evidence (POE's) on financial report (accruals and payables report). Provide inputs on invoices paid within 30 days. Compile Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) inputs. Process petty cash and revenue collections. Check and sign petty cash replenishment and balance cash on hand. Facilitate petty cash and report. Perform day end and deposit confirmation.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056

APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.

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

POST 45/26 : **GEOMATICS OFFICER REF NO: 3/2/1/2022/729**
Directorate: Geo-Spatial Information and Professional Support

SALARY : R218 064 per annum (Level 06)

CENTRE : Western Cape (Mowbray)

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. No experience required. Job related knowledge: Geographic Information Science (GISc) knowledge regarding data capture, structuring and manipulation. Aerial photo interpretation for topographic mapping. Cartography. Photogrammetry. Surveying. Job related skills: Data search skills, Computer literacy, Data and information management skills, Communication skills (verbal and written), Knowledge management skills.

DUTIES : Capturing of different geospatial data into the Integrated Topographic System. Capture topographical features from the imagery. Deleting and modifying the existing topographical features by applying topological rules. Capture the identified land cover classes. Update the national quality control points for land cover using high resolution imagery. Always maintain data security of geospatial data. Copy geospatial data from the database (Integrated Topographic Data) to the other medium format. Clean geospatial data from various formats and sources according to the requirements. Capture aerial imagery spatial flight plan data (photo, flightlines and boundary) into the database. Capture aerial imagery ground position system data. Acquire, process and procedure geospatial information for all mapping processes. Prepare, edit the geospatial data to be used for creating maps. Import geospatial data for map spatial environment. Capture and process the geographic names and other data required to produce a map. Cartographic generalization principles are applied during map production. Produce maps in accordance with standards and specifications. Apply photogrammetric

absolute orientation of aerial imagery in accordance with standards and specifications. Capture elevation data in accordance with standards and specifications. Perform quality checks on all the data processed. Disseminate and promote and assure quality of geospatial information and services to clients. Assist with preparation of geospatial information to clients in accordance with service delivery standards. Assist with the preparations of datasets of products and services for established vendors and district municipalities. Assist with stock management. Perform administrative and related functions. Assist with preparation of invoices and quotations. Acquire, validate and process ancillary data for topographic mapping purposes. Assist with the identification and collection of base materials for field annotation. Identify the latest changes detected in the previous edition map. Capture digital field annotation as per standard requirement. Generate annotation queries for each map to be addressed in the field. Capture all the ancillary data in the database as per requirement.

ENQUIRIES : Mr G Chandler Tel No: (021) 685 4474
APPLICATIONS : 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 : Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 45/27 : **HUMAN RESOURCE CLERK REF NO: 3/2/1/2022/715**
 Office of the Surveyor General

SALARY : R181 599 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS :

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 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 period's 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.

DUTIES : Implement human resource administration practices. Recruitment and Selection (advertisements, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary period's 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.

ENQUIRIES : Ms P Ledwaba Tel No: (012) 337 3657
APPLICATIONS : Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management.

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

POST 45/28 : **REGISTRY CLERK REF NO: 3/2/1/2022/737**
 Directorate: corporate services

SALARY : R181 599 per annum (Level 05)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS :

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.

DUTIES : 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.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056
APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
NOTE : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 45/29 : **FINANCE CLERK REF NO: 3/2/1/2022/739**
 Directorate: Financial and Supply Chain Management Services

SALARY : R181 599 per annum (Level 05)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : 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 for figures.

DUTIES : 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.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4056
APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.

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

POST 45/30 : **SENIOR SECURITY OFFICER (X3 POSTS)**
 Directorate: Physical Security and Special Events

SALARY : R181 599 per annum (Level 05)

- CENTRE** : Gauteng: Pretoria Ref No: 3/2/1/2022/713
Western Cape: Stellenbosch Ref No: 3/2/1/2022/725 (X2 Posts)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Security Certificate (a minimum of 1 year of study). Grade B Private Security Industry Regulatory Authority (PSIRA) Certificate. Minimum of 3 years security experience. Job related knowledge: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standards (MISS), National Industrial Security Academy (NISA), Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.
- DUTIES** : Supervise the security functions performed by the security officers / service providers, ensuring adherence to departmental security policies. Allocate duties to security officers / service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of the equipments, documents and stores into or out of the building or premises. Inspect and report all none functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, security lights and etc). Check incidents / occurrence books / registers. Monitor and provide support in case of emergencies. Administrative and related functions. Determining rosters, shift schedule and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with human resource procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the Department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment / systems. Ensure system are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the Department's assets. Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.
- ENQUIRIES** : Enquiries for Gauteng Province: Ms D Swanepoel Tel No: (012) 312 8436
Enquiries for Western Cape Province: Mr J Ntimane Tel No: (021) 809 1731
- APPLICATIONS** : Applications for Gauteng Province 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.
Application for Western Cape Province 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, Coloured and Indian Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and its intention is to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful.
- CLOSING DATE** : 09 December 2022
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. 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 (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. All shortlisted candidates' 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 the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary for Police Service has the right not to fill the post. All posts are based in Pretoria. Preference for appointment will be given in accordance with the employment equity status of the Department NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POSTS

- POST 45/31** : **PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER REF NO: CSP/23/2022**
- SALARY** : R269 214 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate Secretarial Diploma or equivalent qualification. 3-5 years' experience in rendering support to Senior Management. Knowledge on the relevant legislation/ policies/ prescripts and procedures in the public services. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), facilitation skills and report writing skills. Problem solving and decision making. Interpersonal relations, professional telephone manner, organisational skills and ability to multitask. Service delivery and client orientation, time management and ability to work long hours. Confidentiality and high level reliability, confident and independent. Integrity and honesty. Ability to work under pressure and to tight deadlines. Document analysis, planning and organising. Ability to act with tact and discretion.
- DUTIES** : Provide administrative and secretarial support. Ensure the effective flow of information and documents to and from the office of the Chief Financial Officer, ensure safekeeping of all documents in the office of the Chief Financial Officer, scrutinize routine submissions/ reports and make notes and /or recommendations for the Chief Financial Officer. Ensure that travel arrangements are well coordinated, schedule and manage appointments. Prepare correspondence and other information as requested. Coordinate and administer leave register for the Chief Directorate. Provide logistical support services. Record minutes/ decisions and communicate to relevant role players, prepare briefing notes for the Chief Financial Officer, coordinate logistical

arrangements for meeting when required. Process and submit subsistence and travel claims. Administer the demand management plan of the Chief Directorate, compile draft letters and submissions as requested. Administer the budget of the office of the Chief Directorate. Collect and coordinate all documents in relation to the budget of the Unit, keeps record of expenditure commitments. Monitor expenditure and alert the Chief Financial Officer of possible over and under spending, keep a record of expenditure and other financial commitments for the Chief Directorate. Check and verify financial reports in support of the Chief Directorate. Provide general support services. Prepare documents for meetings hosted and/ or attended by the Chief Financial Officer, circulate documents to other meeting participants and provide secretarial support for the Chief Directorate meetings. Perform any other administrative duties required by the Chief Financial Officer and follow up on behalf of the Chief Financial Officer on the implementation of meeting and other decisions.

ENQUIRIES : Mr BK Shiphamele at 061 080 7598
APPLICATIONS : Can also be emailed to Rembani.Ambani@csp.gov.za

POST 45/32 : **STATE ACCOUNTANT: BUDGET REF NO: CSP/24/2022**

SALARY : R269 214 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Financial Management or Management Accounting or Financial Accounting or relevant financial qualifications with Accounting or Cost and Management Accounting as a major. 3 years' experience in Accounting / Finance environment. Knowledge of Public Finance Management Act and Treasury-related legislations, Public Service Act and Public Service Regulations. Economic Reporting Framework including the standard chart of accounts. Medium Term Strategic Framework (government priorities). Understanding of accounting principles and practices, tax and the analysis and reporting of financial data. Knowledge of PERSAL/BAS. Computer literacy, communication (verbal & written) skills, planning and organising skills. Facilitation and presentation skills, problem solving and decision making skills.

DUTIES : Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assure the relevant financial information required in the evaluation and development of business and project plans. Develop templates for the collection of budget information from line functionaries, implement shifting of funds/virements when required and capture on BAS, recording of adjustments and provide feedback to the relevant components and monitoring expenditure against budget. Preparation of MTEF budget process, preparation of Estimates of National Expenditure (ENE) and compile monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Compile information for management accounting reporting processes. Capture shifts/virements in the Year Monitoring Report, provide support to role players on the use of forecasting methods and tools. Provide information for the annual financial statements.

ENQUIRIES : Mr BK Shiphamele at 061 080 7598
APPLICATIONS : Can also be emailed to Tshiamo.Mazibuko@csp.gov.za

POST 45/33 : **STATE ACCOUNTANT (FINANCIAL ACCOUNTING) REF NO: CSP/25/2022**

SALARY : R269 214 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Financial Management or Management Accounting or Financial Accounting or relevant financial qualifications Accounting or Cost and Management Accounting as a major. 2 years of experience in Accounting / Finance environment. Knowledge of Public Finance Management Act and Treasury-related legislations, Public Service Act and Public Service Regulations. Understanding of accounting principles and practices, tax and the analysis and reporting of financial data. Knowledge of PERSAL/BAS. Computer literacy, communication (verbal & written) skills, planning and organising skills. Economic Reporting Framework including the standard chart of accounts. Medium Term Strategic Framework (government priorities). Facilitation and presentation skills, problem solving and decision making skills.

DUTIES : Render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify

processing of invoices (e.g. capturing of payments). Supervise and perform salary administration support services. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.). Ensure the filing of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Verify and process the processing of electronic banking transactions. Record debtors and creditors. Compile journals and verify the compilation of journals. Management of resources. Provision of physical, human resources and financial resources.

ENQUIRIES
APPLICATIONS

: Mr BK Shiphamele at 061 080 7598
: Can also be emailed to Sheerine.More@csp.gov.za

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

| | | |
|----------------------------|---|--|
| <u>CLOSING DATE</u> | : | 09 December 2022 |
| <u>NOTE</u> | : | Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by (1) a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as at least 2 contactable references. 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 shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (Only applicable to shortlisted candidates). Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core Competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The below posts are senior management posts. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should therefore submit proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Shortlisted candidates must |

MANAGEMENT ECHELON

| | | |
|----------------------------|---|--|
| <u>POST 45/34</u> | : | <u>DIRECTOR: EDUCATION, TRAINING AWARENESS AND RESEARCH REF NO: 31828/12</u> |
| <u>SALARY</u> | : | R1 105 383 per annum, (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 Certificate, a three-year Bachelor's degree in Public Administration/Disaster Risk Management/ Development Studies/Education or |

equivalent qualification (NQF level 7 as recognised by SAQA). A post graduate degree in the above field would be an added advantage (NQF 8) with 5 to 10 years' experience in Disaster Risk Management at middle management level. Proficient in MS Excel, MS Word MS PowerPoint, MS Teams. Valid Driver's license and intensive travelling. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Process Competencies: Knowledge management. Service Delivery Innovation. Problem solving analysis. Client orientation and customer focus. Communication (written and verbal). Technical Competencies: In-depth knowledge of: Policy and legislation relevant to education, training, awareness, and research. Project management methodologies. Functioning of government with emphasis on capacity building and research. Skills development legislation and Acts.

DUTIES : The successful candidate will perform the following duties: Oversee and promote disaster risk management education for disaster management practitioners and for learners in school. Oversee the development and implementation of disaster risk management training programmes. Oversee the development and implementation of an Integrated Public Awareness Strategy. Oversee the implementation of disaster risk management research programmes and provide information and advisory services. Oversee the development and implementation of disaster risk management strategic agenda.

ENQUIRIES : Mr J Dyssel Tel No: 012 848 4608
APPLICATIONS : Applications must be submitted electronically via email to cogta120@ursonline.co.za

FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

OTHER POSTS

POST 45/35 : **DEPUTY DIRECTOR: OFFICE OF THE CHIEF DIRECTOR: STRATEGIC AND EXECUTIVE SUPPORT) REF NO: 31828/13**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration or equivalent qualification (NQF level 6/7 as recognised by SAQA) with at least 3 to 5 years' experience in related field. Proficient in MS Excel, MS Word, and MS PowerPoint. Driver's license and travelling. Generic Competencies: Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Communication (verbal and written). Coordination, Project management. Client orientation and customer focus and diversity management. Technical Competencies: In-depth knowledge of Executive Office Management, advanced computer proficiency and coordination and consolidation of documents.

DUTIES : The successful candidate will perform the following duties: Effective administrative support to the Chief Directorate. Coordinate compliance matters within the Chief Director. Provide secretariat services to Chief Directorate meetings and coordinate the implementation of resolutions. Consolidate Chief Director contributions in preparation of operational plan and for quarterly review meetings as well as strategic planning sessions.

ENQUIRIES : Ms P Pillay Tel No: 012 336 5713
APPLICATIONS : Applications must be submitted electronically via email to cogta121@ursonline.co.za

FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 45/36 : **DEPUTY DIRECTOR: FINANCIAL BATCH CONTROL AND VALIDATIONS REF NO: 31828/01**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Accounting/Auditing or equivalent qualification (NQF level 6/7 as recognised by SAQA) with 3 to 5 years' experience in Internal Control or related field. Proficient in MS Excel and MS Word. BAS. PERSAL. LOGIS. Additional requirements (Advantage): MS PowerPoint and MS Project. Generic

Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Knowledge and understanding of legislative environment, amongst other; the Public Finance Management Act (PFMA), Treasury Regulations, General Accepted Accounting Practices (GAAP), General Recognised Accounting Principles (GRAP), Basic Accounting System (BAS) and Establishment of an integrated internal control system. Knowledge and experience in the development and maintenance of governance frameworks. Knowledge and experience in fraud prevention. Knowledge and experience in development, implementation, and maintenance of an effective loss control system. Knowledge and experience in policy development. Knowledge and experience in statistical and qualitative analysis. Experience in research and/or audit writing.

DUTIES : The successful candidate will perform the following duties: monitor performance of internal control activities in compliance with the relevant legislation, regulations, frameworks, standards, guidelines, departmental policies, and procedures. Support the departmental responses to auditors and develop action plans to address the audit findings and report on progress. Develop, implement, and maintain a financial information retention repository and reporting system and an invoice tracking and reporting system. Support the implementation and maintenance of the departmental loss control system.

ENQUIRIES : Ms P Zuma Tel No: 012 334 0830

APPLICATIONS : Applications must be submitted electronically via email to cogta109@ursonline.co.za

FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 45/37 : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: 31828/02**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Logistics/Purchasing and Supply Chain Management or equivalent qualification (NQF level 7 or 6 as recognized by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel and MS Word. Generic Competencies: Planning and organizing. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Public Finance Management Act. Framework for Supply Chain Management. Transversal systems i.e., LOGIS and BAS. Tender and contract administration. Financial management. State Board ST36 &ST 37. Preferential Procurement Regulations. Preferential Procurement Policy Framework Act. BEE Framework & BBBEE Act.

DUTIES : The successful candidate will perform the following duties: Manage the Tender process. Supply Chain Reporting. Render Secretariat services to the DCoG Bid Committees. Manage the sourcing of formal & informal quotations process. Management functions.

ENQUIRIES : Mr S Mabija Tel No: 012 334 0823

APPLICATIONS : Applications must be submitted electronically via email to cogta110@ursonline.co.za

FOR ATTENTION : URS Response Handling, Tel No: 012 811 1900.

POST 45/38 : **DEPUTY DIRECTOR: ICT GOVERNANCE, RISK, AUDIT AND PROJECT MANAGEMENT REF NO: 31828/03**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology/Systems/Computer Science or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in risk and compliance of ICT environments. Proficient in MS Word and MS Excel. Additional requirements (Advantage): Knowledge of Risk Management. Project Management. Book of Knowledge. MS PowerPoint and MS Project. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People

management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Communication skills. Presentation skills. Financial management. Conflict management. Problem solving. Project management. MS Project Office.

DUTIES : The successful candidate will perform the following duties: develop strategic three year rolling and operational/annual risk-based information technology (IT) internal audit plans. Develop policy and procedure on information technology audits. Manage the implementation and monitoring of information technology audits. Execute and monitor information technology reviews according to the annual plan. Develop, update and monitor project management methodology and templates.

ENQUIRIES : Mr I Moodley Tel No: 012 334 0684

APPLICATIONS : Applications must be submitted electronically via email to cogta111@ursonline.co.za

FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 45/39 : **DEPUTY DIRECTOR: ICT BUSINESS RELATIONSHIP MANAGER AND CHANGE CONTROL REF NO: 31828/04**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology/Systems/Computer Science or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in Information and Technology. Proficient in MS Word and MS Excel. Additional requirements: Business relationship management professional certificate. MS PowerPoint and MS Project Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Written and oral communication skills. Facilitation skills. Analytical skills. Problem solving skills. Negotiation and teamwork skills.

DUTIES : The successful candidate will perform the following duties: formal engagement with all programmes/branches with regards to ICT services and performance. Report on ICT service status within the programme/branch. Communicate ICT service disruptions. Review requirements submitted for change management control and to communicate the outcome of change request. Identify business value when developing ideas with a focus on digital awareness, risk assessment, business continuity and business capability requirements.

ENQUIRIES : Mr I Moodley Tel No: 012 334 0684

APPLICATIONS : Applications must be submitted electronically via email to cogta112@ursonline.co.za

FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 45/40 : **DEPUTY DIRECTOR: DEVELOPER (SHAREPOINT, .NET, JAVA) AND CUSTOMER FOCUS. TEAM LEADERSHIP. DIVERSITY MANAGEMENT COMMUNICATION (VERBAL AND REF NO: 31828/05)**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology/Systems or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' developer experience. Proficient in MS Word and MS Excel. Additional requirements (Advantage): MS Powerpoint and MS Project. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation written). Technical Competencies: Software development Java, J2EE, HTML, JSP/Javascript/XML/SOAP, Microsoft.C#, ASP.net, Sharepoint, CRM and etc. Microsoft SQL programming experience is required. Entity relationship design/Data Modelling. System specification and design. Configuration and implementation of Application Servers.

DUTIES : The successful candidate will perform the following duties: Conceptualize, design, develop and test custom software applications using SharePoint, ASP.NET, .NET, Java, SQL Server, and web technologies. Extend the

functionality of existing software products. Collaborate with project managers, business analysts, and other members of the team to deliver products. Establish coding standards and document best practices for development. Troubleshoot application issues.

ENQUIRIES : Mr I Moodley Tel No: 012 334 0684
APPLICATIONS : Applications must be submitted electronically via email to cogta113@ursonline.co.za
FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 45/41 : **DEPUTY DIRECTOR: OFFICE OF THE DEPUTY DIRECTOR-GENERAL**
REF NO: 31828/06

SALARY : R766 584 per annum, (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration or equivalent qualification (NQF level 6/7 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel and MS Word and PowerPoint. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of; Executive office management, advanced computer proficiency, coordination, and consolidation of documents.

DUTIES : The successful candidate will perform the following duties: Manage the office of the Branch Head and provide executive support to her/him; quality assure, assess and summaries content of incoming and outgoing submissions and correspondences and track implementation of the Branch audit action plan. Consolidate Branch contributions in relation to Ministerial, Executive Committee (EXCO) and Audit Committee engagements, as well as Departmental and Branch quarterly review engagements. Coordinate inputs towards other strategic planning sessions, and the medium-term strategic framework (MTSF). Annual Performance Plan and Operational Plan, Cabinet Memoranda and Parliamentary Questions. Coordinate Branch Compliance matters. Coordinate budget inputs and monitor expenditure of the Branch. Provide secretariat services at Branch meetings, and other forums, monitor the implementation of decision taken. Liaise with stakeholders and monitor implementation of Memoranda of Understanding.

ENQUIRIES : Dr K Naidoo Tel No: 012 395 4616
APPLICATIONS : Applications must be submitted electronically via email to cogta114@ursonline.co.za
FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 45/42 : **DEPUTY DIRECTOR: MUNICIPAL PROPERTY VALUATION REF NO:**
31828/07

SALARY : R766 584 per annum, (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Property Studies/Real Estate/Land Economics, Property Valuation and Management or equivalent qualification (NQF level 7 or 6 as recognised by SAQA); and Registration as a professional valuer or professional associated valuer in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) with 3 to 5 years' experience in the valuation of different kinds of properties. Proficient in MS Excel and MS Word. Driver's license and travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge/experience in; MPRA and provisions of any legislation that must be considered in valuing specific properties, valuation principles and techniques, undertaking valuations of all types of properties. Understanding of; Mass appraisal techniques and processes, ability to create and analyse datasets, Geographical Information Systems (GIS).

DUTIES : The successful candidate will perform the following duties: Monitor and support municipal compliance with the provisions of the Municipal Property Rates Act (MPRA) in respect of the preparation of valuation and supplementary valuation

rolls. Gather and analyse information pertaining to the effectiveness, consistency, uniformity and application of municipal valuations and valuation procedures for rates purposes with respect of selected municipalities. Gather and analyse information from Valuation Appeal Boards to help continuous improvement/enhancement of the professional valuation field. Monitor provincial departments responsible for local government on the valuation aspects of the MPRA; and set up development programmes for needy provinces and selected municipalities. Develop guidelines/circulars/regulations and/or amendments to the MPRA.

ENQUIRIES : Mr MY Kader Tel No: 012 334 0932
APPLICATIONS : Applications must be submitted electronically via email to cogta115@ursonline.co.za
FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 45/43 : **DEPUTY DIRECTOR: ANTI-CORRUPTION REF NO: 31828/08**

SALARY : R766 584 per annum (Level 11), (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Social Science/Law or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel and MS Word. Driver's license and travelling Additional requirements (Advantage): Being a certified Ethics Officer and/or certified Examiner Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of; Anti-corruption legislation and policies. Investigations. Local government Municipal Systems Act. Prevention and Combating of Corrupt Activities Act.

DUTIES : The successful candidate will perform the following duties: Manage the analysis of forensic reports and follow up on the implementation of recommendations emanating from forensic investigations. Conduct preliminary investigations on reported allegations of fraud and corruption and monitor cases reported, investigated, and referred to municipalities, provinces and law enforcement agencies. Manage the activities of the Local Government Anti-Corruption Forum and ensure the roll out of the Local Government Anti-Corruption strategy. Manage the establishment of partnerships and enlist support of law enforcement agencies and other stakeholders on anti-corruption matters. Conduct anti-corruption and ethics awareness campaigns.

ENQUIRIES : Mr E Ndou Tel No: 012 334 4953
APPLICATIONS : Applications must be submitted electronically via email to cogta116@ursonline.co.za
FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 45/44 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT AND DEBT COLLECTION REF NO: 31828/09**

SALARY : R393 711 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Accounting, Financial Management, Public Management or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in financial management and municipal finances. Proficient in MS Excel and MS Word. Driver's license and travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth knowledge and understanding of; the Municipal Finance Management Act (MFMA), Division of Revenue Act (DoRA), Public Finance Management Act (PFMA). Municipal Systems Act. Revenue and debt management.

DUTIES : The successful candidate will perform the following duties: Support the development and implementation of revenue enhancement initiatives to enhance revenue collection in municipalities. Coordinate the reports on the payment of government debt to municipalities. Support the monitoring and assessment of the credibility of municipalities' credit controls and debt

collection policies and related by-laws. Coordinate and support the development of municipal debt collection strategies.

ENQUIRIES : Mr M Manyike Tel No: 012 334 4919

APPLICATIONS : Applications must be submitted electronically via email to cogta117@ursonline.co.za

FOR ATTENTION : URS Response Handling, Tel No: 012 811 1900.

POST 45/45 : **ASSISTANT DIRECTOR: FREE REF NO: 31828/10**

SALARY : R393 711 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Economics, Local Government, Public Finance, or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel and MS Word. Driver's license and travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth knowledge of; Local government system and transformation. Sound knowledge of the constitution. Sound understanding of government policies as it relates to provision of basic services. Intergovernmental relations. Poverty alleviation and job creation strategies.

DUTIES : The successful candidate will perform the following duties: support coordination of the development of the national indigent register and implementation of the Free Basic Services Programme. Identify challenges hampering the implementation of the Free Basic Services Programme policy to accelerate the roll out of the programme. Support coordination of training of municipalities to report through Free Basic Services monitoring and reporting system. Support the development and implementation of monitoring and reporting tools for performance measurement and impact assessment of FBS programme. Support coordination and monitoring of FBS reporting by provinces and analyse trends in the implementation of Basic Services.

ENQUIRIES : Ms K Fata Tel No: 012 334 4931

APPLICATIONS : Applications must be submitted electronically via email to cogta118@ursonline.co.za

FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 45/46 : **ASSISTANT DIRECTOR: MUNICIPAL FUNCTIONS, POWERS, AND INTERVENTIONS SUPPORT REF NO: 31828/11**

SALARY : R393 711 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration, Law, or equivalent qualification (NQF level 6/7 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Suite. Additional requirements: Driver's license. Extensive travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge on devolution of powers and functions to local government by national and provincial government; division of powers and functions between district and local municipalities; national/provincial interventions in local government.

DUTIES : The successful candidate will perform the following duties: Conduct assessments of the devolution of powers and functions to local government by national and provincial government and the division of powers and functions between local and district municipalities. Collect information and data, and produce researched reports on the devolution, division and management of powers and functions. Compile draft reports on the effectiveness and efficiency of policies on the management of powers and functions. Consolidate inputs for policy and legislative development and/or amendments. Conduct research and analysis on national intervention in provincial administration; and provincial intervention in local government, and draft frameworks. Respond to queries from stakeholders.

ENQUIRIES : Mr T Khasi Tel No: 012 336 0558

APPLICATIONS : Applications must be submitted electronically via email to cogta119@ursonline.co.za

FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 45/47 : **ASSISTANT DIRECTOR: SPATIAL AND URBAN DEVELOPMENT PLANNING REF NO: PHA-06-COGTA**

SALARY : R393 711 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Urban/Town and Regional Planning or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a related field registered with SACPLAN as a Candidate/Technical Planner. Proficient in MS Excel and MS Word. Driver's license and travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Decision making Teamwork Analytical skills Creativity Self-management. Technical Competencies: In-depth knowledge of: Urban Development Planning. Research and Policy Development. Integrated Development Planning. Spatial Planning. Project Management. T & R legal and operational compliance. T & R systems and principles. Research and Development. Computer-aided Applications. Knowledge of legal compliance. Technical report Writing. Networking.

DUTIES : The successful candidate will perform the following duties: Facilitate integrated planning in the intermediate cities and small towns in the district and municipal spaces. Coordinate the implementation of the urban development policy in the district spaces. Analyze municipal spatial planning tools to guide strategic integrated development. Facilitate Alignment Between Integrated Urban Development Framework (IUDF) and One Plans (a) Perform planning functions and activities in accordance with town and regional planning principles in land development – (i) provide technical assistance to professional teams on all aspects regarding town and regional planning projects; (ii) adhere to legal requirements in town and regional planning; (iii) co-ordinate the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines; (iv) provide support in the compilation and adoption of technical and planning standards, norms and guidelines; (v) implement planning legislation, guidelines, policies and regulations; (vi) co-ordinate site clearance processes in terms of Project Execution Plans; (vii) support the planning and design of sustainable human settlement; and (viii) provide technical assistance in the compilation of spatial development frameworks (SDF) (as part of the IDP processes). Office administration: provide assistance with tender (bid) administration; liaise and interact with service providers; contribute to the human resources and related activities; maintain the record management system; and utilise resources allocated effectively. Research and development: Keep up with new technologies and procedures; Research/literature on new town and regional planning expansion and renewal processes; Liaise with relevant bodies/councils on town and regional planning-related matters; and Follow approved programme of development for registration purposes.

ENQUIRIES : Ms S Chetty Tel No: 012 334 0994

APPLICATIONS : Applications may be submitted electronically via email at: Recruit1@phakipersonnel.co.za For application enquiries contact Khomotso Molohe Tel No: 011 941 1953

POST 45/48 : **ASSISTANT DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: PHA-07-COGTA**

SALARY : R393 711 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Science/ Knowledge Management or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a knowledge management or information related field. Proficiency in MS Excel and MS Word. Driver's license and travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and

- decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In depth knowledge in Research, Data Analysis and System Development, Business Analysis, Data Base Management, Content Management and Stakeholder Relations.
- DUTIES** : The successful candidate will perform the following duties: Implement knowledge management (KM) strategy for DCOG. Provide support on the development of knowledge management processes and procedures in municipalities. Provide support on the implementation of knowledge management frameworks, guidelines, and tools for DCOG, provinces and municipalities. Implement knowledge sharing programmes for DCOG, provinces and municipalities.
- ENQUIRIES APPLICATIONS** : Ms T Skosana Tel No: 012 334 4883
: Applications may be submitted electronically via email at: Recruit2@phakipersonnel.co.za for application enquiries contact Khomotso Molope Tel No: (011) 941 1953
- POST 45/49** : **ASSISTANT DIRECTOR: RESEARCH AND EVALUATION COORDINATION REF NO: PHA-08-COGTA**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Political Science/Development Studies or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel and MS Word. Driver's license and travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge in Research methodology. Policy Analysis. Methods to analyse issues and trends pertinent to the mandate of Cooperative Governance. Proven experience of evaluation methodology and coordination. In depth knowledge of the system of local government.
- DUTIES** : The successful candidate will perform the following duties: Conduct policy analysis and policy development projects. Conduct policy research using a variety of analytical methods and analysis techniques. Develop and refine memoranda, issue papers, policy papers or draft legislation. Write reports, presentations and/or short study-briefs for non-research audiences. Conduct research as identified on the Departmental Annual Performance Plan. Guide and coordinate evaluations related to the Department's mandate.
- ENQUIRIES APPLICATIONS** : Dr M Kruger Tel No: 012 334 0941
: Applications may be submitted electronically via email at: Recruit3@phakipersonnel.co.za For application enquiries contact Khomotso Molope Tel No: (011) 941 1953
- POST 45/50** : **ASSISTANT DIRECTOR: PAYMENTS AND REVENUE MANAGEMENT REF NO: PHA-09-COGTA**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Accounting/ Auditing or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in municipal financial reporting/ municipal audits. Proficient in MS Suite. Additional requirements: Driver's license. Extensive travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge of: Municipal Finance Act. Treasury Regulations. Division of Revenue Act (DoRA). General Recognised Accounting Practices (GRAAP).
- DUTIES** : The successful candidate will perform the following duties: manage and implement National Audit Outcome Remedial Plan. Facilitate and/or participate in the intergovernmental coordinating structures on audit outcomes. Review and monitoring the implementation of municipal specific remedial plans in

| | | |
|----------------------------|---|---|
| | | selected municipalities. Consolidate Provincial reports and develop the National reports on the implementation of the National Audit Outcome Remedial Plan. |
| <u>ENQUIRIES</u> | : | Ms P Sithole Tel No: 012 334 0836 |
| <u>APPLICATIONS</u> | : | Applications may be submitted electronically via email at: Recruit4@phakipersonnel.co.za For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953 |
| <u>POST 45/51</u> | : | <u>ASSISTANT DIRECTOR: EXPENDITURE CONTROL REF NO: PHA-10-COGTA)</u> |
| <u>SALARY</u> | : | R393 711 per annum (Level 09) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Financial Accounting or related with Financial Accounting as major subject (NQF level 6/7 as recognised by SAQA) with 3 to 5 years' experience in Management Accounting, Financial Accounting Functions, Monitoring and Reporting, Risk Management and Auditing and Financial Systems at a supervisor. Proficient in MS Excel and MS Word. Additional requirements: Postgraduate qualification in Financial or Management Accounting. Advance MS Excel. Registration with professional body. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Coordination. Project Management. Client orientation and customer focus. Team Leadership. Diversity Management. Communication (Verbal & Written) |
| <u>DUTIES</u> | : | The successful candidate will perform the following duties: Coordinate and manage the financial planning inputs in line with the Community Work Program implementation model and budget monitoring in line with site business plans. Review and monitor the implementation of effective internal financial controls and appropriate procedures with regards to financial and wage payment administration. Manage CWP expenditure process and control. Manage the financial accounting functions and coordinate the submission of Interim and Annual Financial Statements inputs and programme performance planning and reporting. Management functions |
| <u>ENQUIRIES</u> | : | Mr M Skenjana Tel No: 012 334 0694 |
| <u>APPLICATIONS</u> | : | Applications may be submitted electronically via email at: Recruit4@phakipersonnel.co.za For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953 |
| <u>POST 45/52</u> | : | <u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: PHA-11-COGTA)</u> |
| <u>SALARY</u> | : | R393 711 per annum (Level 09) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Built Environment or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in the relevant field. Proficient in MS Excel, MS Word and MS Powerpoint. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: The National Building Regulations and Building Standards Act, 1997. Occupational Health and Safety Act, 1993 – Building and Maintenance Services. Contract and property management. Government systems and structures. Public Finance Management Act, 1999 – Facilities Management Services. |
| <u>DUTIES</u> | : | The successful candidate will perform the following duties: Implementation of building lease agreements for the department. Facilitate the planned and unplanned building maintenance services. Liaise with the Department of Public Works and the Department of National Treasury on office accommodation matters. Review and implement floor plans to be aligned with the Contingency Plan of the department. Monitor parking (internal and external), outsource cleaning, hygiene services and implementation of service level agreements. Facilitate and conduct regular building audits to ensure compliance with legal, safety, health and environmental standards. |
| <u>ENQUIRIES</u> | : | Mr O Mabunda Tel No: 012 334 0839 |

APPLICATIONS : Applications may be submitted electronically via email at: Recruit10@phakipersonnel.co.za For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953

POST 45/53 : **ASSISTANT DIRECTOR: USER TECHNICAL SUPPORT REF NO: PHA-12-COGTA)**

SALARY : R393 711 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology/Systems or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in Information Technology field. Proficient in MS Excel and MS Word. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of workstation software including Windows 10 or later operating system, Office 365 and associated products and administration, Transversal systems (BAS, LOGIS and PERSAL). Information Technology Infrastructure Library (ITIL) Foundation. Technical troubleshooting on related ICT hardware, software and networking.

DUTIES : The successful candidate will perform the following duties: Provide ICT second line and third line support to all users in accordance with the agreed service management processes. Provide LAN support to all users. Ensure proactive detection of incidents through available tools i.e., monitoring, events and alerts. Manage printing services. Participate in identifying gaps and risks in the current processes and technical environment to ensure continuous improvement of the ICT services.

ENQUIRIES : Mr I Moodley Tel No: 012 334 0684
APPLICATIONS : Applications may be submitted electronically via email at: Recruit6@phakipersonnel.co.za or application enquiries contact Koena Tibane Tel No: (011) 941 1953

POST 45/54 : **ASSISTANT DIRECTOR: ICT BUSINESS ANALYST AND PROJECT ADMINISTRATOR REF NO: PHA-13-COGTA**

SALARY : R393 711 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology/Systems/Computer Science or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in Information Technology field. Proficient in MS Word and MS Excel. Additional requirements (Advantage): Project management certification. MS PowerPoint and MS Project. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: IT/IS systems operations. SLDC and application development. Project management Body of Knowledge. Knowledge systems. Business and systems analysis. Monitoring and evaluation system.

DUTIES : The successful candidate will perform the following duties: gather, analyse and document business requirements. Translate requirements into process, data and technology models that can be interpreted by IT to develop a solution. Provide reporting standards, a project registry and a project repository. Fulfil all project administration and coordination related issues.

ENQUIRIES : Ms N Seabela Tel No: 012 334 4609
APPLICATIONS : Applications may be submitted electronically via email at: Recruit7@phakipersonnel.co.za For application enquiries contact Koena Tibane Tel No: (011) 941 1953

POST 45/55 : **ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: PHA-14-COGTA**

SALARY : R393 711 per annum (Level 09)
CENTRE : Pretoria

- REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Graphic Design or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in graphic design/visual communications. Proficient in MS Excel and MS Word. Additional requirements (Advantage): MS Project and MS PowerPoint Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge: of government programmes, government communications, Adobe desktop publishing software, an Apple Macintosh computer, Adobe Illustrator, Photoshop and In Design (Web, 3-D skills), reprography and printing.
- DUTIES** : The successful candidate will perform the following duties: conceptualise and design creatives including illustrations, motion graphics, infographics and visuals based on requirements. Collaborate on overall look and feel for all design products to bring the work of the department alive through designs, presentations, images, fonts and layouts using graphic design software. Create and maintain digital database of presentations, artwork, branding images and ensure all designs are backed-up. Handle creative jobs from concept through to print and ensure all products developed are in line with the government CI manual and guidelines. Work on various products as per brief, conceptualise and handle visual execution of all design briefs.
- ENQUIRIES** : Mr M Moloi Tel No: 012 336 5710
- APPLICATIONS** : Applications may be submitted electronically via email at: Recruit8@phakipersonnel.co.za For application enquiries contact Koena Tibane Tel No: (011) 941 1953
- POST 45/56** : **ASSISTANT DIRECTOR: DISASTER PREPAREDNESS, RESPONSE AND RECOVERY COORDINATION REF NO: PHA-15-COGTA**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, an undergraduate qualification in Disaster Management//Development Studies/Environmental/Social Sciences or equivalent qualification (6 as recognised by SAQA) with 3 to 5 years' experience in Disaster Risk Management. Proficient in MS Word, PowerPoint, Excel and MS Project. Valid driver's license and intensive travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of Policy and legislation relevant to the disaster risk management function in South Africa and internationally. The concept of disaster risk management for preparedness, response and recovery coordination. Policy and legislation relevant to funding arrangements for disaster risk management across organs of state for preparedness, response and recovery coordination. Core philosophy of disaster risk reduction and mainstreaming risk reduction into development initiatives in particular the build-back-better principle. Project management methodologies. Provincial, National and Local Government environment. Intergovernmental Relations. Knowledge, understanding, interpretation and application of spatial data.
- DUTIES** : The successful candidate will perform the following duties: Coordinate the development of national disaster response and recovery strategies, plans, and implement Standard Operating Procedures for response and recovery management efforts/systems. Coordinate the development and implementation on guidelines and templates on disaster damage assessments, classification and declaration processes and construction and rehabilitation projects that incorporate the "Build Back Better" principle. Coordinate the development of national seasonal contingency plans to ensure seasonal hazards preparedness, response, and recovery. Coordinate activation of the National Disaster Operation Centres during disaster response and recovery interventions. Coordinate the development and implementation of disaster mechanisms for funding disaster management, guidelines and frameworks.
- ENQUIRIES** : Ms M Pitso Tel No: 012 848 4606

APPLICATIONS : Applications may be submitted electronically via email at: Recruit9@phakipersonnel.co.za For application enquiries contact Akhona Mjabubana on: (011) 941 1953

POST 45/57 : **ASSISTANT DIRECTOR: SYSTEM DEVELOPER REF NO: H&SADSD00007**

SALARY : R393 711 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Web and Application Development/Information Technology/ Information Management/Computer Science or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in an Information Technology/Information Management related field. Proficient in MS Excel and MS Word. Driver's license and travelling Additional requirements (Advantage): MS SQL Server 2019, MS Project, and MS PowerPoint. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Internet technologies (HTML, CSS, C#/ASP .NET), adobe photoshop, knowledge of MS SQL, demonstrate end-to-end understanding of systems development lifecycle (SDLC) methodology, knowledge of MS SharePoint 2016/2019.

DUTIES : The successful candidate will perform the following duties: conduct capacity planning of the application environment. Design and develop all new application systems. Conduct software installations and configurations. Monitor the application environment and implement updates.

ENQUIRIES : Mr A Mashigo Tel No: 012 848 4631

APPLICATIONS : Applications may be submitted electronically via email at: cogta007@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/58 : **SENIOR INTERNAL AUDITOR**

SALARY : R331 188 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A 3 year National Diploma in Internal Audit/ 3 year Bachelor degree in Internal Audit (NQF Level 6/7 as recognised by SAQA) with at least 2 years' experience in Internal Auditing. Proficient in MS Excel and MS Word. Additional requirements: TeamMate Audit Management System will be an added advantage. Generic competencies: Quality of work. Initiative. Interpersonal Relations. Planning and Execution. Reliability. Communication (written and verbal). Teamwork. Technical Competencies: Operational and performance audits. Risk management and Auditing practices. Public Finance Management Act. Treasury Audits.

DUTIES : The successful candidate will perform the following duties: Coordinate the development of audit planning documents which include the system description and audit program. Conduct audits as per audits programs and complete audit working papers as per auditing standards and internal audit methodology. Raise findings of inadequate controls, prepare draft communication of findings and discuss with management. Follow-up on agreed management action plans.

ENQUIRIES : Mr S Sebola Tel No: 012 334 0727

APPLICATIONS : Applications may be submitted electronically via email at: cogta008@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/59 : **PHOTOGRAPHER/ VIDEOGRAPHER REF NO: H&SPV00008**

SALARY : R331 188 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Photography/Film & Video Technology or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 2 to 3 years' experience in a Photography and Videography environment. Proficient in MS Excel and MS Word. Driver's license and travelling. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal

relations. Teamwork. Planning and execution. Technical Competencies: Operating photography and videography equipment. Apple Macintosh applications, video, and photo editing software especially Photoshop Elements and Premiere Elements pro. Digital video, digital photography, and proficiency in digital archiving of images.

DUTIES : The successful candidate will perform the following duties: provide photographic and video coverage for ministerial, departmental projects and events. Produce and distribute photos and video clips for the gallery, publications, website, and digital media platforms. Generate post-production video editing, motion graphics, sound design and produce DVDs. Monitor and maintain all digital images and video clips library.

ENQUIRIES APPLICATIONS : Mr L Pakati Tel No: 012 336 5817
: Applications may be submitted electronically via email at: cogta009@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/60 : **SENIOR SHAREPOINT ADMINISTRATOR REF NO: H&SSSA00009**

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology/Systems or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 2 to 3 years' experience in SharePoint Administration. Proficient in MS Excel and MS Word. Driver's license and travelling. Additional requirements: MS PowerPoint and MS Project. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Office365 and SharePoint Online administrations. Software development. Business analysis. Problem solving. User training.

DUTIES : The successful candidate will perform the following duties: adding users, controlling access to document libraries, and setting permissions. Performing maintenance of the SharePoint platform. Troubleshooting and resolving SharePoint issues or malfunctions. Providing SharePoint support and end-user training. Reviewing usage and activity reports and making adjustments to ensure optimized user-experiences.

ENQUIRIES APPLICATIONS : Mr I Moodley Tel No: 012 334 0684
: Applications may be submitted electronically via email at: cogta010@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/61 : **SENIOR SCM PRACTITIONER (DEMAND MANAGEMENT, SUPPLIER PERFORMANCE & REPORTING) REF NO: H&SSSPDM00010**

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Logistics/Purchasing and Supply Chain Management or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 2 to 3 years' experience in a related field. Proficient in MS Excel and MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: In-depth knowledge of Public Finance Management Act. Framework for Supply Chain Management. Transversal systems i.e., LOGIS and BAS. Tender and contract administration. Preferential Procurement Policy Framework Act. BEE Framework and BBBEE Act.

DUTIES : The successful candidate will perform the following duties: Provide bid committee administration services. Update and maintain supply chain management contracts. Monitor and report on all contracts to ensure compliance to conditions set. Liaise with internal clients and external service providers.

ENQUIRIES APPLICATIONS : Mr S Mabija Tel No: 012 334 0823
: Applications may be submitted electronically via email at: cogta011@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/62 : **SENIOR SCM PRACTITIONER (ASSETS MANAGEMENT) REF NO: H&SSSPAM00011**

SALARY : R331 188 per annum
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Logistics/Purchasing and Supply Chain Management or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 2 to 3 years' experience in a related field. Proficient in MS Excel and MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Knowledge of the PFMA, Treasury Regulations and Asset Management Framework. Asset Management. Supply Chain Management. System such as LOGIS and BAS.

DUTIES : The successful candidate will perform the following duties: Maintain and update the Departmental asset register. Provide inputs on the preparation of monthly asset reconciliation between LOGIS and BAS. Coordinate and conduct physical asset verification. Facilitate the process of asset disposals.

ENQUIRIES : Mr S Mabija Tel No: 012 334 0823
APPLICATIONS : Applications may be submitted electronically via email at: cogta012@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/63 : **SENIOR STATE ACCOUNTANT: PAYMENTS AND REVENUE MANAGEMENT REF NO: H&SSSAPRM00012**

SALARY : R331 188 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Accounting/ Financial Management or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in municipal financial reporting/ municipal audits. Proficient in MS Suite. Additional requirements: Driver's license. Extensive travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge of: Municipal Finance Act. Treasury Regulations. Division of Revenue Act (DoRA). General Recognised Accounting Practices (GRAAP).

DUTIES : The successful candidate will perform the following duties: manage and implement National Audit Outcome Remedial Plan. Facilitate and/or participate in the intergovernmental coordinating structures on audit outcomes. Review and monitoring the implementation of municipal specific remedial plans in selected municipalities. Consolidate Provincial reports and develop the National reports on the implementation of the National Audit Outcome Remedial Plan.

ENQUIRIES : Ms PT Sithole Tel No: 012 334 0836
APPLICATIONS : Applications may be submitted electronically via email at: cogta013@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/64 : **SENIOR WAGE OFFICER (CWP PARTICIPANT ADMINISTRATION) REF NO: H&SSWOCWPPA00013**

SALARY : R331 188 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Financial Information Systems or Information Technology or equivalent qualification (NQF level 6/7 as recognised by SAQA) 2 years' experience in the relevant field. Proficient in MS Excel and MS Word. Experience in data centre will be advantageous. Additional requirements: Basic Accounting System (BAS) and PERSAL System. Generic Competencies: Quality of work. Initiative. Interpersonal Relations. Planning and Execution. Reliability. Communication. Teamwork. Technical Competencies: Knowledge and understanding of: Public Finance Management Act. Public Finance Management Act, 1999 (Act No. 1 of 1999) and the

- Treasury Regulations. General ledger reconciliation and analysis. Knowledge of Travel and Subsistence.
- DUTIES** : The successful candidate will perform the following duties: manage and implement National Audit Outcome Remedial Plan. Facilitate and manage communication between CWP, SITA and Information Technology unit, management of SITA Service agreements and SITA account and ensure accounts are settled on time. Facilitate the MIS enhancements and provide reports. Perform functions of system controller. Facilitate a process of monthly data clean up and reporting. Run exception reports and ensure clearing of exceptions (deceased and PERSAL participants). Serve as a secretariat in all Data Centre meetings with Stakeholders. Enforce a sound system of control environment. Review and monitor the implementation of effective internal financial controls and procedures. Attend to CWP Data Centre operations and audit queries (both internal and external).
- ENQUIRIES APPLICATIONS** : Mr M Skenjana Tel No: 012 334 0993
: Applications may be submitted electronically via email at: cogta014@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192
- POST 45/65** : **JUNIOR PROGRAMMER REF NO: H&SJP00014**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Web and Application Development/Information Technology/Information Management/Computer Science or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 2 years' experience in an Information Technology/Information Management related field. Proficient in MS Excel and MS Word. Driver's license and travelling. Additional requirements (Advantage): MS SQL Server 2019, MS Project, and MS PowerPoint. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Internet technologies (HTML, CSS, C#/ASP .NET), adobe photoshop, knowledge of MS SQL, demonstrate end-to-end understanding of systems development lifecycle (SDLC) methodology MS SharePoint 2013/2016.
- DUTIES** : The successful candidate will perform the following duties: conduct systems health checks, write SQL statements and generate reports. Design and develop all new application systems and maintain existing application systems. Conduct software installations and configurations. Monitor the application environment and implement updates.
- ENQUIRIES APPLICATIONS** : Mr A Mashigo Tel No: 012 848 4631
: Applications may be submitted electronically via email at: cogta015@hslabour1.co.za for application enquiries contact Elginita Moodley on: 011 468 4192
- POST 45/66** : **ADMIN OFFICER: SECURITY SERVICES REF NO: H&SAOSS00015**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Security Risk Management or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 2 – 3 years' experience in a related field. Proficient in MS Excel and MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Office administration. Minimum Information Security Standards (MISS) report – security services. Occupational Health and Safety Act.
- DUTIES** : The successful candidate will perform the following duties: Implement departmental physical security policy and procedures. Supervision of control room operations and in-house security personnel. Conduct security posting and parades. Conduct post inspections and key control audits. Conduct security threats and risk assessments in areas of operation.
- ENQUIRIES APPLICATIONS** : Mr M Mlangeni Tel No: 012 334 4708
: Applications may be submitted electronically via email at: cogta016@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

POST 45/67 : **WEBSITE AND INTRANET ADMIN OFFICER REF NO: H&SWIAO00016**

SALARY : R218 064 per annum (Level 06)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology/Systems or equivalent qualification (NQF level 7 or 6 as recognised by SAQA) with 1 to 2 years' experience website design and management. Additional requirements: Driver's license. Generic Competencies: Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Understanding of Website design and administration. Government programmes and communications. An Apple Macintosh computer. Adobe desktop publishing software, Illustrator, Photoshop and In Design (Web, 3-D skills). Markup and programming languages including HTML, XML, PHP, and CSS.

DUTIES : The successful candidate will perform the following duties: create and maintain internal and external websites in a collaborative manner. Gather, collate, review, and maintain departmental websites and intranet content, links, and designs. Support the maintenance of website and intranet site content. Support multi-media work. Facilitate training of website content and intranet site owners.

ENQUIRIES : Mr J Mahlaela Tel No: 012 334 4839

APPLICATIONS : Applications may be submitted electronically via email at: cogta017@hslabour1.co.za for application enquiries contact Elginita Moodley Tel No: 011 468 4192

DEPARTMENT OF DEFENCE

- CLOSING DATE** : 09 December 2022 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally initialled, signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). In terms of circular no 19 of 2022 on practice notes on the Z83 application for employment and other related matters the following must be considered in relation to the completion of the new Z83 form by applicants: Part A all fields must be completed. Part B all fields must be completed in full except when passport number: South African applicants need not provide passport numbers, applicant has responded "no" to the question are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State. If yes, "(provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C all fields must be completed. Part D all fields must be completed. Part E, F and G: noting that there is limited space provided often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. The advertisement (s) contained herein is/are meant for the attention/perusal from all interest job seekers whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Person not employed by the DOD/Public Services are encouraged to apply for the vacancies advertised in this circular. Only the shortlisted candidates will be required to bring certified documents (i.e. educational qualifications, ID Copy and Driver s license etc.) and other related documents on or before the day of the interview. Certified documents which should not be older than six months on or before the day of the interview. All applications received after closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. Should an application be received where an applicant applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. If an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months regarding the prescribed rules and will be expected to sign a performance agreement.

The Department reserves the right not to make appointment(s) to the advertised post(s)

ERRATUM: Kindly note that the post of Messenger with Ref No: SIGFMN/56/44/22/20 advertised on Public Service Vacancy Circular 44 dated 18 November 2022 with the closing date of 09 December 2022, the salary notch have been amended as follows: R107 196 per annum Level 02.

OTHER POSTS

| | | |
|----------------------------|---|---|
| <u>POST 45/68</u> | : | <u>SENIOR STATE ACCOUNTANT REF NO: CFO 22/10/1 (X3 POSTS)</u> Financial Management Division Chief Directorate: Accounting Directorate: Personnel Payments, Salaries |
| <u>SALARY</u> | : | R331 188 per annum (Level 08) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Minimum requirements: Grade 12 certificate plus a B Degree/three year National Diploma in Finance/Accounting with a minimum of three years relevant experience on a post level 7 or equivalent or Grade 12 certificate with Finance/Accounting related subjects with a minimum of seven years relevant experience on a post level 7 or equivalent. Knowledge in MS Office applications (MS Word and MS Excel). Knowledge of the effective utilization of the PERSOL/PERSAL mainframe in the Department of Defence (DOD)/Public Service or other similar system used in the Private Sector. Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills and ability to effectively render quality service to military (DAP) as well as civilian (PSAP) clients and to answer enquiries in a professional manner. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive/persevering in regard to task finalization and able to effectively function under pressure. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects. |
| <u>DUTIES</u> | : | Executing, controlling, accounting and managing of salary and allowance payments to members/employees of the Department of Defence (DOD). Supervising, training and guiding of subordinates who resort under the control of this post. Ensure that all salaries and Allowances for Permanent and No Permanent employees of DOD including Part Time Force members are paid within the cut off dates. Approving and authorizing of salaries and allowances related transactions. Ensure that all pro-rata salaries or allowances and pay progressions are accurately calculated. Ensure compliance of policies and procedures within salaries unit. Clearing and compiling salaries related suspense accounts. Taking over problem cases, to follow up with CD HRM and finalizing them. Attending to queries relating to payment of salary and allowance. Calculating, disallowing and recovering salary overpayments. Evaluating staff quarterly and assessing staff annually. Submitting Bi-annual and Annual tax reconciliation (EMP 501) to SARS for Department of Defence. Preparing monthly (EMO201) and annual tax reconciliation, Distributing of IRP 5-Tax certificates and Responding for tax queries. Issuing of Duplicate and handwritten IRP 5- Tax certificates. Calculating tax on handwritten salary payment/disallowance. Working through tax reports to ensure that IRP 5- Tax certificates print correctly and requesting tax directives with SARS. Administration of Pension deduction payment to GEPP for employees within the DOD. Monitor all relevant account balances and transaction on FMS. Distribution of all DOD members' salary to Bank Serv. Human Resource related duties: Manage all personnel related issues within the section. Long Service Awards: Administer applications for long service awards within the Financial Management Division. Management and Administration of DPP Accounts Control. Manage and administer all Accounts in use by DPP in collaboration with DPP and DCA. Manage and Administer Foreign Management and Administration of Operational Deployments. Manage and Administer Operational Deployments payments for DPP and Defence Intelligence. Management and Administration of DPP Accounts Control. Manage and administer all Accounts in use by DPP in collaboration with AD Salaries, DDPP and Directorate Central Accounts. Personnel Payments (DPP). Constant collaboration and communication with the Assistant Director Salaries regarding all functions coupled to the post. Coordinating administration related task. |

- ENQUIRIES APPLICATIONS** : Mr J.G. Lottering Tel No: (012) 392 2314
 : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception
- NOTE** : Preference will be given to African males, African females, Indian males, Coloured males and Persons with Disabilities are encouraged to apply. Please use reference number not post number.
- POST 45/69** : **FINANCE CLERK SUPERVISOR REF NO: CFO 22/10/2**
 Financial Management
 Chief Directorate: Accounting
 Directorate: Stores Services and Related Payments
 Sub-Directorate: Cash Payments
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
 : Pretoria
 Minimum requirements: Grade 12 certificate plus a B Degree/ three year National Diploma Finance/ Accounting with minimum of two years relevant experience on post level 5 or equivalent or Grade 12 Certificate with finance related subjects with a minimum of three years relevant experience on post level 5 or equivalent. Sound knowledge of the Public Finance Management Act and Treasury Regulations. Ability to understand, interpret and correctly apply financial policies and prescripts. Computer literate in Microsoft Office software packages and financial systems. Thorough knowledge of financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving abilities. Ability to effectively compile and present reports. Well-developed verbal and written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Orientated towards teamwork and receptive to work-related suggestions/ideas. Decisive and persevering regarding task finalization. Positive, loyal, creative and trustworthy. Added advantage: Being in a possession of a valid RSA/Military drivers license.
- DUTIES** : Verifying of cash purchases and sundry transactions in accordance with prescribed policy. Executing enquiries on Central Advance System (CAS) transaction. Approving of Accountant and Sub-Accountant Approval Sundry transactions daily. Monitoring of Sub-Advance Accounts uncompleted events regularly. Processing of queries arising from Sub-Advance Accounts. Following up of irregularities and losses on Disallowance Accounts. Compiling and approving of journals. Checking and final approval of Travel Agent invoices. Ensure the timely payments of Travel Agent. Management of payments for the Cash-in transit security services. Management of suspense, disallowance and link accounts. Assisting in responding to audit requests and queries. Ensure the safekeeping of all transaction supporting documentation for audit purpose in accordance with prescripts. Provide training, guidance and development of subordinates or personnel. Managing and supervising all resources under control of this post.
- ENQUIRIES APPLICATIONS** : Ms D.D. Nchabeleng Tel No: (012) 392-2916
 : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception.
- NOTE** : Preference will be given to African males, African females, Indian males, Coloured males and Persons with Disabilities are encouraged to apply. Please use reference number not post number.
- POST 45/70** : **FINANCE CLERK SUPERVISOR REF NO: CFO 22/10/3**
 Financial Management Division
 Chief Directorate: Accounting
 Directorate: Stores, Services and Related Payments
 Sub-Directorate: Cash Payments
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
 : Region 1 (Revenue Management), Pretoria
 : Minimum requirements: Grade 12 certificate plus a B Degree/ three year National Diploma Finance/ Accounting with minimum of two years relevant experience on post level 5 or equivalent or Grade 12 Certificate with finance

related subjects with a minimum of three years relevant experience on post level 5 or equivalent. Sound knowledge of the Public Finance Management Act and Treasury Regulations. Ability to understand, interpret and correctly apply Financial policies and prescripts. Computer literate in Microsoft Office software packages and financial systems. Thorough knowledge of financial and accounting processes. Well-developed reasoning, mathematical, analytical, innovative thinking and problem solving abilities. Ability to effectively compile and present reports. Well-developed verbal and written communication skills with good interpersonal relations. Ability to effectively liaise and communicate with clients. Orientated towards teamwork and receptive to work-related suggestions/ideas. Decisive and persevering regarding task finalization. Positive, loyal, creative and trustworthy.

DUTIES : Facilitate sufficient cash on hand in domestic advance accounts and at Cash Offices on Department of Defence Level 4, by processing cash replenishments, cash withdrawals and journal transactions, as well as providing advice and assistance to internal- and external role-players. Monitor/control/report on the execution of the Cash-, General Accounting- and related functions by processing bank reconciliations, daily exception reports, cash withdrawal certifications, as well as compiling/submitted the prescribed management reports, information and statistics. Administrate Financial Misconduct by vetting and reporting all incidents. Ensure effective, efficient and economic use of allocated resources. Supervise Human Resources by providing strong and disciplined leadership to subordinates, as well as training, guiding and developing them.

ENQUIRIES APPLICATIONS : Mr A. Johnston Tel No: (012) 392-2876
 : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or hand-delivered to: Poynton building, 195 Bosman Street, Pretoria, where it must be placed in wooden post box number 5 at Reception.

NOTE : Preference will be given to African males, African females, Indian males, Coloured males and Persons with Disabilities are encouraged to apply. Please use reference number not post number.

POST 45/71 : **FINANCE CLERK REF NO: CFO 22/10/4**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Support Services, Contract Admin

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 05)
 : Pretoria
 : Minimum requirement: Grade 12 certificate with finance related subjects. Computer literate (MS Word, Excel and PowerPoint). Good presentation skills. Good communication skills (verbal and written) and ability to communicate at all management levels. Ability to compile effective reports, letters, memorandum, minutes and statistics. Teamwork, but must also be able to operate independently. Trustworthy and reliable with good interpersonal skills. Able to handle routine tasks of repetitive nature. Added advantage: Post matric qualification in Finance/Accounting/Law related field. A minimum of one to two years relevant experience in contract management or administration environment. Knowledge of general contract Administration/Management fundamentals. Knowledge and application of the Public Finance Management Act (PFMA), Treasury Regulations and Prescription Act. Be in the possession of valid RSA/Military drivers license and if not in possession of a military license, be able obtain one within a year.

DUTIES : Perform general office administration tasks. Receive, register and administer new contracts for studies, incentive scheme for pilots, navigators, technical officers, Special Forces operators and other agreements. Maintain and update the contracts/agreements (Memorandums of Agreements (MOAs), Memorandums of Understanding (MOU) and Service Level Agreements (SLAs) register. Collect, deliver, dispatch documentation for the section and the Service and Divisions. Maintain filing and archiving of contract system. Attend to telephonic enquiries and queries. Draft and type letters, memorandums, signals, minutes and other contract related documents. Assist in the execution and co-ordination of administrative tasks. Provide secretarial functions at meetings when required. Capture and update contract files on the database. Process the officials' reimbursement applications for studies. Submit

monthly reports and statistics to the supervisor. Liaise with contract and career managers across the Arms of Services and Divisions

ENQUIRIES
APPLICATIONS

: Mr L.S. Khotle Tel No: (012) 392 2557
: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE

: Preference will be given to African males, African females, Indian males, White males, Indian males, Coloured males and Persons with Disabilities are encouraged to apply. Please use reference number not post number

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 09 December 2022 at 16:00
- NOTE** : Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, 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:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)
- ERRATUM:** Kindly note the advertised post of Assistant Director: Fraud Investigation and Anti- Corruption with Ref No: HR4/22/12/02 advertised on Public Service Vacancy Circular 44 dated 18 November 2022 with a closing date 02 December 2022 is hereby withdrawn. Sorry for inconvenience. Enquiries: contact Mr. Frank Thengwayo Tel No: 012 309 4497

OTHER POSTS

- POST 45/72** : **DEPUTY DIRECTOR: EMPLOYMENT EQUITY REF NO: HR4/22/12/08 HO**
- SALARY** : R908 502 per annum, (all inclusive)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Three (3) year tertiary qualification in Labour Relations/ Human Resources Management/ Business Management/ Public Administration. Valid driver's license. Two (2) years management experience and three (3) functional experience in Labour Relations/ Human Resources Management. Knowledge:

| | | |
|--|---|--|
| | | Employment Equity Regulations, Employment Equity Act, Labour Relations Act, Public Finance Management Act, National Minimum Wage Act, Basic Conditions of Employment Act, Departmental Policies and procedures, Batho Pele Principles. Skills: Project management, Computer literacy, IT System, Verbal and written communication, Interpersonal relations, Leadership and negotiation, Statistical analysis, Presentation and Facilitation. |
| <u>DUTIES</u> | : | Manage the maintenance and development of specification for an efficient and effective database system (EE System). Manage the development and preparation of the EE Public register for approval and publication, Manage the provision of the EE System training to provincial trainer and development of training tools. Manage the provision of technical support to employer through the EE helpline, webmaster services, EE reporting Portal and EE Roadshows. Management of all the resources in the Sub-Directorate. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms N Mamashela Tel No: 012 309 4040 |
| | : | Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Operations, Head Office |
| <u>POST 45/73</u> | : | <u>EMPLOYER SERVICE PRACTITIONER (ESPIII) REF NO: HR4/4/1/100</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R491 403 per annum |
| | : | Mthatha Labour Centre |
| | : | Three-year tertiary qualification in Social Science (Psychology, Psychology) / Public Administration/ Public Management/ Business Administration/ Business Management. Four years (Functional and Supervisory experience in Employment Services Environment. Valid Drivers License. Knowledge: Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, ILO Conventions, Human Resource Management Policies, Public Financial Management Act, Public Service Act, Departmental Internal Policies, National Development Plan. Skills: Planning and organizing, Communication, Computer, Networking, Analytical, Presentation, Report writing, Negotiation, Marketing, Interpersonal, Leadership. |
| <u>DUTIES</u> | : | Coordinate and maintain the relationship within Employment Services stakeholders. Manage the provision of registration and referral of work seekers for the Department. Supervise the provisioning of technical advice and administration services regarding PES legislation to the client. Provide administration support to PES Labour Centres. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief Schemes (TES). |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms S Zawula at 065 863 5949 |
| | : | Deputy Director: Labour Centre Operations, Private Bag X 5080 Mthatha, 5100. Hand delivery No 18 Manpower Building CNP Elliot & Madeira Street Mthatha, 5099. |
| <u>FOR ATTENTION</u> | : | Deputy Director: Labour Centre Operations |
| <u>POST 45/74</u> | : | <u>ASSISTANT DIRECTOR: ANTI FRAUD AND CORRUPTION REF NO: HR4/22/12/56HO</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R393 711 per annum |
| | : | Head Office, Pretoria |
| | : | Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Forensic Investigation/Law /Auditing/ accounting. Five (5) years' experience of which two (2) years' experience at Supervisory level and three (3) years' must be functional experience in the field of forensic investigations. Knowledge: Public Finance Management Act, Prevention and Combating of Corrupt Activities Act, National Treasury Regulations, Public Sector Enterprise Risk Management Framework, Public Service Act, Public Service Regulations, Protected Disclosure Act. Skills: Organizational and Planning, Facilitation, Project Management, Analytical, Listening, Communication (verbal and written), Computer literacy, Interviewing, Research, Good Interpersonal relation, Report writing and Innovative. |
| <u>DUTIES</u> | : | Facilitate the implementation of the Departmental Anti-Fraud and Corruption strategies. Facilitate the investigations of reported cases of on Fraud and Corruption within the Department. Manage the Fraud and Corruption awareness campaigns. Liaise with appropriate section within the Department |

| | | |
|----------------------------|---|--|
| | | of Employment and Labour and external stakeholders on Fraud Prevention and Anti Corruption measures. Manage all resources of the Directorate. |
| <u>ENQUIRIES</u> | : | Ms. G Baker-Matjokana Tel No: 012 309 4968 |
| <u>APPLICATIONS</u> | : | Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. |
| <u>POST 45/75</u> | : | <u>OHS INSPECTOR (X2 POSTS)</u> |
| <u>SALARY</u> | : | R331 188 per annum |
| <u>CENTRE</u> | : | Emalahleni Labour Centre Ref No: HR4/4/7/90 |
| | : | Mashishing Labour Centre Ref No: HR4/4/7/91 |
| <u>REQUIREMENTS</u> | : | A 3-year tertiary qualification in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Science, Biotechnology, Biochemistry. A valid driver's license. Two (2) years functional in inspections and enforcement of labour legislations or in the relevant environment. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OSH Regulations, South African National Standards (Codes)- incorporated (Codes become regulations), Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act, Employment Equity Act- relevant key elements, Relevant guidelines of the aforementioned legislation. Skills: Planning and organising, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills. |
| <u>DUTIES</u> | : | 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. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other 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 OHS and other relevant labour legislations including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all other relevant 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. |
| <u>ENQUIRIES</u> | : | Emalahleni: Ms GK Malatsi Tel No: 013 653 3800 |
| <u>APPLICATIONS</u> | : | Mashishing: Mr. IM Nkosi Tel No: 013 235 2368/9 Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni, 1035 or hand deliver at 38 Mandela Ave, or Corner Escombe & Mandela Ave, Emalahleni. Deputy Director Labour Centre Operations: Private Bag X20081, Mashishing, 1120 or hand deliver at 51 De Klerk Street, Mashishing |
| <u>POST 45/76</u> | : | <u>TEAM LEADER REF NO: HR4/4/4/10/01</u> |
| <u>SALARY</u> | : | R331 188 per annum |
| <u>CENTRE</u> | : | Labour Centre: Benoni |
| <u>REQUIREMENTS</u> | : | Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/ BCOM LAW. A Valid driver's licence. Two (2) years functional experience in Inspection and enforcement services. Knowledge: Departmental policies and procedures, Labour Relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, Employment Equity Act, Immigration Act. Skills: Facilitation Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance Management, Communication. |
| <u>DUTIES</u> | : | Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. |

Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct advocacy campaigns on all labour legislation regularly. Manage the finalisation of files of cases received and investigations conducted by the Inspectors. Contribute at a 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.

ENQUIRIES : Mr R Reddy, Tel No: 011 747 9609
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein
FOR ATTENTION : Sub-directorate: Human Resource Management, Provincial Office: Gauteng

POST 45/77 : **SENIOR PRACTITIONER: ASSESSMENT SERVICES REF NO: HR 4/4/4/10/02**

SALARY : R331 188 per annum
CENTRE : Labour Centre: Germiston to be stationed at Labour Centre: Randburg
REQUIREMENTS : Three years tertiary qualification or equivalent. Two (2) years functional experience. Knowledge: Unemployment Insurance Contributions Act, Unemployment Insurance Act, Public Finance Management Act, Treasury Regulations, Operations system, Batho Pele Principles. Skills: Communication, Computer literacy, Listening, Interpersonal, Presentation.

DUTIES : Verify claims on Operation System. Authorize payments to qualifying UI beneficiaries. Verify the adjudicate claims. Supervise resources (Human, Financial, Equipment/ Assets) in the section.

ENQUIRIES : Ms N M Tyelbooi Tel No: (011) 781 8144
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein
FOR ATTENTION : Sub-directorate: Human Resource Management, Provincial Office: Gauteng

POST 45/78 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/4/09/07**

SALARY : R331 188 per annum
CENTRE : Johannesburg Labour Centre
REQUIREMENTS : Three-year tertiary qualification in degree/diploma in Business Administration/Management; Public Administration Management and Operations Management is Experience: Two (2) year functional experience in registration services. Knowledge: All Labour Legislation and Regulations, Private Employment Agency regulation and related ILO conventions, Batho Pele Principles, Public Service Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines Skills: Problem Solving, Computer Literacy, Basic interpersonal, listening, communication, ability to interpret legislation, Telephone etiquette, Mediation, Analytical.

DUTIES : Monitor and oversee the help desk as the first point of entry within the Registration Service. Oversee the employment service rendered to all clients. Monitor the process of unemployment Insurance Benefits applications and employer declarations, Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COID. Attend to all complaints regarding legislation and follow up on pending complaints.

ENQUIRIES : Ms F Tshabalala Tel No: 011 816 1200
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hands deliver at 77 de Korte Street, Braamfontein
FOR ATTENTION : Sub-directorate: Human Resource Management, Provincial Office: Gauteng

POST 45/79 : **SENIOR PRACTITIONER: PROCESS IMPROVEMENT AND CHANGE MANAGEMENT REF NO: HR4/4/3/1SPPICM/UIF**

SALARY : R331 188 per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : A three (3) years' tertiary qualification (NQF Level 6) in Organisational Psychology/ Public Administration/ Public Management/ Management Services/ Human Resources/ Operations Management/ Production Management. Two (2) years' functional experience in Change Management. Knowledge: Public Service Management Act (PFMA), Project Management approaches, tools and phases, Public Service Regulation (PSR), Basic

Conditions of Employment Act (BCEA), Public Service Act (PSA), Labour Relations Act (LRA) Change Management principles and methodologies, Change Management Framework 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 skill both written and verbal, People Management, Problem solving, Computer Literacy, Time Management, Analytical, Presentation, Interpersonal Report Writing, Planning and Organizing Communication, People Management, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal, Report writing, Planning and Organizing, Diversity Management.

DUTIES : Diagnoses organizational, individual culture and climate change within the Fund. Develop, interview and implement change management strategy. Develop, review and implement procedure manuals and processes. Supervise resources (Human, Financial. Equipment/ Assets) in the section.

ENQUIRIES APPLICATIONS : Mr GZ Moosa Tel No: (012) 337 1719
: 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

FOR ATTENTION : Sub- directorate: Human Resources Management, UIF

POST 45/80 : **OFFICE ADMINISTRATOR REF NO: HR4/4/3/1OA/UIF (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R269 214 per annum
: Unemployment Insurance Fund: Pretoria
: Three-year tertiary qualification (NQF level 6) in Office Administration / Secretarial / Office Management/ Administration/ Management Assistant. One (1) to two (2) year's functional experience in Office Administration environment. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Public Finance Management Act (PFMA), Departmental policies and procedures, Batho Pele principles, Administration procedures. Skills: Computer Literacy, Interpersonal, Communications (verbal and written), Report writing, Planning and Organizing, Time Management.

DUTIES : Provide Secretarial service to the office of the Senior Manager. Render financial administration service to the office of the Senior Manager. Provide logistical support service to the office of the Senior Manager. Provide administrative support services to the officer of the Senior Manager.

ENQUIRIES APPLICATIONS : Ms DM Maphoto Tel No: (012) 337 1652
: 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

FOR ATTENTION : Sub- directorate: Human Resources Management, UIF

POST 45/81 : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/1/144**

SALARY : Grade 1: R268 584 – R311 361 per annum, (OSD)
: Grade 2: R330 324 – R379 356 per annum, (OSD)
: Grade 3: R400 644 - R507 540 per annum, (OSD)

CENTRE REQUIREMENTS : Labour Centre: Komani
: Four (4) years nursing degree/three year's diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Valid driver's license. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. **Grade 1:** 2 to 9 years' experience gained after registration. **Grade 2:** 10-19 years' experience gained after registration. **Grade 3:** 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required

Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.

ENQUIRIES : MS A Maqolo Tel No: (045) 807 5400

APPLICATIONS : Deputy Director: Labour Centre Operations: P.O Box 323, Queenstown, 5320 or hand deliver at No.10 Robinson Road, Queenstown

POST 45/82 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X2 POSTS)**

SALARY CENTRE : R218 064 per annum
emaXesibeni Labour Centre Eastern Cape Ref No: HR4/4/1/100
Sebokeng Labour Centre Ref No: HR 4/4/4/09/08

REQUIREMENTS : 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.

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

ENQUIRIES : Mr M Ntonga Tel No: 039 254 0282
Mr Mtolo Tel No: 016 436 0000

APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X 530 emaXesibeni, 4735, Hand deliver at No 52 Church Street emaXesibeni. For Attention: Deputy Director: Labour Centre Operations
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hands deliver at 77 de Korte Street, Braamfontein for attention: Sub-directorate: Human Resource Management, Provincial Office: Gauteng

POST 45/83 : **CLIENT SERVICE OFFICER: COID REF NO: HR 4/4/4/10/07**

SALARY CENTRE : R218 064 per annum
Labour Centre: Vereeniging

REQUIREMENTS : A Grade 12 Senior Certificate. Knowledge: Public Service Act, PFMA and Treasury Regulations, Public Service Regulations, COIDA, OHS, Promotion of Access to Information Act, Customer Service (Batho Pele principles), Compensation Fund value chain, Compensation Fund business strategies and goals, Directorate goals and performance requirements. Skills: Business Writing, Computer literacy, Listening, Telephone etiquette and Interpersonal.

DUTIES : Register the claims on the Operational system, Receive and verify documents for registration, assist with employer services at the kiosk, online system and service centres, handle all service related queries and complaints.

ENQUIRIES : Mr SS Mdluli Tel No: 012 319 9133

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 45/84 : **INSPECTOR (X4 POSTS)**

SALARY CENTRE : R218 064.per annum
Bethlehem Labour Centre Free State Ref No: HR 4/4/8/818 (X1 Post)
Ficksburg Labour Centre Free State Ref No: HR 4/4/8/820 (X1 Post)
Durban Labour Centre Ref No: HR4/4/5/86 (X2 Posts)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. No experience required. Knowledge: Departmental policies and procedures. Skills Development Act. Labour Relation Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills. Planning and organizing (Own work). Computing (Spread sheets, PowerPoint and word processing).

Interpersonal skills. Problem solving skills. Interviewing skills. Analytical, Verbal and written communications skills. Employment Equity Act.

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

ENQUIRIES : Mr. T Moholi Tel No: (058) 303 5293 and 051 933 3705
Mr B Zondi Tel No: (031) 401 9424

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
For Attention: Sub-directorate: Human Resources Operations, Free State
Deputy Director: Durban Labour Centre, PO Box 10074, Durban, 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban. For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 45/85 : **PERSONNEL OFFICER REF NO: HR4/4/7/108**

SALARY : R181 599 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate Plus Certificate in Human Resource field. No experience. Knowledge: Departmental policies and procedures, HR related systems (PERSAL), Batho Pele Principles, Employment Equity Act, Public Service Regulation. Skills: Computer literacy, Analytical, Communication, Planning and organising.

DUTIES : Facilitate and provide administrative support for service benefit employees. Provide support to the recruitment and selection processes. Capture all personal data on PERSAL system. Attend to client enquiries.

ENQUIRIES : Mr Matjeke Tel No: (013) 655 8700
APPLICATIONS : The Assistant Director: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.
FOR ATTENTION : The Assistant Director: HRM & ER

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.
- FOR ATTENTION** : marked for the attention: Human Resources Management
- CLOSING DATE** : 12 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. 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. Shortlisted 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/trainingcourse/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.
- ERRATUM:** Kindly take note of the following amendments for the post of: The National Department of Forestry, Fisheries and the Environment Post: Assistant Director: Media and Editorial Services, Ref No: CMS49/2022, post 44/133 advertised in the Public Service Vacancy Circular on 18 November 2022 with a closing date of 05 December 2022. The post is withdrawn and will no longer be advertised.

OTHER POSTS

- POST 45/86** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): CORPORATE LEGAL SUPPORT REF NO: RCSM18/2022**
- SALARY** : R495 354 per annum, (OSD)
- CENTRE** : Cape Town
- REQUIREMENT** : LLB degree (NQF8) coupled with at least 8 years post qualification experience in the provision of legal services with supervisory skills (candidates with less than eight (08) years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocate in the High Court of South Africa. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of Environmental law, PAIA, PAJA, POPIA and the Constitution is essential. Ability to interpret the provisions of the PFMA, Treasury Regulations, the Public Service Act and the Public Service Regulations as well as specific environmental legislation, issues affecting the

environment and general environmental law is required. Knowledge of the rules of the various courts, including but not limited to the rules of the various High Courts and Magistrate's Courts. Knowledge and experience in judicial review applications. Good verbal and written communication and presentation and negotiation skills are essential. The ability to work in a team and independently is required. Diplomacy is also a key criterion as the official will need to deal with senior leadership of the Department. The successful candidate should be able to work long hours and to travel to the various courts and do site inspections where required. Therefore, candidates must be in possession of a valid Driver's License and be able to travel.

DUTIES : Draft and vet of Contracts. Provide general legal support and PAJA Compliance, including providing legal advice and opinions in relation to the application of legislation. Review Delegations for the authorisations/decisions issued. Conduct Legal Education and awareness sessions. Conduct information and training workshops within the Department on contract manual and templates, PAIA and PAJA. Facilitate the provision of Legal Support to ensure PAIA Compliance and ensure PAIA requests are responded to within specified time frames. Provide litigation support, including compilation of court records, attend to consultations with legal counsel and attending to court hearings. Draft submissions to brief and advise the Minister and the Department. Determine liability on Losses and Damages to State Property. Responsible for supervisory duties of Legal Administration Officers on MR5 and MR2 level.

ENQUIRIES : Mr C Liebenberg Tel No: 021 493 7132 / 0832975753
NOTE : Shortlisted candidates will be subjected to an oral interview and a written test

POST 45/87 : **LEGAL ADMINISTRATION OFFICER (MR5); CORPORATE LEGAL SUPPORT REF NO: RCSM19/2022**

SALARY : R390 360 per annum, (OSD)
CENTRE : Cape Town
REQUIREMENTS : LLB degree (NQF8) coupled with at least 8 years post qualification experience in the provision of legal services (candidates with less than eight (08) years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocate in the High Court of South Africa. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of Environmental law, PAIA, PAJA, POPIA and the Constitution is essential. Ability to interpret the provisions of the PFMA, Treasury Regulations, the Public Service Act and the Public Service Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of the rules of the various courts, including but not limited to the rules of the various High Courts and Magistrate's Courts. Knowledge and experience in judicial review applications. Good verbal and written communication and presentation and negotiation skills are essential. The ability to work in a team and independently is required. Diplomacy is also a key criterion as the official will need to deal with senior leadership of the Department. The successful candidate should be able to work long hours and to travel to the various courts and do site inspections where required. Therefore, candidates must be in possession of a valid Driver's License be able to travel.

DUTIES : Draft and vet of Contracts. Provide general legal support and PAJA Compliance, including providing legal advice and opinions in relation to the application of legislation. Review Delegations for the authorisations/decisions issued. Conduct Legal Education and awareness sessions. Conduct information and training workshops within the Department on contract manual and templates, PAIA and PAJA. Facilitate the provision of Legal Support to ensure PAIA Compliance and ensure PAIA requests are responded to within specified time frames. Provide litigation support, including compilation of court records, attend to consultations with legal counsel and attending to court hearings. Draft submissions to brief and advise the Minister and the Department. Determine liability on Losses and Damages to State Property.

ENQUIRIES : Mr C Liebenberg Tel No: 021 493 7132 / 0832975753
NOTE : Shortlisted candidates will be subjected to an oral interview and a written test

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS 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. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 12 December 2022
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal.

OTHER POSTS

- POST 45/88** : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: 3/1/5/1-22/100**
Directorate: Strategic Planning & Performance Management
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession Grade 12, and an appropriate Bachelor's Degree (NQF 7) / National Diploma (NQF 6) in Public Administration, Economics or Business Sciences or equivalent related field, as recognised by SAQA. A postgraduate qualification would be an advantage. At least four (4) years' experience of which two (2) years should be at salary level nine (9) or ten (10) in strategic management within the public sector. Knowledge and experience in strategic management, public sector and corporate planning

practices and policies. Experience in data collection and analysis to generate clear and concise management reports. An ability to effectively and timely coordinate the submission of all organisational planning documents. Sound understanding of government policy. Good understanding of legislative frameworks governing planning and reporting in the public sector. Excellent report writing skills and ability to write high level reports to management. Experience in alignment of policy to the departmental strategy. Ability to interact and communicate with people of all level. A proven team player. High level of computer literacy. Excellent analytical report writing skills and advanced proficiency in MS Office. This is a middle management position and proven experience in managing junior employees is required.

- DUTIES** : The incumbent will be required to conduct secondary data analysis and literature-based research on political, social, economic, technological and industry trends that may impact on the organisation. Prepare summaries of government policy documents and reports and conduct additional background research that will inform the organisational situational environment. Assist in setting SMART targets for the strategic objectives and indicators. Assist in developing the multi-year strategic, and annual performance plan in line with relevant legislation. Coordinate the process of cascading the departmental annual performance plan into the operational plan and performance plans and alignment to the ENE. Ensure the timeous submission of the departmental plans and reports to the oversight bodies. Assist in coordinating the departmental strategic planning sessions. The successful incumbent must be able to work under pressure without constant supervision and meet deadlines. All shortlisted candidates will be required to undertake a technical assessment.
- ENQUIRIES** : Ms N Peter Tel No: (012) 473 0339
- NOTE** : Preference will be given to African Male/Female and Coloured Male/Female. People with disabilities will be given preference regardless of Race.

POST 45/89 : **SENIOR SUPPLY CHAIN MANAGEMENT CLERK REF NO: 3/1/5/1-22/105**
Directorate: Supply Chain Management

- SALARY** : R218 064 per annum (Level 06)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of Grade 12, and a National Diploma (NQF 6) or Degree (NQF 7) in Public Management, Administration, Logistics Management, Public Finance, Accounting, Purchasing Management environment relevant qualification as recognised by SAQA. Two (2) years proven experience in Supply Chain Management environment. One (1) year experience of working on BAS, LOGIS and Procurement Integration Excellent writing and communication skills, ability to manage and plan. Ability to interpret and apply legislation and policies (PFMA, Preferential Procurement Regulations, BBBEE, Treasury regulations, Contracts, etc.). Ability to work independently without close supervision. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook. Payment capturing and statements interpretation.

- DUTIES** : The successful candidate will be responsible for an entry point responsible for compliance, receive requisition from internal clients online. Verify e-requisitions for compliance in line with prescripts. Check and verify the status of suppliers on the Central Suppliers Database before accepting of e-requisitions. Approve compliant requisitions on-line using SharePoint in compliance with the turnaround time set by the department. Return non-compliant requisitions back to the client quoting the prescript that is being transgressed. Print hard copies of compliant requisitions and submit to supervisor to distribute to the relevant officials for capturing on LOGIS. Updating e-requisitions on SharePoint immediately with the relevant order numbers to ensure that accurate record of turnaround time is reflected when printing the SharePoint turnaround time reports. Print SharePoint reports on outstanding requisition and requisitions updated with order numbers on SharePoint, daily as per the standard set by the department and provide to supervisor. Provide weekly reports on e-requisition from SharePoint as per the standard set by the department. Provide monthly reports on e-requisitions from SharePoint as per the standard set by the department. Assist with capturing of requests on LOGIS. Handling of queries and enquiries related to requisitions and or orders and provide responses also in writing for turnaround time purposes. Timeous reporting of system issues to the supervisor and to ensure that internal clients are informed timeously. General Office support. Provide effective and efficient client service.

ENQUIRIES
NOTE

- : Ms V Basket Tel No: (012) 473 0378
- : Preference will be given to Coloured, Indian and White male/female. People with disabilities will be given preference regardless of race and gender.

GOVERNMENT PRINTING WORKS

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

NOTE : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. 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. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, which might be virtual at a date and time determined by the Government Printing Works. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

POST 45/90 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: GPW 22/71**

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
: Pretoria
: A 3-year National Diploma (NQF 6)/Degree as recognized by SAQA in Safety Management/Occupational Health or equivalent. Appropriate experience of 3 - 5 years in an Occupational Health and Safety (OHS) environment. Knowledge of OHS policy and programme development. Co-ordinate and facilitate the implementation of Occupational Health and Safety policies, programme and procedures. Knowledge of the implementation of the wellness workplace programmes and ISO standards. Knowledge of and working experience in Occupational Health and Safety environment , Risk control experience ideally gained in a manufacturing environment. A valid driver's license is essential. Computer literacy, excellent communication skills (verbal and written), Good interpersonal skills. Professional registration with OHS boards. Ability to work under pressure and display high assertiveness level, Attention to detail.

DUTIES : Develop and implement health and safety policies, systems of work procedures. Ensure that all Health & Safety policies procedures, rules and regulations are adhered to and reviewed regularly, updated and communicated. Ensure compliance to OHS regulatory requirements. Ensure appointment of all statutory obligations on health and safety in the workplace, including statutory training and reporting. Manage all Injury on Duty (IOD) for GPW. Conduct IOD incident investigation. Implement and monitor the safety programme. Driving the safety programme to reduce number of incidents, reporting on and proactively managing risk on site, conducting safety and risk audits. Conduct inspections. Ensuring adequate safety induction and risk related training.

ENQUIRIES : Ms. L Maswanganyi Tel No: (012) 748 6266

INTERNSHIPS PROGRAMME FOR YEAR 2023/2025

- APPLICATIONS** : All applications must be forwarded to: The Chief Directorate: Human Resources, Government Printing Works, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria.
- FOR ATTENTION** : Ms. L Pale / Ms. V Maja, Human Resources Tel No: 012 764 3976 /012 764 3912
- CLOSING DATE** : 12 December 2022 (16:00 noon)
- NOTE** : The Government Printing Works (GPW) invites applications from qualifying applicants to participate in a Graduate Internship Programme in the 2023/2025 financial year. The 24 months' Internship is aimed at providing an opportunity work exposure to graduates. Applicants must be unemployed. Must be South African Citizens. Must be between the ages of 18-35 during the time of advertising. Applicants should not have participated in an internship in any Government or State Institution, failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies, the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualifications will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Government Printing Works is under no obligation to employ the Graduates on completion of the programme.

OTHER POSTS

- POST 45/91** : **HUMAN RESOURCES REF NO: GPW2022/1 (X3 INTERNS)**
- STIPEND** : R6000.per month
- CENTRE** : Pretoria
- REQUIREMENTS** : A completed three-year National Diploma in HRM, Bachelor of Commerce in HRM / Bachelor of Art in Administration, Bachelor of Technology in HRM/Industrial Psychology.
- ENQUIRIES** : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947
- POST 45/92** : **MARKETING MANAGEMENT REF NO: GPW2022/2 (X2 INTERNS)**
- STIPEND** : R6000.per month
- CENTRE** : Pretoria
- REQUIREMENTS** : A completed three-year National Diploma in Marketing /Public Relations, Bachelor of Commerce in Marketing /Public Relations.
- ENQUIRIES** : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947
- POST 45/93** : **GRAPHIC DESIGN REF NO: GPW2022/3 (X1 INTERN)**
- STIPEND** : R6000.per month
- CENTRE** : Pretoria
- REQUIREMENTS** : A completed three-year National Diploma in ICT Systems/ BSc Information & Communication / Bachelor of Technology in Graphic Design.
- ENQUIRIES** : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947
- POST 45/94** : **SECURITY MANAGEMENT REF NO: GPW2022/4 (X2 INTERNS)**
- STIPEND** : R6000.per month
- CENTRE** : Pretoria
- REQUIREMENTS** : A completed three-year National Diploma in Security Management/ Bachelor of Technology in Security Management/Services.
- ENQUIRIES** : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/95 : **INFORMATION TECHNOLOGY REF NO: GPW2022/5 (X2 INTERNS)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : A completed three-year National Diploma in ICT Systems /Bachelor of Technology in Information Technology / BSc in Information Technology.
ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/96 : **LEGAL SERVICES REF NO: GPW2022/6 (X1 INTERN)**

STIPEND : R6000.00 per month
CENTRE : Pretoria
REQUIREMENTS : A completed three-year National Diploma in Law/ LLB Degree/ Post Graduate Diploma in Labour Law.
ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/97 : **INVENTORY AND STORES: PASSPORT STORE REF NO: GPW2022/7 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting / BA Public Administration /Bachelor of Commerce in Supply Chain Management/ Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.
ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/98 : **INVENTORY AND STORES: BOSMAN CENTRAL STORE REF NO: GPW2022/8 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration /Bachelor of Commerce in Supply Chain Management/ Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.
ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/99 : **FIXED CLIENT SALES: WAREHOUSE PRETORIA REF NO: GPW2022/9 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration /Bachelor of Commerce in Supply Chain Management/ Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.
ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/100 : **FIXED CLIENT SALES: WAREHOUSE EAST LONDON REF NO: GPW2022/10 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : East London
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration / Bachelor of Commerce in Supply Chain Management / Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.
ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/101 : **FIXED CLIENT SALES: WAREHOUSE NORTH WEST REF NO: GPW2022/11 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : North West

REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration / Bachelor of Commerce in Supply Chain Management / Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/102 : **FIXED CLIENT SALES: WAREHOUSE ZANDFONTEIN REF NO: GPW2022/12 (X2 INTERNS)**

STIPEND : R6000 per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration / Bachelor of Commerce in Supply Chain Management / Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/103 : **SUPPLY CHAIN MANAGEMENT: PROCUREMENT REF NO: GPW2022/13 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration / Bachelor of Commerce in Supply Chain Management / Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/104 : **SUPPLY CHAIN MANAGEMENT: ASSETS REF. NO GPW2022/14 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration / Bachelor of Commerce in Supply Chain Management / Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/105 : **SUPPLY CHAIN MANAGEMENT: CONTRACT MANAGEMENT REF NO: GPW2022/15 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration / Bachelor of Commerce in Supply Chain Management / Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/106 : **SUPPLY CHAIN MANAGEMENT: CONTRACT PRINTING REF NO: GPW2022/16 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor of Commerce in Financial Management/ Bachelor of Commerce in Accounting/ BA Public Administration / Bachelor of Commerce in Supply Chain Management / Bachelor of Commerce in Business Management/ BA or Bachelor of Commerce in Logistics Management.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozo Tel No: 012 764 3947

POST 45/107 : **FINANCIAL ACCOUNTING: DEBTORS REF NO: GPW2022/17 (X3 INTERNS)**

STIPEND : R6000.per month
CENTRE : Pretoria

REQUIREMENTS : A completed three-year National Diploma in Financial Management/Accounting, Bachelor of Commerce / Bachelor of Technology in Financial Management/ Bachelor of Commerce/ Bachelor of Technology in Accounting.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozi Tel No: 012 764 3947

POST 45/108 : **FINANCIAL ACCOUNTING: ACCOUNTS PAYABLE REF NO: GPW2022/18 (X2 INTERNS)**

STIPEND : R6000.00 per month
CENTRE : Pretoria
REQUIREMENTS : A completed three-year National Diploma in Financial Management/Accounting, Bachelor of Commerce / Bachelor of Technology in Financial Management/ Bachelor of Commerce/ Bachelor of Technology in Accounting.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozi Tel No: 012 764 3947

POST 45/109 : **INTERNAL AUDIT REF NO: GPW2022/19 (X3 INTERNS)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : A completed three-year National Diploma in Internal Audit, Bachelor of Technology in Internal Audit, Bachelor of Commerce in Internal Auditing.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozi Tel No: 012 764 3947

POST 45/110 : **ENTERPRISE RISK MANAGEMENT REF NO: GPW2022/20 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : A completed three-year National Diploma in Risk Management/Internal Audit/ Bachelor of Technology in Risk Management/Bachelor of Technology in Internal Audit.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozi Tel No: 012 764 3947

POST 45/111 : **OFFICE OF THE CEO REF NO: GPW2022/21 (X1 INTERN)**

STIPEND : R6000.per month
CENTRE : Pretoria
REQUIREMENTS : A completed three-year National Diploma in Financial Management/ Accounting, Bachelor of Commerce/ Bachelor of Technology in Financial Management/ Bachelor of Commerce/ Bachelor of Technology in Accounting.

ENQUIRIES : Mr K Molaba Tel No: 012 764 3931 / Ms. Z. Mqokozi Tel No: 012 764 3947

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 may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 09 December 2022 at 12pm
- 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 fully completed and signed 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. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and 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.

OTHER POSTS

- POST 45/112** : **PROJECT ADMINISTRATOR: JOBS FUND PMU REF NO: G27/2022**
Term: 24 Months Fixed Term Contract
- SALARY** : R331 188 per annum (Level 08), (excluding benefits) PSR 44 will apply to candidates appointed in the Salary Level
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma (NQF Level 6) in Project Management/Administration such as PM BOK, Prince2, Agile and/or related fields, Minimum of 4 years' experience in a similar role or in management consulting. Project Management and MS Project experience will be an added advantage. Competencies Required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. 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. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). 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/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Administrative Support: Knowledge, capabilities and practices associated with the provision of office administration support. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may diary scheduling, document filing and archiving, meetings administration, typing and computer literacy skills (MS Office), office administration, office resources and equipment administration, telephone administration and travel administration. Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy

access and understanding, and that informs and educates the reader regarding the subject.

DUTIES

: The Project Administrator will be responsible to provide administrative support service in order to enable efficient and smooth operations in the Project Management Unit. Diary, meetings administration and telephonic communications: Schedule and administer appointments and meetings including setting-up and confirming appointments and meetings and updating diaries preparing and distributing meetings schedule. Organise meetings and making sure all arrangements are made. Provide secretariat services to meetings. Facilitate and administer telephonic communications. Documents and reports production and administration support: Administer all electronic and hard copy documents such as correspondence, memo's, agreements, and reports. Acknowledging receipt of document, noting priority, and tracking required response and/or handling following up on deadlines for documents for submission maintaining an accurate log of all documents emanating from the unit that require approval. Formatting and typing of documents and compiling presentations. Proof-reading and controlling quality of documents. Effecting necessary changes as requested and finalising documents. Recording the distribution, confidentiality and indexing requirements of documents. Manage the physical and electronic document tracking and filing systems. Travel arrangements and claims administration: Process travel requests including confirming budget, obtaining approvals and making travel, transport and accommodation and security bookings as requested. Prepare travel packs including meetings itinerary and details and travel documents, schedule and details. Client and project teams support: Provide administrative and secretarial support to project teams as required and assist with the coordination and administration of project tasks. Provide procurement support to project teams including processing procurement requests, supporting procurement processes and processing and submitting invoices and claims for payment. Compile and maintain project data Office administration: Record and process requests for stationery and equipment. Monitor, report and ensure equipment and furniture maintenance, cleaning and repairs to the relevant parties. Project Management Support: Assist in project planning sessions. Assist with the design of project plans using appropriate software (including MS Project). Provide project management support to relevant staff members.

ENQUIRIES

: Kaizer Malakoane at 066 250 7072 Email: Kaizer.malakoane@gtac.gov.za

POST 45/113

: **TEAM ASSISTANT: JOBS FUND PMU REF NO: G28/2022**
Term: 24 Months Fixed Term Contract

SALARY

: R269 214 per annum (Level 07), (excluding benefits) PSR 44 will apply to candidates appointed in the Salary Level

CENTRE

: Pretoria

REQUIREMENTS

: National Diploma/ Advanced Certificate (NQF Level 6) in Secretarial and/or Office Administration or related field. A minimum of 3-5 years clerical experience. Experience in the public sector will be an added advantage. Competencies required: Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. 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. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). 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/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Administrative Support: Knowledge, capabilities and practices associated with the provision of office administration support. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may diary scheduling,

document filing and archiving, meetings administration, typing and computer literacy skills (MS Office), office administration, office resources and equipment administration, telephone administration and travel administration. Integrity/Honesty: To maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy.

DUTIES

: The Team Assistant will be responsible to provide secretarial and administrative support service to the team to enable efficient and smooth operations in the Project Management Unit. Telephonic communications administration: Assist with telephonic communications including answering, screening processing of incoming calls, and placing, connecting and record-keeping of outgoing calls. Assist with the development and maintenance of the office contacts directory. File telephone accounts. Diary and meetings administration: Provide appointments and meetings support including assisting with setting-up and confirming appointments and meetings and updating diaries preparing and distributing daily meetings schedule. Organise meetings and making sure all arrangements. File and archive meeting minutes, notes, agenda, and documents. Travel support: Assist with travel arrangements including preparing travel packs including meetings itinerary and details and travel documents, schedule and details. Assist with travel reports and travel claims processing and filing. Implement and maintain version control procedures on all portfolio reports and documentation. Drafting agendas, taking minutes, distributing and collecting of documents for the PMU meetings. Ensure /co-ordinate fast and efficient handlings of all correspondence, meeting of deadlines for documents (determine priority and follow up) as it relates to travel. Documents and reports administration: Index, file and maintain all documents including correspondence, memo's, agreements, and report. Assist with the preparation and finalisation of documents. Assist with the compilation and distribution of documents. Assist with the physical and electronic document tracking and filing systems. Office administration: Assist with the processing of stationery and equipment requests. Provide assistance with regards to the compilation of programme documents, work plans, slide presentations, spread sheets. Minute taking, preparation of action logs and distribution thereof using the templates of the Jobs Fund. Development of annual work plans, input for strategy sessions and preparation of documentation. Client and project teams support: Assist with the resolution of client queries Provide administrative and secretarial support to project teams as required. Index, file and maintain project data, documents and records. Jobs Fund Committee Secretarial Support: Provide secretariat services to meetings including preparation of meeting packs. Taking, typing up and distributing minutes. Filing and archiving meeting minutes, notes, agenda, and documents. Making the necessary logistical arrangements for meetings (telephone calls, messages and emails) etc. Project Management Support: Provide administrative and project management support for the Presidential Youth Employment Initiative). Updating risks and issue logs for relevant meetings. Updating project status reports for relevant meetings.

ENQUIRIES

: Kaizer Malakoane at 066 250 7072 Email: Kaizer.malakoane@gtac.gov.za

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)
(Tshwane North TVET College)
(Esayidi TVET College)
(Majuba TVET College)
(Maluti TVET College)
(Letaba TVET College)

ERRATUM: (For Letaba TVET College): Please note that the post that was advertised on Public Service Vacancy Circular 41 dated 28 October 2022 namely Student Support Officer: Permanent with Ref No: 13/10/2022, the centre for the post is no longer at Tzaneen Campus but Giyani Campus. Please note that the closing date has been extended to 09 December 2022. NB: Applicants who previously applied, they do not need to re-apply. Enquiries regarding the above information should be directed to: Mr KL Mojela at Tel No: 015 307 5440

OTHER POSTS

| | | |
|--|---|---|
| <u>POST 45/114</u> | : | <u>ASSISTANT DIRECTOR: EXAMINATION SERVICES REF NO: TNC/CO/22 – 11/1</u> Nature of Appointment: Permanent Appointment |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R491 403 per annum (Level 10), plus benefits Central Office Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Education (NQF Level 6) or equivalent. An Honours degree will be an added advantage. At least five years' experience in managing assessment, conducting external examinations as well as Teaching and Learning in the TVET sector. 2-3 years' experience in the management of assessment and examinations. An experience as a national examiner and/or moderator will be an added advantage. A valid SACE Certificate. Computer literate in MS Office 365 (Word, Excel, PowerPoint, and Outlook). Experience in managing training of examination officials. Knowledge and understanding of the TVETMIS and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Excellent leadership and management skills. Contract management principles and practices. Basic budgeting principles and practices. Excellent verbal and written communication skills including presentation and report writing- skills. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate on assessment & examination e-learning platforms. A valid driver's license. Ability to work long hours and under pressure. Willingness to travel. |
| <u>DUTIES</u> | : | Manage the college examination and assessments section. Standardisation of ICASS assessments across campuses. Coordinate collaboration groups and subject committees on the setting of quality and standardised assessment tasks and moderation thereof. Coordinate the Site-Based Assessments (SBA) as per the DHET Policies and Guidelines. Manage the internal marking centres at campuses. Oversee the process of internal marking. Coordinate the marker and moderator applications to DHET. Ensuring the submissions of all term marks to MIS are done timeously. Verification of submitted college term marks on assessments and final resulting. Support the integrity of the implementation of ISAT at all campuses. Provide assessment and examination support to all campuses. Monitor all campuses on the implementation of examination related policies. Ensuring the state of examination readiness at all campuses. Manage the process of resolving pending results. Monitor and support distribution point managers. Oversee the implementation of DHET/College management plans concerning assessments and examinations. Liaise between the college and DHET on all the examination and assessment related matters. Develop, review, and implement the college examination related policies. Provide guidance and assistance to the graduation committee. Writing of reports as and when required, inclusive of broad management and academic board reports. |
| <u>ENQUIRIES</u> | : | Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940 |

| | | |
|----------------------------|---|---|
| <u>APPLICATIONS</u> | : | Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. NO Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense. |
| <u>NOTE</u> | : | Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply. |
| <u>CLOSING DATE</u> | : | 12 December 2022 at 12:00 |
| <u>POST 45/115</u> | : | <u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION REF NO: TNC/CO/22 – 11/2</u> Nature of Appointment: Permanent Appointment |
| <u>SALARY</u> | : | R491 403 per annum (Level 10), plus benefits |
| <u>CENTRE</u> | : | Central Office |
| <u>REQUIREMENTS</u> | : | Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Education (NQF Level 6) or equivalent. An Honours degree will be an added advantage. At least 5 years' experience in the TVET sector delivering academic programmes. A minimum of three years' experience at management level. Valid SACE Registration. A sound and thorough knowledge of TVET College programmes. Computer literacy. Leadership, management, and project management skills. Good research, communication, report writing and presentation skills. Ability to work independently as well as in a team. Planning, organising, leading, and control skills. Knowledge and understanding of the PSET White paper and CET Act. Knowledge and understanding of the NDP 2030, Skills Development Act, Employment of Educators Act, Public Service Act, and Labour Relations Act. A valid driver's license. Ability to work long hours and under pressure. Willingness to travel. |
| <u>DUTIES</u> | : | Provide curriculum improvement and implementation support for ministerial programmes in line with the strategic objectives. Oversee and report on the implementation of IQMS and provide lecturer development support. Conduct impact assessment on training interventions and initiatives to improve student and lecturer performance. Develop, implement, and monitor academic and curriculum policies. Support the implementation of new programmes, qualifications, and curriculum. Conduct research on labour market needs to identify and recommend new demand driven, relevant and responsive programmes. Coordinate the implementation of ICASS guidelines for Report 191 and NC (V). Develop policy/guidelines for the management of curriculum. Provide required support to the college executive and oversight bodies. Oversee coordinated curriculum delivery at college delivery sites. Plan for the delivery of quality teaching and learning. Provide support and assistance with admission processes. Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders. Plan, implement and monitor the blended curriculum delivery mode and online learning across campuses. Analyse results and implement intervention plans for critical subjects. Plan class visits for classroom teaching and learning, ICASS and ISAT support. Identify learner material, equipment, and other resource requirements. Coordinate the provision of learning materials. Manage the Human, Financial and other resources of the unit. |

- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940
- APPLICATIONS** : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. NO Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.
- NOTE** : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply.
- CLOSING DATE** : 12 December 2022 at 12:00
- POST 45/116** : **ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: ADSRS/01/2022**
- SALARY** : R491 403 per annum (Level 10), plus benefits as applicable in the Public Service
- CENTRE** : Campus: Central Office
- REQUIREMENTS** : Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6) in Business Administration, Public Management or related qualification plus at least 3-5 years relevant supervisory experience, computer literacy and a valid driver's license. Recommendations: Experience in the post schooling education and training (PSET) sector will be an added advantage Extensive experience in any or all of the following general management spheres: registry, strategy and support management. Willingness to work irregular hours and travel extensively. 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. Skills: Proven report writing and presentation skills in the public sector and its legislation framework, Good communication skills and people Empowerment, Planning and execution, Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. Leadership skill.
- DUTIES** : Manage the administration of the overall student registration: Develop, review and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records Develop marketing strategies to attract new potential students Manage student registration and ensure proper procedure are followed. Develop and review registration document for accuracy Manage the database for new graduates and alumni into the job market. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation) Provide guidance and testing of students, with regard to choice of and placement within programmes. Maintain and update database of students enrolled within programmes Ensure that student orientate are conducted into college and campuses Ensure that learner's information are captured on Information Technology System (ITS). Oversee the provision of student financial aid and bursary services support Ensure that the TVET Bursary Scheme is

administered strictly according to the bursary rules and guidelines. Coordinate and chair the financial aid committee meeting and facilitate the awarding of approved college financial assistance programme. Verify compiled data on bursary statistics. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required. Identify potential sponsors in recognising academic achievement. Manage the administration of student learning materials Oversee issuing and collection of textbooks and learning materials Ensure textbooks are well maintained Manage the coordination of career exhibition services Market college programmes at schools, exhibition and during open days at college Management of all Human, Financial and other resources of the unit.

**ENQUIRIES
APPLICATIONS**

: Mr PM Ntshangase on Tel No: 0343264888
 : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).

NOTE

: Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached “Notice and Declaration by Applicants for Employment” form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.

CLOSING DATE

: 09 December 2022

POST 45/117

: **ASSISTANT DIRECTOR: TVET MANAGEMENT INFORMATION SYSTEMS
REF NO: ADTVETMIS/02/2022**

SALARY

: R491 403 per annum (Level 10), plus benefits as applicable in the Public Service

**CENTRE
REQUIREMENTS**

: Campus: Central Office
 : Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor’s Degree in Information Management, Computing or related qualification plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver’s license. Recommendations: Practical working experience in the data analysis and advanced experience in the development of policies/ implementation strategies will be an added advantage. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, Coltech, data warehouse and IT prescripts. Skills:

Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.

DUTIES : TVET MIS management, capturing and data extraction for the college Set up the system in readiness for enrolment and support other processes Control the quality of captured data and report if there are errors Maintain the college TVET MIS system Manage the student data Use various tools to extract data to facilitate statistical reporting Interact with service providers regarding upgrades and request for assistance Maintain data on student registration Submit monthly reports on skills & leanerships Compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Maintain, capture and validate inputs captured on Coltech student and other related systems Set up the student system for registration of students and ensure creditability and reliability Maintain the Coltech student system and other related system Monitor the capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office. Management of human, physical and financial resources. Render management services to staff Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

ENQUIRIES : Mr PM Ntshangase on Tel No: 0343264888
APPLICATIONS : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the 'CV' Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).

NOTE : Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached "Notice and Declaration by Applicants for Employment" form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.

CLOSING DATE : 09 December 2022

POST 45/118 : **ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: ADPL/03/2022**

SALARY : R491 403 per annum (Level 10), plus benefits as applicable in the Public Service.

CENTRE : Campus: Central Office

REQUIREMENTS : Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in

Project Management/ Marketing or related qualification plus at least 3 to 5 years supervisory experience in a Project Management/ Business Development and/or related environment computer literacy and a valid driver's license. Recommendations: Knowledge and experience in building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks. Business planning. Visibility analysis. Knowledge and understanding of administration reporting process and procedures. Skills: Negotiation, Communication, Presentation, Academic Process and moderation procedures, Administrative Planning and organizing Financial management Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.

DUTIES

: Partnerships Management Build a database of local business and other linkages Participate in business forums and identify project opportunities Develop project proposals and plans for joint initiatives Facilitate handover with the College managers Form partnership with industry and relevant stakeholders Business opportunities scanning Identify opportunities for College income generation Establish work environment simulation potential Provide market needs business case rationale for all opportunities Identify appropriate partner or service provider Coordinate the submission of tenders and funding proposals Provide information and reports on programmes, funding and partnership to DHET and other stakeholders Local and Provincial government relations Develop and update schedule of local government projects and opportunities Identify College synergies potential contribution to provincial departments Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with College core business Research Management Conduct visibility studies for all new and proposed projects Develop the project and budget Partner with relevant research organisations Negotiate and sign service level agreements and or contracts with clients Provide training and support to LPU and campus staff members on SETA and contractual compliance matters Coordinate accreditation and application for new programme approvals Handover the project to the relevant campus or occupational manger Oversee and maintain student work placement and Work Integrated Learning (WIL) Ensure that the TVET college student placement and WIL policy is in place and adhered to Analyse the job market, identify scarce skills and match available opportunities with college programme mix Ensure that an effective system is in place to assist learners to find job placement Identify potential partners and networks to benefit and support existing graduates Negotiate the employment opportunities with the employers and promote ex-graduate for vacancies Ensure that they attend the strategic meeting with SETA to negotiate graduate's placement and facilitate the signatory of Memorandum of Understandings (MoU's) Oversee SETA discretionary grant applications Oversee the implementation of Workplace Base Exposure Submission of quarterly monitoring and evaluation data Management of all Human, Financial and other resources of the unit.

**ENQUIRIES
APPLICATIONS**

: Mr PM Ntshangase on Tel No: 0343264888
 : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the 'CV' Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).

NOTE

: Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached "Notice and Declaration by Applicants for Employment" form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted.

Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred will be due to your own application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.

- CLOSING DATE** : 09 December 2022
- POST 45/119** : **ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: ADCDIOP/04/2022**
- SALARY** : R491 403 per annum (Level 10), plus benefits as applicable in the Public Service
- CENTRE** : Campus: Central Office
- REQUIREMENTS** : Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Office Management and Technology or related qualification plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver's license. Recommendations: 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. Skills: Management skills, Decision making, Financial management, Conflict management, Human Resource management, Time and people management, Good communication skills, Presentation and facilitation skills, Advanced computer literacy, Good analytical skills.
- DUTIES** : Planning, Managing and Monitoring of programmes: To plan for implementation of learnerships and short skills programme To manage all administration of the programs that are currently running To monitor progress of the programmes and do site visits where necessary Establishment of partnerships: To establish more partnerships with public and private sector to get more funding for learnerships and short skills programme To establish partnerships for work placements of learners who are doing learnerships to be able to do their practicals To sustain partnership that are already in existence with the College Programme accreditation with all Seta's 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 Budget Control: To be responsible for the Sectional budget on payment of training providers, facilitators and learner stipends Purchase of stationery, PPE's and work equipment Risk Management and Reporting: To identify risks that may affect smooth running of the Unit like drop outs of learners on learnerships which is mostly caused by non-payment of stipends To submit monthly reports to BMM and quarterly reports to funders.
- ENQUIRIES** : Mrs Z Nkabinde on Tel No: 0343264888
- APPLICATIONS** : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the 'CV' Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).
- NOTE** : Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal

Information Act, 2013, all candidates applying for advertised posts are required to complete the attached "Notice and Declaration by Applicants for Employment" form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.

CLOSING DATE

:

09 December 2022

POST 45/120

:

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LET 16/10/2022
Permanent

SALARY
CENTRE
REQUIREMENT

:

R393 711 per annum (Level 09)

:

Central Office

:

An appropriate Bachelor Degree or equivalent qualification majoring in Financial Management, Auditing, Accounting or Supply management. Five years relevant working experience in Finance of which two years must be on supervisory level. (Complete SAICA/SAIPA/ACCA articles with an Audit firm or SAICA registered company would be an added advantage-proof should be attached). An understanding of the Public Finance Management Act, 1999 (PFMA), Continued Education and Training (CET)Act, Generally Recognised Accounting Principles (GRAP), Supply Chain Management, Preferential Procurement Policy Framework and Treasury Regulations, Knowledge of Pastel, and experience in preparing financial statement. Skill and attributes: Communication and interpersonal, Conceptual, analytic, presentation, report writing, leadership, computer literacy, problem solving and negotiation skill.

DUTIES

:

The incumbent will be responsible for management of fixed assets, inventory, expenditure and procurement units of the college. The main duties will be as follows; Coordinate, review, research, analyses and plan the procurement needs of the college. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement, and maintain the college supplier database. Coordinate and review the processing of requisitions for goods and services. Follow up on outstanding purchase orders. Coordinate the safekeeping and distribution of goods. Coordinate, oversee and supervise the payment of suppliers and the management of creditors including contract management. Develop and implement an effective fixed asset and inventory management system and coordinate the asset verification and stock count of the college's assets and updating of the register/inventory reports. Preparation of assets, inventory and supply chain related budgets and council reports. Develop and implement an effective document management system for all the payment vouchers /contracts and supply chain documentation. Assists in the preparation of the Annual Financial Statements (AFS). Supervise employees to ensure an effective demand and acquisition management services and effective internal controls. Prepare the audit file for auditors and assist with resolving of audit queries.

- ENQUIRIES APPLICATIONS** : Mr P Mokhonazi /Mr KL Mojela / Ms PL Mokgobi on Tel No: (015) 307 5440
 : Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
- NOTE** : Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae. 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. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.
- CLOSING DATE** : 09 December 2022 at 16:00
- POST 45/121** : **ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: ADOM/05/2022**
- SALARY** : R393 711 per annum (Level 09), plus benefits as applicable in the Public Service
- CENTRE REQUIREMENTS** : Campus: Central Office
 : Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Public Management/ Business Management / Office Management and Technology or related qualification plus at least 3 to 5 years of relevant supervisory experience in a strategic planning and administration environment or related field. Recommendations: Advanced experience in the development of policies/ implementation strategies and practical experience in Office Management and Technology or public management will be an added advantage. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation Skills: Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.
- DUTIES** : Render administrative/executive support services in the office of the Principal Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal. Conduct research and provide expert administrative advice to the Principal and other officials in the college. Quality check letters, memoranda and submissions. Oversee and monitor the budget in the office of the Principal Co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements Establish and implement effective records and document management systems in the office of the Principal. Follow up and collate progress reports on the implementation of the resolutions Coordinate reports/presentations to all forums attended by the Office of the college Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures Co-ordinate and arrange all meetings, proceedings and activities of the above structures Provide technical support during meetings, proceedings and activities of the

above structures Compile agenda, minutes, reports and other records of the above structures Distribution of relevant documents for meetings of above structures Keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Ensure that approved minutes are signed off and safely kept. Prepare all presentation, speeches, reports of the Principal and Council Committees related to meetings of above structures. Provide strategic management, monitoring and evaluation services Facilitate and coordinate operational and strategic planning process Coordinate and compile strategic and operational plans Set research agenda Facilitate the development and implementation of service delivery improvement plans and initiatives Facilitate, coordinate and support the implementation of priority programmes/projects Coordinate and compile institutional performance and strategic reports Conduct an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives Facilitate the implementation of productivity measurement framework (measure of how efficiently and effectively inputs labour, financial resource and infrastructure) are translated into outputs (good and services).

**ENQUIRIES
APPLICATIONS**

: Mr SJ Mlotshwa on Tel No: 0343264888
 : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).

NOTE

: Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached “Notice and Declaration by Applicants for Employment” form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.

CLOSING DATE

: 09 December 2022

POST 45/122

: **ASSISTANT DIRECTOR: RISK, FRAUD, ETHICS AND INTEGRITY
MANAGEMENT REF NO: ADRFEI/06/2022**

SALARY

: R393 711 per annum (Level 09), plus benefits as applicable in the Public Service.

**CENTRE
REQUIREMENTS**

: Campus: Central Office
 : Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor’s Degree in a Risk Management, Internal Audit or related field qualification plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver’s license Recommendations: Knowledge of the relevant prescripts,

legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Practical experience in Internal Audit will be an added advantage. Skills: Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.

DUTIES

: Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy. Develop and review risk, fraud, ethics and integrity management policies. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide training, workshops and awareness on Provide training, workshops and awareness on fraud and risk to management and employees. Provide reports in relation to trainings, workshops and awareness campaigns. Provide Risk Management services facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. The provision of Risk identification and mitigation Provide Risk Management Report to College management and Risk Management Committee on quarterly bases. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure dissemination of the risk management strategy and the associated plan to employees. Ensure regular communication on outstanding items on the risk register. Manage fraud and anticorruption services Develop and maintain internal anti-corruption system. Fraud/Corruption risk assessments. Conduct investigations on allegations of corruption. Provide ethics and integrity management services. Promote the implementation of code of conduct e.g. remunerative work & gift register. Promotion of financial disclosure system. Management of all Human, Financial and other resources of the unit.

**ENQUIRIES
APPLICATIONS**

: Mr SJ Mlotshwa on Tel No: 0343264888
: Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the 'CV' Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).

NOTE

: Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached "Notice and Declaration by Applicants for Employment" form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.

CLOSING DATE

: 09 December 2022

| | | |
|----------------------------|---|---|
| <u>POST 45/123</u> | : | <u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: ADLR/07/2022</u> |
| <u>SALARY</u> | : | R393 711 per annum (Level 09), plus benefits as applicable in the Public Service |
| <u>CENTRE</u> | : | Campus: Central Office |
| <u>REQUIREMENTS</u> | : | Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Labour Relations, Employment Relations and Human Resource Management or related qualification plus at least 3 to 5 years of supervisory experience in Labour Relations or Human Resource Management environment or related field, computer literacy and a valid driver's license Recommendations: Advanced experience in interpretation, development and implementation of policies. Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL. Skills: Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management, Conducting investigations, Presentation skills. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | Mr KA Shangase on Tel No: 0343264888 |
| <u>APPLICATIONS</u> | : | Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the 'CV' Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope). |
| <u>NOTE</u> | : | Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached "Notice and Declaration by Applicants for Employment" form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer. |
| <u>CLOSING DATE</u> | : | 09 December 2022 |

| | | |
|-----------------------------------|---|---|
| <u>POST 45/124</u> | : | <u>ASSISTANT DIRECTOR: SUPPLY CHAIN AND CONTRACTS MANAGEMENT REF NO: ADSCCM/08/2022</u> |
| <u>SALARY</u> | : | R393 711 per annum (Level 09), plus benefits as applicable in the Public Service |
| <u>CENTRE REQUIREMENTS</u> | : | Campus: Central Office Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Supply Chain Management or Logistics Management or related qualification plus at least 3 to 5 years of supervisory experience in Supply Chain Management (tender and logistics Management) or related field, computer literacy and a valid driver's license. Recommendations: Advanced experience in the development of policies/ implementation strategies. Practical experience in Sage Pastel/ Evolution and interpretation of the system generated report as well as practical knowledge of managing three bid committees will be an added advantage. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal, contract management and supplier relationship management. Understanding of National Treasury's Supply Chain Management guidelines. Skills: Administrative, Planning and organising, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management. |
| <u>DUTIES</u> | : | Develop, review, implement and monitor SCM policies in line with relevant legislation. Ensure the implementation and monitoring of Supply Chain and Contracts management policies .Introduce a system for provisioning, procurement and reporting. Identify preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives. Conduct awareness on approved SCM policies. Oversee the procurement of good and services for the college: Ensure that all procurement is in compliance with the Supply Chain Management (SCM) policies and procedures of the college. Ensure that all official orders are compiled and authorized within three days form the date of recipients of the quotations or comparative schedules. Align procurement plan, policies and strategies with the annual budget. Manage the revision on summary of quotations, specifications and all documents supplied by the suppliers in order to comply with prescribed requirements. Ensure that purchase orders are generated, approved and processed. Ensure that the receipt of goods and services are submitted to finance department for processing. Oversee the development, maintenance and utilisation of the central supplier database. Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Oversee the administration of demand and acquisition Manage the administration of tender briefing session Manage preparation of a tender document upon receipt from tender bid specification committee Manage preparation of logistics for the Evaluation and Adjudication Committees Serve as an observer in the Evaluation and Adjudication Committee. Ensure that adjudication is monitored and aligned with the preferential procurement strategy Establish the bid specification, bid evaluation, bid adjudication committee and oversee the proper functioning of the committee. Ensure the development and utilisation of a supplier database and bid processes. Ensure an up to date database of service providers: Oversee the development and utilisation of a supplier database. Ensure that manual records are kept for all documentation submitted by suppliers Ensure that all suppliers' information and documentation are confidential. Ensure continuous maintenance of database Monitor the TVET college suppliers' database on the pastel system Maintain and review the supplier contracts register and manual/ electronic filing system to ensure that it is always up to date for all current contracts. Monitor supplier and College compliance with pricing, terms and conditions of all approved supplier contracts manage the process of supplier contract expiry Monitor the performance of contractual and non-contractual suppliers. Management of staff development Render management service to the staff Ensure completion of performance agreements by all employees in the unit; Supervision of staff. |
| <u>ENQUIRIES</u> | : | Mrs D Hassim on Tel No: 0343264888 |

- APPLICATIONS** : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).
- NOTE** : Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached “Notice and Declaration by Applicants for Employment” form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.
- CLOSING DATE** : 09 December 2022
- POST 45/125** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING AND ASSETS**
MANAGEMENT REF NO: ADMAAM/09/2022
- SALARY** : R393 711 per annum (Level 09), plus benefits as applicable in the Public Service
- CENTRE** : Campus: Central Office
- REQUIREMENTS** : Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor’s Degree in financial management or related qualification and plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver’s license. Recommendations: Advanced experience in interpretation, development and implementation of policies. Knowledge of PSET and CET Act. Knowledge and understanding PFMA. Knowledge and understanding Treasury 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 management systems Skills: Administrative, Planning and organizing, Financial management, Asset Management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management.
- DUTIES** : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE).

Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with the management accounting and asset management functions. Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting) and asset management (including stock management) oversee the management of assets for the college: Monitor the implementation of the asset management plan of the college. Ensure the barcoding of all existing and new assets are recorded on the relevant asset register. Review the asset management register (hardcat), electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals. Provide guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the reallocation of redundant. Ensure and monitor the asset count, verifications and office inspections of all assets and asset storerooms. Coordinate the receipt, processing and distribution of new assets. Oversee identification of asset for disposal. Facilitate and recording of loss, damage or mismanagement of asset. Responsible for asset verification. Establish asset disposal committee. Coordinate the internal, external and unauthorized movements of assets. Validate loss control reports for quality and losses. Conduct loss analysis to identify trends, security shortcomings and investigate all losses. Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Control leave and related personnel matters applying laid down Human Resources procedures.

ENQUIRIES
APPLICATIONS

: Mrs D Hassim on Tel No: 0343264888
 : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).

NOTE

: Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached “Notice and Declaration by Applicants for Employment” form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be

subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.

| | | |
|----------------------------|---|---|
| <u>CLOSING DATE</u> | : | 09 December 2022 |
| <u>POST 45/126</u> | : | <u>ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION (CAMPUS) REF NO: ADHOA/10/2022 (X6 POSTS)</u> |
| <u>SALARY</u> | : | R393 711 per annum (Level 09), plus benefits as applicable in the Public Service |
| <u>CENTRE</u> | : | Campus: Centre for People Development, Dundee Technology Centre, IT & Business Campus, Majuba Technology Centre, Newcastle Technology Centre and Open Learning Unit |
| <u>REQUIREMENTS</u> | : | Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in administration related to education / HRM / Finance and SCM or related qualification and plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver's license. Recommendations: Knowledge of office administration, Knowledge of HRM, Knowledge of Public Service legislations and policies, Knowledge of PSET, Knowledge and understanding of the TVET/ CET Administration, Understanding of the Higher Education sector, understanding of corporate governance, Understanding Cost centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation Skills: Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management. |
| <u>DUTIES</u> | : | Oversee the academic and student administration support services oversee the general administration of the campus Administer the provision of student support services. Administer the provision of student academic support services administer the provision of resource centre. Manage residence services. Administer student attendance. Administer student financial support. Support the implementation college sport, arts and cultural programme at campus level. Oversee student registration and examination administration process Draw up a campus enrolment plan. Coordinate the student registration process. Ensure that student portfolios of evidence and student records are safely filed. Ensure that student information are correctly captured and reconciled. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the examination process. Coordinate certification process. Oversee and coordinate human resource administration services Coordinate Leave forms and submit to central office. Coordinate EPMDS and IQMS documents and submit to Central Office. Coordinate all conditions of services matters and submit to central office for processing. Coordinate all training and development request submit to central office. Coordinate request to advertise forms and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances and submit to central office. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation college staff wellness programme at campus level. Oversee and Coordinate financial, asset and supply chain management services Coordinate procurement memo and requisition forms to central office for processing. Manage receive goods and services. Verify the correctness of goods and services supplied against the appropriate documentation Coordinate and submit invoices to central office for |

processing. Follow-up on campus requisitions made. Coordinate asset movement forms to central office for processing. Oversee campus infrastructure, maintenance and fleet management services. Ensure the implementation of occupational health, safety and environmental management strategies and programmes at campus level. Ensure the provision of infrastructure maintenance services. Ensure the provision of fleet management services. Ensure the provision of security services. Ensure the provision of gardening and cleaning services. 6Provide general administration support services and maintain a proper filing system Coordinate and gather campus information as and when requested by central office and department. Prepare submissions, memo, reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and national achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official. Management of human, physical and financial resources: Render management service to the staff Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

ENQUIRIES : Mr MN Ntshangase on Tel No: 0343144007 (Centre for People Development)
Mr PB Mbatha on Tel No: 03432125739 (Dundee Technology Centre)
Mrs FS Mabaso on Tel No: 0343181206 (IT and Business Campus)
Mr HV Mthembu on Tel No: 0343191182 (Majuba Technology Centre)
Mr SP Singh on Tel No: 0343183041 (Newcastle Technology Centre)
Mr NS Lakhan on Tel No: 0343141012 (Open Learning Unit)

APPLICATIONS : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the 'CV' Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).

NOTE : Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached "Notice and Declaration by Applicants for Employment" form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.

CLOSING DATE : 09 December 2022

POST 45/127 : **ASSISTANT DIRECTOR: RISK, FRAUD AND INTEGRITY MANAGEMENT**
REF NO: TNC/CO/22 – 11/3
Nature of Appointment: Permanent Appointment

SALARY : R393 711 per annum (Level 09), plus benefits

| | | |
|----------------------------|---|--|
| <u>CENTRE</u> | : | Central Office |
| <u>REQUIREMENTS</u> | : | Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Risk Management / Internal Audit (NQF level 6) or equivalent qualification. At least 3 - 5 years' experience in the Audit, Risk, Fraud, Ethics and Integrity Management or related field. Affiliation with a professional body (e.g., Institute of Risk Management SA, IIASA etc.) is an added advantage. Experience in Risk Management and control model principles, Internal Auditing and Risk Management systems/ software. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk, Fraud, Ethics and Integrity Management environment. Knowledge and practical experience in planning, organising, financial management, report writing, and communication. Advanced skills in problem solving, computer literacy, analytical, client oriented, project management, team leadership, and people management. Strong attributes in client service, integrity, accountability, focus and loyalty. Ability to work independently under pressure and for long hours. |
| <u>DUTIES</u> | : | Establish, implement, coordinate, and maintain the College Risk Management Framework and Fraud Prevention Strategy. Identify and analyse risks in the respective business units and campuses. Profile key compliance aspects in relation to legislation, policies, procedures, controls and monitoring. Monitor the implementation of risk strategies by management across college. Perform monitoring by observations over critical processes. Update college risk registers. Prepare comments and opinions on observations of specific processes, procedures, controls and systems. Conduct risk management workshops which entail educating and creating awareness on fraud risk and college strategies to manage fraud risk. Ensure and maintain Information Management and Record Keeping within the Risk Management Unit. Assist in conducting risk assessments and control identification exercise, assess the identified risk in terms of their likelihood, prepare risk register, update regularly and analyse the risk associated with each applicable financial and operational assertion. Monitor and evaluate the effectiveness of risk management practices within the College. Perform regular reviews on the register, perform follow-ups and conduct site visits. Provide input towards the preparation of quarterly reports to Management, Academic Board, Audit and Risk Committee, Council and other relevant structures. Set up and or review risk bearing capacity, risk appetite and risk tolerance levels of the College by members of the Executive Management Team and Council. Serve as a key resource in the Audit and Risk Committee and ensure the committee is functional. Maintain various statistical records for the College and maintain general files. |
| <u>ENQUIRIES</u> | : | Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940 |
| <u>APPLICATIONS</u> | : | Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense. |
| <u>NOTE</u> | : | Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply. |
| <u>CLOSING DATE</u> | : | 12 December 2022 at 12:00 |

POST 45/128 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: TNC/CO/22 – 11/4**

Nature of Appointment: Permanent Appointment

SALARY : R393 711 per annum (Level 09), plus benefits
CENTRE : Central Office
REQUIREMENTS :

Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Labour Relations, and Human Resource Management (NQF Level 6) or equivalent. At least 3–5 years' experience in the Labour Relations environment. Knowledge and understanding of the Labour Relations Act, Public Service legislations and policies related to Human Resource Management. Advanced experience in the development, implementation, and interpretation of Labour Relations policies and procedures. Sound knowledge and understanding of the 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/understanding of PERSAL. A valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills.

DUTIES : Maintain sound Labour Relations across delivery sites. Render advice on labour related matters. Develop. Implement and review Labour Relations policies, procedure, and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Oversee and facilitate investigations and disciplinary proceedings. Ensure management of strikes across delivery sites. Minimize labour disputes and ensure labour peace. Facilitate and conduct labour relations training and workshops. Management of appeals and disputes within the prescribed timelines. Ensure proper implementation of the collective bargaining council resolutions. Represent the college at Bargaining councils and the CCMA. Manage the Human, Financial and other resources of the unit.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940

APPLICATIONS : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.

NOTE : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply.

CLOSING DATE : 12 December 2022 at 12:00

POST 45/129 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: TNC/CO/22 – 11/5**

Nature of Appointment: Permanent Appointment

SALARY : R393 711 per annum (Level 09), plus benefits
CENTRE : Central Office
REQUIREMENTS : Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Financial Management (NQF Level 6) or related qualification. At least 5 years working experience. A post graduate qualification and/or articles will be added

advantage. Thorough knowledge and understanding of the public finance legislation/policies and the Continuing Education and Training (CET) Act. Knowledge, application and understanding of the PFMA and Treasury Regulations. Knowledge and understanding of the GRAP Standards. Knowledge and experience in compiling financial statements. Experience in managing a team of employees and providing leadership. Experience in risk assessment, risk mitigation and monitoring of internal controls. Negotiation and persuasion skills. Communication and interpersonal skills as well as emotional intelligence. Problem solving skills. Computer literacy. A valid driver's license is a prerequisite. Advanced analytical, client oriented, and project management skills. Willingness to work long hours.

DUTIES : Coordinate, review, analyse and quality assure the financial information for planning purposes. Oversee financial reporting for the college and support the Deputy Principal: Finance (CFO) with regards to the compilation of Annual Financial Statements and Monthly Reports. Review monthly reconciliations and perform financial reporting duties to internal and external parties. Support the Executive Management with the compilation of quarterly reports to the Finance Committee and Council. Monitor the internal controls in the Finance Division and ensure adherence to controls throughout the college. Liaise with internal and external auditors and provide access to documentation. Provide training and workshops across campuses on internal controls. Provide financial ratio analysis and guide the CFO on what needs to be improved in order to promote a self-sustainable college. Assist the CFO in ensuring self-sustainability, proper accounting records and daily accounting discipline among staff. Ensure effective supervision of staff for efficient financial accounting services.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940

APPLICATIONS : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. NO Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.

NOTE : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply.

CLOSING DATE : 12 December 2022 at 12:00

POST 45/130 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: TNC/CO/22 – 11/6**
Nature of Appointment: Permanent Appointment

SALARY : R393 711 per annum (Level 09), plus benefits
CENTRE : Central Office

REQUIREMENTS : Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in IT / Computer Science (NQF Level 6) or equivalent. At least 3-5 years working experience in Microsoft systems administration including Windows Server, Active Directory and MS Exchange, Enterprise storage administration, and Enterprise server administration. Knowledge and understanding in virtualisation administration, backup-to-disk systems and associated software and processes experience. Basic Linux Administration, LAN and WAN and IP

- Telephony technologies. Good communication, problem – solving, IT infrastructure support and customer relationship skills, and network administration.
- DUTIES** : Develop, implement, maintain and proactively communicate IT policies and procedures to ensure the effective and efficient use of IT throughout the College. Provide technical advice on network design and planning and manage the LAN support function to ensure continuous and effective execution of duties. Provide support in design, installation, and maintenance of network infrastructure equipment. Assist with hardware, server and infrastructure networking requirements scoping, establishment, and costing. Ensure effective management and maintenance of cyber security across campuses. Perform on –site backups. Monitor and perform health checks on the networks, analyse and resolve technical problems on the network. Perform configuration management on the network and manage the storage Area Network (SAN) of maintenance on all servers. Supervise the IT team. Support the Executive Management in ICT governance structures as a key resource. Oversee and liaison with service providers in respect to software licenses, upgrades, and related procurement. Oversee and coordinate ICT Training and promote digitisation of college operations. Support IT-related projects and any related task as may be required. Manage the Human, Financial and other resources of the unit.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940
- APPLICATIONS** : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.
- NOTE** : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply.
- CLOSING DATE** : 12 December 2022 at 12:00
- POST 45/131** : **ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION (X5 POSTS)**
Nature of Appointment: Permanent Appointment
- SALARY CENTRE** : R393 711 per annum (Level 09), plus benefits
Mamelodi Campus Ref No: TNC/MC/22 – 11/7
Rosslyn Campus Ref No: TNC/RC/22 – 11/8
Soshanguve North Campus Ref No: TNC/SNC/22 – 11/9
Soshanguve South Campus Ref No: TNC/SSC/22 – 11/10
Temba Campus Ref No: TNC/TC/22 – 11/11
- REQUIREMENTS** : Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Public Management/ Administration, Business Management/ Human Resource Management/ Management Assistant/ Education (NQF level 6) or related qualification. At least 3 – 5 years relevant experience in the PSET Sector. Knowledge and understanding of public administration. Knowledge and understanding of Public Service legislations and policies. Understanding of corporate governance in the PSET Sector. Understanding of Cost Centre Budgetary, Expenditure and Cash Flow Management. Knowledge and understanding of the Employment Equity Act, Public Service Regulations and

Public Service Act, Labour Relations Act and any other related legislation. Demonstrate knowledge and understating in planning, organizing, financial management, report writing, communication, interpersonal, problem-solving, computer literacy, analytical, client oriented, project management, team leadership, and people management skills. A valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills.

DUTIES : Overseeing the effective functioning of student administration support services and overall campus administration. Oversee administration process to support teaching and learning. Oversee and coordinate human resource administration, financial, asset and supply chain services. Oversee campus infrastructure, maintenance and fleet management services. Provide general administration support services and maintain proper records management systems. Manage the campus human, physical and financial resources.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940

APPLICATIONS : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.

NOTE : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply.

CLOSING DATE : 12 December 2022 at 12:00

POST 45/132 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: MALUTITVET/ASD-IA/031/2022**

(Re-advertisement), Candidates who previously applied for the post of Assistant Director: Internal Audit are encouraged to re-apply

SALARY : R393 711 per annum (Level 09)

CENTRE : Corporate Office (Bethlehem)

REQUIERMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Three (3) year tertiary qualification in Internal Audit / Accounting. Three (3) years functional experience in Internal Audit environment. Minimum of three (3) years supervisory experience. Computer Literacy (MS Word, MS Power Point, MS Excel) Recommendation: Registered member with professional body e.g. Institute of Internal Auditors (IIA). Unendorsed valid driver's licence. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Auditor General Processes and Procedures and Promotion of Access to Information Act (PAIA). Skills: Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organising, Policy analysis and Development, Communication and Report writing.

DUTIES : Ensure overall supervision, develop, review and monitor the implementation of internal audit policies. Plan, execute and report on audits. Facilitate the review of controls on systems, assets and operations. Coordinate audit and risk committee meetings. Collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit.

| | | |
|----------------------------|---|--|
| | | Supervision of junior personnel in the unit. Perform any other duty related to the post. |
| <u>ENQUIRIES</u> | : | Mr GD Mokoena/Ms TP Mathipe Tel No: 058 303 1732 |
| <u>APPLICATIONS</u> | : | All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No Faxed Or Emailed applications will be accepted. |
| <u>NOTE</u> | : | Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za (and be fully completed, dated, initialled and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts. Candidates who previously applied for the post of Assistant Director: Internal Audit are encouraged to re-apply. |
| <u>CLOSING DATE</u> | : | 14 December 2022 at 16:00 |
| <u>POST 45/133</u> | : | <u>SENIOR EXAMINATION OFFICER REF NO: MALUTITVET/CORP-SEO/032/2022</u> |
| <u>SALARY</u> | : | R331 188 per annum (Level 08) |
| <u>CENTRE</u> | : | Central Office (Phuthaditjhaba) |
| <u>REQUIREMENTS</u> | : | National Senior Certificate/Grade 12/Standard 10 or NCV Level 4. A recognised National Diploma (NQF 6) in Education/Administration or equivalent qualification. 3-5 years' experience in the Teaching and Learning environment. Experience in the interpretation, development, and implementation of relevant TVET Exam and Assessment policies, guidelines, and procedures. Unendorsed Valid Driver's license. Recommendation: Knowledge of White Paper on PSET Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system and TVETMIS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Administrative, planning and organizing skills. Report writing skills. Problem solving skills. Computer literacy. |
| <u>DUTIES</u> | : | To ensure the overall supervision and coordination of effective and efficient examination and assessment services in the entire college. Assist with the standardisation of ICASS assessments throughout campuses. Assist with the coordination of subject groups and the setting of quality assessment tasks. Coordinate the Site-Based Assessments (SBA) as per the DHET policies and guidelines. Assist with ensuring that ICASS & ISAT marks are monitored, verified, and submitted as per the DHET Management Plan. Assist with the drafting of the College Assessment Schedule. Ensure the overall supervision and training of Invigilators, Markers and Data Capturers. Ensure overall supervision and establishment of a functional of Irregularity Committee. Ensure the overall supervision and management of issuing certificates. Ensure overall supervision and proper administration of both the internal assessment and external examination services. Supervising human, physical and financial resources. |
| <u>ENQUIRIES</u> | : | Mr GD Mokoena/Ms TP Mathipe Tel No: 058 303 1732 |
| <u>APPLICATIONS</u> | : | All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem, 9700 or hand delivered at |

| | |
|---|---|
| <u>NOTE</u> | : Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700 No Faxed Or Emailed applications will be accepted. : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za (and be fully completed, dated, initialled and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts. Candidates who previously applied for the post of Assistant Director: Internal Audit are encouraged to re-apply. |
| <u>CLOSING DATE</u> | : 14 December 2022 at 16:00 |
| <u>POST 45/134</u> | : <u>LEARNERSHIP AND PLACEMENT OFFICER REF NO: CJC/LEOF/2022</u> Re-advertised. Interested applicants who applied in the previous advertisement must re-apply if they are still interested in the post). |
| <u>SALARY</u> | : R269 214 per annum (Level 07), plus benefits as applicable in the Public Service |
| <u>CENTRE REQUIREMENTS</u> | : Central Office: Park Town : Grade 12 Certificate or equivalent. A recognised 3-year qualification, Degree/ National Diploma (NQF 6) in Business Administration, Public Management, Marketing, Public Relations or equivalent qualification. A minimum of 3 years' relevant experience in employment services /Administration environment. Knowledge in Employment service market, PSET and CET Act, Public Service prescripts, DHET Policies, Industrial operation. Identification of opportunities in the market, Labour Market, Opportunity linkages with industries, Skills, Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Computer, Promotion, Placement. Values and Attitudes, Good interpersonal Relations, Always Professional and friendly, always willing to assist clients, Team player, Reliability. |
| <u>DUTIES</u> | : Facilitate the placement of student. Conduct job readiness training programmes. Liaison with commerce, industry and other relevant stakeholders. Maintain of employer and student placement database. Develop quality electronic report and statistics. Monitoring and evaluation of work placement practices. Conduct work based assessment for students. |
| <u>ENQUIRIES APPLICATIONS NOTE</u> | : Ms P James Tel No: 011 3516000 : All applications are to be sent via email to recruitment69@cjc.edu.za : Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at www.gov.za , stating the post you are applying for and the relevant reference number, b) a recently updated CV. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have |

foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation when shortlisted (if required). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
09 December 2022

CLOSING DATE

POST 45/135

EXAMINATION OFFICER: CLYDESDALE CAMPUS REF NO: E001/11/2022CLY

SALARY

R269 214 per annum (Level 07), (The successful candidate will be required to sign a performance agreement)

CENTRE

Esayidi TVET College, Clydesdale Campus

REQUIREMENTS

Grade 12 or equivalent plus a recognized Degree or National Diploma (NQF 6) in Business Management / Administration or equivalent qualification. Minimum of 3 years' in the examination services in Teaching and Learning environment or related field. Knowledge of White Paper on PSET Act, practice notes, national policy frameworks relevant to Education, Training and Development, Public TVET sector and its regulatory and legislative framework, understanding of the Higher Education Sector, COLTECH system, TVETMIS, and ITS systems and driver's licence.

DUTIES

Coordinate internal and external examination assessment. Check exam venues (seating plan, direction to exam venue, instruction to student and other related duties as per exam manual). Apply concessions for students with disabilities prior examination sitting. Monitor examination processes and procedures. Monitor campus exam centre for trimester or semester or year examination cycle. Ensure if invigilator and student comply with examination policy and regulations. Safe keep of question papers and distribute accordingly. Implement the internal Assessment (ICASS/ISAT) Monitoring and Verification tool. Implement College Examination Policy and Terms of References (TOR) for Examination related committee. Submit examination data to DHET. Arrange meetings before and after exams to discuss irregularity experience and assist in developing strategies. Coordinate the training of Invigilators, Markers and Data Capturers. Prepare logistical arrangement for training (materials, equipment, transport, refreshment and venue). Set up internal marking plan and set up internal marking centres. Prepare Invigilator agreement contracts and signing thereof. Assist with the coordination of the appointment of Chief Invigilators and Examination Officers. Coordinate the establishment of the Irregularity Committee. Coordinate activities for the development of learning material. Assist with the establishment of the Examination and Irregularity Committee. Serve as Secretariat and draft reports of the Committee. Coordinate the control and issuing of the certificates. Issue certificate, application form and quality assurance on submitted data. Process and submit all Diploma applications, keep record and handle enquiries. Track outstanding certificate applications (Statement of results, Diploma, NCV Certificates).

ENQUIRIES

Ms NB Ndlovu Tel No: (039) 940 5283

APPLICATIONS

Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240.

NOTE

Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae (inclusive of three contactable references and contact details), Original certificate copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence must only be submitted on the date of the interviews. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.

CLOSING DATE

13 December 2022

POST 45/136 : **IT TECHNICIAN REF NO: LET 17/10/2022**
Permanent

SALARY : R269 214 per annum (Level 07)
CENTRE : Giyani Campus
REQUIREMENTS : Senior Certificate/Matric and a relevant 3-year National Diploma in Information Technology (IT) / Computer Science or relevant equivalent. Minimum of 3 years' experience in an IT environment. Software and hardware support (Windows Microsoft). Certificate in MCSA and/or MCSE and/or (A+ and N+) with 3 years in a network environment. Windows 10/11 as well as MS Office Suite-2016/2019/Office 365. Basic Web Development experience. Valid Driver's license. Added Advantage: COBIT 5 Foundation, ITIL v3 Foundation. Recommendations: IT Hardware and Software understanding of Desktop, Networking and Voice Communication infrastructure. Program Installations. Understanding of IT Help Desk operation. Full comprehension of IT first and second line of IT support.

DUTIES : The successful candidate will be responsible for providing End-user support. Attend to incidents logged through the service desk. Perform network troubleshooting and support. Maintain user accounts and computer accounts management. Maintain IT asset audit compile technical reports for faulty IT equipment. Assist in management of Service Desk and Desktop support function services. Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers, and data projectors. Monitor wide and local area networks. Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Desktop support. Manage and maintain a virus free network. Liaise with users on request/faults. Install and support software/applications. Manage and monitor IP Telephone and Video conferencing. Training of End-users on the Microsoft applications. Assisting with uploading of content on to the website, and basic development. Monitor computers and LAN at the computer Labs.

ENQUIRIES : Mr P Mokhonazi / Mr KL Mojela / Ms PL Mokgobi on Tel No: (015) 307 5440
APPLICATIONS : Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.

NOTE : interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae. 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. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE : 09 December 2022 at 16:00

POST 45/137 : **GENERAL ADMINISTRATION CLERK: PERMANENT REF NO: LET 19/10/2022**
(Re-Advert), People who applied before are encouraged to re-apply.

SALARY : R181 599 per annum (Level 05)
CENTRE : Maake Campus
REQUIREMENTS : Grade 12 Certificate or NCV Level 4 Certificate in Office Administration or relevant equivalent Qualification. Excellent communication and interpersonal relations skills. Client focus and innovative thinking. Ability to work under

- pressure with little or no supervision. Adhere to Batho Pele principles. Telephone etiquette. Must be Computer Literate.
- DUTIES** : Render general administrative support services to Campus and/or Central Management and staff which include but not limited to typing of document, electronic and manual filling, data capturing including registration of students, responsible for reception, making and receiving calls/faxes, providing clerical support and performing reasonable task allocations at Campus and/or Central office.
- ENQUIRIES APPLICATIONS** : Mr P Mokhonazi / Mr KL Mojela / Ms PL Mokgobi on Tel No: (015) 307 5440
: Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
- NOTE** : interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae. 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. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.
- CLOSING DATE** : 09 December 2022 at 16:00
- POST 45/138** : **GENERAL ADMINISTRATIVE CLERK REF NO: GAC02/11/2022KOK**
- SALARY** : R181 599 – R213 212 per annum (Level 05), (The successful candidate will be required to sign a performance agreement)
- CENTRE REQUIREMENTS** : Esayidi TVET College, Kokstad Campus
: Matric plus an appropriate National Diploma in Office Administration. (NQF level 6) Minimum of two years in office environment. Driver's Licence. Knowledge of computer hardware, software and programs. Knowledge of Coltech will be an added advantage.
- DUTIES** : Render general clerical support services, Provide personnel administration clerical support services within the component. Assist with the coordination of internal and external examination, coordinate training for invigilators, render administrative services on career guidance, counselling and academic support for students. Assist in implementing the sports, recreation, arts and culture programmes for students in campuses.
- ENQUIRIES APPLICATIONS** : Ms NB Ndlovu Tel No: (039) 940 5283
: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag X713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240.
- NOTE** : Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae (inclusive of three contactable references and contact details), Original certificate copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence must only be submitted on the date of the interviews. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three

| | | |
|----------------------------|---|--|
| | | months after the closing date of this advertisement, kindly accept that your application was not successful. |
| <u>CLOSING DATE</u> | : | 13 December 2022 |
| <u>POST 45/139</u> | : | <u>DATA CAPTURER REF NO: DC03/11//2022UMZ (X1 POST)</u> |
| <u>SALARY</u> | : | R151 884 – 178 917 per annum (Level 04), (The successful candidate will be required to sign a performance agreement) |
| <u>CENTRE</u> | : | Esayidi TVET College, uMzimbhulu Campus |
| <u>REQUIREMENTS</u> | : | An appropriate National Diploma in Office Administration (NQF level 6) or any relevant field. Driver's Licence. Knowledge of computer hardware, software and programs. Coltech knowledge will be an added advantage. |
| <u>DUTIES</u> | : | Capture data from available records into the required formats e.g. databases, table, spread sheet. Verify query missing data errors observed during data entry. Review and validate all data from records. Submit data, Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records are properly sorted and secured. Provide information to components. |
| <u>ENQUIRIES</u> | : | Ms NB Ndlovu Tel No: (039) 940 5283 |
| <u>APPLICATIONS</u> | : | Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag X713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240. |
| <u>NOTE</u> | : | Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae (inclusive of three contactable references and contact details), Original certificate copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence must only be submitted on the date of the interviews. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful. |
| <u>CLOSING DATE</u> | : | 13 December 2022 |
| <u>POST 45/140</u> | : | <u>CLEANER REF NO: LET 20/10/2022</u> Permanent |
| <u>SALARY</u> | : | R107 196 per annum (Level 02) |
| <u>CENTRE</u> | : | Maake Campus |
| <u>REQUIREMENTS</u> | : | Grade 10 or equivalent qualification. Applicants should be committed, hardworking and must be able to work long hours and under pressure. Applicants must have good interpersonal relations and verbal communication skills. Be able to speak at least English language. |
| <u>DUTIES</u> | : | Maintaining the cleanliness of the building by performing various cleaning duties which includes but not limited to dusting and waxing office furniture, sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, cleaning walls, windows and floors, collecting and removing of waste papers, freshen the office areas, clean the college kitchen and basins, wash and pack kitchen utensils. Empty and wash waste bins and send recyclables to disposal area. |
| <u>ENQUIRIES</u> | : | Mr P Mokhonazi /Mr KL Mojela / Ms PL Mokgobi on Tel No: (015) 307 5440 |
| <u>APPLICATIONS</u> | : | Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. |
| <u>NOTE</u> | : | Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive |

Curriculum Vitae. 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. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE

:

09 December 2022 at 16:00

DEPARTMENT OF HOME AFFAIRS

CLOSING DATE : 09 December 2022

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

OTHER POSTS

POST 45/141 : **SPECIALIST: ENTERPRISE ARCHITECTURE (IS) REF NO: HRMC 88/22/1**
Branch: Information Services
Chief Directorate: IS Governance

SALARY : R766 584 - R903 006 per annum (Level 11), (an all-inclusive salary package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : An undergraduate qualification in Information Technology or related at NQF level 6 as recognised by SAQA. Minimum of 5 years' experience as specialist / Assistant Director level at Enterprise Architecture / IS Governance environment. Experience in IS governance processes. Certificate in The Open Group Architecture Framework (TOGAF) will be an added advantage. Knowledge of State Information Technology Act (SITA), the GITO Frameworks and policies. Understanding of the Public Service Regulations. Knowledge of Minimum Information Security Standards (MISS). Knowledge of the Departmental and Human Resource Management Regulatory Frameworks. Knowledge of Government Wide Enterprise Architecture Framework (GWEAF). Knowledge of the Open Group Architecture Framework (TOGAF). Knowledge of Corporate Governance of ICT Policy Framework. Accountability, capability and leadership. Business continuity. Ability to translate IT language into English. Enterprise architectural skills. Expenditure management. Programme and project management. Business analysis and time management. Stakeholder relations and customer focus. Conflict management and resolution. Communication, presentation and facilitation skills. Business report writing. Problem solving and strong analytical skills. Influencing and networking. Computer literacy. Modelling skills and data analysis. A valid

- drivers' license and willingness to travel. On-call and working extended hours may be required.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate, review and update an integrated system architecture. Develop, coordinate and implement models for the respective Enterprise Architecture domains. Ensure that all IT Solutions are in compliance with Enterprise Architecture Principles. Coordinate and develop Enterprise Architecture plan, strategies, policies and processes within DHA. Develop and review Enterprise Architecture for the Department. Build and maintain relationship with various Internal and External stakeholders. Ensure business transformation and partnership with various stakeholders. Ensure operational efficient and service delivery improvement in the Department. Ensure operational efficient and service delivery improvement in the department. Ensure the implementation of effective risk and compliance management practices. Manage physical, human and financial resources.
- ENQUIRIES APPLICATIONS** : Mr WM Nkadimeng Tel No: (012) 406 2576
- : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001
- POST 45/142** : **DISTRICT IT OFFICER REF NO: HRMC 88/22/2**
- SALARY** : R393 714 - R463 764 per annum (Level 09). (A basic salary), In addition, a range of benefits are offered.
- CENTRE REQUIREMENTS** : Guateng: District Municipality - Sedibeng
- : An undergraduate qualification in Information Technology / Computer Science / Information System qualification at NQF level 6 as recognized by SAQA. Minimum of 3 years' technical experience in Information Technology. Experience in desktop, network, server and application support. Knowledge and application of the GITO Guidelines and prescripts. Sound knowledge of Minimum Information Security Standards. Sound knowledge of Protection of Information Act 84 of 1982 and the promotion of Access to Information Act. Knowledge of the State Information Technology Agency Act. Knowledge of the Public Service Regulatory Framework. Knowledge of the Departmental legislation and prescripts. Influencing and networking. Client orientation and customer focus. Planning and Organizing. Program and project management. Change management, communication as well as decision making. Presentation and report writing skills. Problem solving and analysis. A valid drivers' licence, willingness to travel, on call, and working extended hours when required.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the implementation of infrastructure and hardware support. Install and support of Telkom data-lines, routers, switches, firewalls and IDS/IPS. Facilitate and implement application / system support in District Municipality. Facilitate disposal process of I.T assets providing technical reports for redundant and obsolete items. Ensure that officials are able to capture Smart ID and passport applications, and to ensure they are able to dispatch the Smart ID and passports. Ensure that officials are able to access, and capture BMD applications and print certificates. Provide IT support to transversal systems. Ensure high availability of systems in the Province. Identify and resolve problems causing disruption on the operation of the business and in the network. Provide IT support on all systems in DHA offices including Ports of Entry, Refugees Centres, Service points and Health facilities that provides DHA services. Identify suitable workarounds that provide staff with service improvement while a more permanent solution is sought. Ensure the implementation of effective risk and compliance in the Unit. Keep up-to-date with regulatory requirements and liaise with all relevant stakeholders within and external to the organisation. Administer physical and human resources.
- ENQUIRIES APPLICATIONS** : Mr P Mlangeni Tel No: (011) 242 9039
- : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from

any Public Service department or at www.gov.za, by the closing date to:
Gauteng: Postal Address: Private Bag X108, Braamfontein, 2017, Physical
Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street,
Braamfontein, 2017

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

| | | |
|----------------------------|---|--|
| <u>CLOSING DATE</u> | : | 12 December 2022 |
| <u>NOTE</u> | : | Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. |

OTHER POSTS

| | | |
|--------------------------------------|---|---|
| <u>POST 45/143</u> | : | <u>AREA COURT MANAGER REF NO: 22/VA84/NW</u> |
| <u>SALARY</u> | : | R766 584 – R903 006 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Molopo Cluster 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; 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; A valid driver's license; Experience in the Court environment will be an added advantage. 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 skill; Decision making skills; Presentation skill; Developing others. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. L. Shoai Tel No: (018) 397 7088 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng. |
| <u>NOTE</u> | : | People with disabilities are encouraged to apply |
| <u>POST 45/144</u> | : | <u>DEPUTY DIRECTOR: SPECIAL PROGRAM (YOUTH) REF NO: 22/287/DG</u> |
| <u>SALARY</u> | : | R766 584 – R903 006 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | National Office, Pretoria |

| | | |
|----------------------------|---|---|
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF Level 6) in Project Management or equivalent; A minimum of 3 years' experience in Project management at managerial (Assistant Director) level; Knowledge and understanding of the Justice system, Public Service Regulations, Public Finance Management Act and departmental policies and prescripts; Knowledge of Project management. 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; Interpersonal relations and conflict resolution; Planning and organizing; Problem solving and decision making; Project management. |
| <u>DUTIES</u> | : | Key Performance Areas: Coordinate and monitor special projects within the justice, crime prevention and security (JCPS) cluster; Report on implementation, progress and challenges pertaining to special projects; Conduct, research and analyse information/statistics on special project as required by the JCPS cluster; Render secretariat services to the Development Committee (DEVCOMM) –Sub structure of the JCPS Cluster; Conduct policy analysis to identify overlaps on policies and regulations within the department and JCPS cluster; Provide effective people management. |
| <u>ENQUIRIES</u> | : | Mr. J Maluleke Tel No: (012) 315 1090 |
| <u>APPLICATIONS</u> | : | 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. |
| <u>POST 45/145</u> | : | <u>DEPUTY DIRECTOR: COMPLAINTS ASSESSMENT AND INVESTIGATION: OFFICE OF THE LEGAL SERVICES OMBUD REF NO: 22/02/OLSO</u> (12 Months Contract Appointment) |
| <u>SALARY</u> | : | R766 584 – R903 006 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Legal Services Ombud: Cape Town |
| <u>REQUIREMENTS</u> | : | An LLB Degree/ four year Law Degree as recognized by SAQA; Minimum of 6 years' experience post qualification in the Legal Services field; Admission to Legal Practice Council and in good standing; Knowledge of the Legal Practice Act; Practical knowledge and understanding of assessment as well as investigative approaches and methodologies; Practical knowledge and understanding of drafting legal instruments, litigation management processes and interpreting statutes. Skills and Competencies: Computer literacy; Strategic capability and leadership; Case-flow management; Financial skills; Information and knowledge management; Project management; Service delivery innovation; Legislative drafting; Presentation and facilitation; Ability to analyse and develop policies; Communication skills (written and verbal). |
| <u>DUTIES</u> | : | Key Performance Areas: Assess merit and validity of all complaints in line with mandate of the Office of the Legal Services Ombud (OLSO); Determine additional requirements based on assessment of complaints; Analyse data and advice on necessary corrective actions; Produce investigation reports on all complaints and advice on remedial actions thereof; Gather relevant evidence and conduct witness interviews; Provide legal advisory services to Office of the Legal Services Ombud (OLSO); Draft and review of legal opinions, advice, contracts and service level agreements correspondence to ensure quality control; Advise OLSO on compliance with Legislation, Regulations, Rules, Policies and procedures; Manage litigation matters on behalf of OLSO; Conduct legal research and knowledge management; Monitor the investigation of complaints, conduct of disciplinary committees and appeal tribunals of the LPC; Develop and implement policies, systems and processes in line with legislative provisions and best practices principles; Develop and review policy guidelines and procedures for assessment operations and investigation/monitoring operations. |
| <u>ENQUIRIES</u> | : | Ms. MV Shivuri Tel No: (010) 023 5508 |
| <u>APPLICATIONS</u> | : | Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion |

| | | |
|--------------------------------------|---|---|
| <u>POST 45/146</u> | : | <u>SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL PROCESS (MR6): REF NO: 22/245/LD</u> |
| <u>SALARY</u> | : | 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. |
| <u>CENTRE REQUIREMENTS</u> | : | National Office: Pretoria |
| | : | LLB Degree or four year legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the South African legal system and experience in office administration; Knowledge of the Constitution, 1996, the Criminal Procedure Act, 1977, the Child Justice Act, 2008; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and State Liability Act; A valid driver's license. Skills and Competencies: Computer literacy; Communication skills; Legal research and drafting skills; Report-writing (memoranda) and analytical skills; Good interpersonal and language skills; Planning and decision making skills; Strategic capability and leadership skills. |
| <u>DUTIES</u> | : | Key Performance Areas: Supervise and oversee the processing of applications for expungements in terms of section 271B of the Criminal Procedure Act 1977, Presidential Pardons in terms of section 84(2)(j) of the Constitution and requests for reconsideration of new evidence in terms of section 327 of the Criminal Procedure Act 1977; Conduct legal research on principles of case law; Provide inputs with regard to the Directorate's budget, expenditure and organizational structure; Coordinate the compilation of monthly and annual reports on the activities of the Directorate; Develop, implement and report on service delivery innovations; Oversee administration processes in the Directorate to ensure the efficient and effective functioning of the Directorate; Handle ad hoc tasks in line with instructions; Provide effective people management. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. P. Leshilo Tel No: (012) 357 8240 |
| | : | Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 |
| <u>NOTE</u> | : | People with disabilities are encouraged to apply. |
| <u>POST 45/147</u> | : | <u>COURT MANAGER REF NO: 112/2022/WC</u> |
| <u>SALARY</u> | : | R491 403 – R587 841 per annum. (The successful candidate will be required to sign a performance agreement) |
| <u>CENTRE REQUIREMENTS</u> | : | Magistrate Office, Simonstown |
| | : | 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. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms N Bekwa Tel No: (021) 462 5471 |
| | : | Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town. |
| <u>FOR ATTENTION NOTE</u> | : | Ms L Keyster |
| | : | Persons with disabilities are encouraged to apply. |

| | | |
|--------------------------------------|---|--|
| <u>POST 45/148</u> | : | <u>ASSISTANT DIRECTOR: FINANCE (OFFICE OF THE LEGAL SERVICES OMBUD: REF NO: 22/03/OLSO)</u> (12 Months Contract Appointment) |
| <u>SALARY</u> | : | R393 711 + 37% = R539 384 per annum in lieu of benefits. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Legal Services Ombud: Centurion A National Diploma (NQF 6)/ Bachelor's Degree in Financial Management or relevant equivalent qualification; A minimum of three (3) years relevant experience in Financial Management; Knowledge of financial and administrative functions, including risk, internal controls, financial reporting and record keeping; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, financial management, cash and accrual accounting standards, planning and budget procedures in the public sector, as well as revenue and cash management experience; Experience in operating transversal financial systems (BAS, LOGIS and PERSAL); A valid driver's license. Skills and Competencies: Planning and organising skills; Ability to work under pressure; Good communication; Financial and Supply Chain Management skills; Sound analytical, statistical and problem solving skills; Computer literacy; Creative, innovative, flexible and highly motivated; Ability to work independently as well as with internal and external clients; Strong leadership and management capabilities; Presentation and facilitation skills; Interpersonal relations and conflict resolutions. |
| <u>DUTIES</u> | : | Key Performance Areas: Ensure that BAS payments, LOGIS payments and travel and subsistence claims are accurate and processed effectively and efficiently in terms of departmental policies and procedures; Ensure compliance to Treasury Regulation 8.2.3 and all departmental policies and procedures; Compile financial reporting inputs on a monthly and/ or quarterly basis; Ensure that all suppliers are verified and registered on departmental financial systems; Provide effective people management; Ensure provision of petty cash in the office in providing financial guidance to responsible managers; Exercise adequate control over filed payment documents (batch/document control); Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. MV Shivuri Tel No: (010) 023 5508 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001. OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion |
| <u>POST 45/149</u> | : | <u>PRINCIPAL COURT INTERPRETER (X2 POSTS)</u> |
| <u>SALARY</u> | : | R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Magistrate, Mount Frere Ref No: 173/22EC Magistrate, Grahamstown Ref No: 174/22EC |
| <u>REQUIREMENTS</u> | : | NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5; Proficiency in English two or more indigenous languages (preference will be given to languages used in area and sign language); 5 years' practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; A valid driver's license; Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting. |
| <u>DUTIES</u> | : | Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Procure Foreign Language Interpreters and Casual Interpreters. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. N Nghona Tel No: (043) 702 7000 / 7138 Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200. |
| <u>NOTE</u> | : | Applicants will be subjected to a language test – speak, read and written. Separate application must be made quoting the relevant reference number. |

- POST 45/150** : **SOCIAL WORKER/FAMILY COUNSELLOR (GRADE 1 -4) REF NO: 176/22EC**
- SALARY** : R269 301 – R607 593 per annum, (Salary will be in accordance with OSD Determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Family Advocate, Port Elizabeth
: Bachelor's Degree in Social Work or equivalent qualification; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration as Social Worker with SACSSP; Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act; Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license. Skills and Competencies: Computer literacy; Communication (verbal and writing skills in English and Afrikaans); Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to details.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile statutory court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.
- ENQUIRIES APPLICATIONS** : Mrs. L de Kock Tel No: (043) 702 7000 / 7130
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
- NOTE** : A successful candidate will be expected to relief in other service offices in the Province when there is an operational need; Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not apply.

OFFICE OF THE CHIEF JUSTICE

APPLICATIONS

: **Kimberly:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaaityje Drive, Room B107, Kimberley.

Gauteng Division: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg

Western Cape Division of the High Court: Quoting the relevant reference number, direct your application to The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.

Eastern Cape division of the High Court Makhanda/Mthatha/Provincial Service Centre: East London/Provincial Service Centre: East London: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London

Mpumalanga Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

Supreme Court of Appeal: Bloemfontein/Free state Division of the High Court/Free state Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

CLOSING DATE

: 09 December 2022

NOTE

: All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; 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 initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure 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 (when shortlisted). 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

ERRATUM: Please note that the following posts have been withdrawn; Administration Clerk Supply Chain Management: Makhanda High Court advertised with Ref No: 2022/184/OCJ in the Public Service Vacancy Circular 41 dated 28 October 2022 with a closing date 11 November 2022, Assistant Director: Security, Provincial Service Centre: Kimberly advertised with Ref No: 2022/195/OCJ in the Public Service Vacancy Circular 42 dated 04 November 2022 with a closing date 18 November 2022 and Deputy Director: HRM at the Provincial Service Centre: Kimberly advertised in Public Service Vacancy Circular 42 dated 04 November 2022 with a closing date 18 November 2022 under Ref No: 2022/194/OCJ.

OTHER POSTS

- POST 45/151** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2022/213/OCJ**
- SALARY** : R766 584 – R903 006 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Provincial Service Centre: Kimberley
- REQUIREMENTS** : Matric certificate and a three-year National Diploma/Bachelor's Degree in Human Resource Management and/or Development or Public Administration or equivalent qualification as recognised by SAQA. A minimum of five (5) years' experience in Human Resource Management of which three (3) years' must be at Assistant Director. A valid driver's license. Technical knowledge competencies: Knowledge of Human Resource Administration as well as Recruitment and Selection. Knowledge of PERSAL. Knowledge and understanding of the current public service legislations, regulations and policies. Computer literacy in MS Office. Skills and competencies: Good verbal and written communication skills. Accuracy and attention to detail. Good administration and organizing skills. Good interpersonal and public relations skills. Ability to work under pressure, independently and self-motivated.
- DUTIES** : Manage staff establishment of the Province. Manage HR Administration, Training and HR Records in the Province. Manage the Performance Management and Development system. Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees. Facilitate the process of Employee Relations in the Province. Provide expert advisory support to stakeholders. Responsible for the interpretation and implementation of OSD policies and resolutions. Give advice on Procedural and technical related matters in respect of Human Resource administration, policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management. Manage and administer policy and procedure in incapacity leave and ill health retirement (PILIR) in the department. Manage the performance of personnel within the Human Resource section / unit.
- ENQUIRIES** : Technical Enquiries: Ms S Kayuma Tel No: (053) 807 2720/29
HR Related Enquiries: Ms T Methu Tel No: (053) 807 2714
- POST 45/152** : **COURT MANAGER REF NO: 2022/214/OCJ**
- SALARY** : R766 584 - R903 006 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State Division of the High Court

- REQUIREMENTS** : Matric certificate and three-year National Diploma/Degree in Management or Administration and related fields at NQ Level 6 (360 credits) as recognised by SAQA. A minimum of six (6) years' relevant experience of which three (3) years' should be at supervisory level. A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Time management and ability to work under pressure.
- DUTIES** : Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.
- ENQUIRIES** : Technical enquiries: Mr LJ Kolosa Tel No: 051 492 4574
HR related enquiries: Ms M.A Luthuli Tel No: (051) 492 4573
- POST 45/153** : **ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 2022/215/OCJ**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Service Centre: Kimberley
Matric certificate and a three-year National Diploma / Bachelor Degree in Security Management or Risk Management (NQF level 6) plus a minimum of three (3) years' supervisory experience in the security environment. Grade A/B PSIRA Certificate (Private Security Industry Regulatory Authority). A Valid Code EB driver's license. Computer literate and advance skills in word, excel and PowerPoint. Completion of the SSA Security Management Training Course will be an added advantage. Skills and Competencies: Ability to work independently and meet deadline. Willingness to travel extensively and work outside normal official working hours. Good writing skills. Sound knowledge of PAIA, MISS, OHSA, Protection of Information Act. Sound knowledge of relevant security and risk legislation including but not limited to the POPI Act 4/2013 and the control of Access to Public Premises and Vehicles Act 53 of 1985. Security and Risk Management Skills. Good communication skills. Good inter-personal relations.
- DUTIES** : Assist in the management of total security (personnel, document, physical assets, contingency planning and security planning) of the OCJ and linked institutions. Implementation of the OCJ security policy. Development of security procedural guidelines. Evaluations and optimisation of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programme. Interaction with security-related and relevant authorities including government departments (State Security Agency, SAPS, Comsec, Doj&CD, etc) Manage the private security service provider and ensure compliance with the applicable Service Level Agreements(s). Facilitate the provision, repair, renovation, service and maintenance of facilities. Management of Logistical/transport services. Risk Management. Ensure compliance with security and Risk auditing processes. Overseeing all auxiliary services.
- ENQUIRIES** : Technical Enquiries: Ms S Kayuma Tel No: (053) 807 2720/29
HR Related Enquiries: Ms MK Seithlamo Tel No: (053) 807 2714
- POST 45/154** : **ASSISTANT DIRECTOR STATISTICAL ANALYSIS AND REPORTING REF NO: 2022/216/OCJ**
- SALARY** : R393 711 - R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Free State Division of the High Court
Matric certificate and Bachelor's Degree in Statistics or equivalent Degree. A minimum of three (3) years' statistics/data collection experience of which one (1) year must be on supervisory level. A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management.

- Leadership capabilities. Effective communications skills. Time management and ability to work under pressure.
- DUTIES** : Manage and administer data collection on court processes. Identify data required. Collate data on a uniform tool as requested. Ensure accurate data is collected and checked. Analyse data information into the format required. Maintain databases with datasets. Enter data into the reporting tools. Liaise with sources of information by communicating. Identify training needs and offer information sessions and training. Follow-up, verify and clean the data before processing. Keep/ check and analyse Court's monthly, quarterly and annual statistics and submission thereof. Deal with the files in terms of the relevant Codes and Legislation. Prepare and present cases for audit purposes. Manage the staff component and performance assessments.
- ENQUIRIES** : Technical enquiries: Mr SP Mathibeli Tel No: 051 492 4523
HR related enquiries: Ms M A Luthuli Tel No: (051) 492 4523
- POST 45/155** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2022/220/OCJ**
(Re-Advert applicants who previously applied are welcome to re-apply)
- SALARY** : R331 188 – R390 129 per annum, (The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour and Labour Appeals Court Cape Town
- REQUIREMENTS** : Matric certificate and a three year National Diploma or Degree in Public Administration Management or equivalent qualification at NQF level 6, 360 credits as recognised by SAQA. A minimum of 3 years relevant knowledge and experience in office and or administration. Court experience will be an added advantage. A minimum 1-year supervisory experience. A valid driver's licence. Knowledge Skills and Competencies: Good people management/ interpersonal skills; Excellent skills (written and verbal), Sound leadership and management skills, Exceptional report writing skills; Be self-motivated; Attention to detail; Commitment and Integrity; Problem solving and Maintaining discipline; Knowledge of the PFMA, DFI, BAS & JYP; Knowledge of Human Resource Management, Finance, Asset and Risk Management,; Computer Literacy (MS Word, EXCEL, PowerPoint and Outlook).
- DUTIES** : Manage an co-ordinate human resource and financial resources within the office; Coordinate and manage the risk and security within the court; Manage the facilities, assets; physical resources, information and communication related to the office/court; General supervision of the administrative staff; Implement formal and informal discipline; Compile and analyse statistics to show performances and trends; Draft and submit memoranda and reports; Implement departmental pre-scripts and policies; Perform any other duties required to ensure the smooth running of the office/court; Perform any other duties as directed by management.
- ENQUIRIES** : Technical enquiries: Ms Z Pienaar Tel No: (021) 469 4048/4003
HR related enquiries: Ms M Baker Tel No: (021) 469 4038
- POST 45/156** : **JUDGE'S SECRETARY REF NO: 2022/217/OCJ**
(3-Year Contract)
- SALARY** : R269 214 – R317 127 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court Of Appeal: Bloemfontein
- REQUIREMENTS** : Matric certificate. Minimum of one years' experience as a secretary or as an office assistant. An LLB degree or a minimum of 20 modules completed towards an LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. A valid driver's licence. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Office) and research capabilities.
- DUTIES** : Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda, decisions, directions, opinions, orders or judgments written or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and

accommodation arrangements. Store, keep and safeguard all case files and update the case file with the order made by the judge. Update files and documents and provide copies of documents to the registrar. Perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.

- ENQUIRIES** : Technical related enquiries: Ms CA Martin Tel No: 051 412 7400
HR related enquiries: Ms M Luthuli Tel No: 051 492 4573
- POST 45/157** : **JUDGE'S SECRETARY REF NO: 2022/218/OCJ**
(3 Year Contract)
- SALARY** : R269 214 - R317 127 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of the High Court: Johannesburg
- REQUIREMENTS** : Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the Judge to the court and circuit courts. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Technical and HR enquiries HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 45/158** : **STATE ACCOUNTANT REF NO: 2022/219/OCJ**
- SALARY** : R269 214 - R317 127 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State Provincial Service Centre
- REQUIREMENTS** : Grade 12 plus three-year National Diploma/ Degree in Finance/ Accounting Management/ or equivalent qualification on NQF Level 6. Minimum of three (3) years relevant experience. Knowledge of BAS, JYP and PERSAL and other government transversal systems. Knowledge of PFMA, PPPFA, Treasury Regulations and Financial Instructions. Skills and competencies: Analytical

| | | |
|----------------------------|---|---|
| | | and Interpretation; Honest and open minded, Presentable/ Acceptable: Assertiveness: Communication and interpersonal skills. |
| <u>DUTIES</u> | : | Payments to creditors and suppliers within the prescribed period as per Treasury Regulation; monthly checking of procurement documents; Checking of all payment documentation (S&T and overtime included) for compliance of prescripts; Supervise the issuing, recording, reconciliation, replenishment and safeguarding of petty cash; Supervise collection of revenue, perform banking and reconcile monies received and banked; Assistance in compilation and submission of monthly reports and registers; Compile journals for correction of miscalculations; Assistance with audit queries and processes; Monitoring staff. |
| <u>ENQUIRIES</u> | : | Technical related enquiries: Ms V.A.V Ntwasa Tel No: (051) 492 4523 HR related enquiries: Ms M.A Luthuli Tel No: (051) 492 4523 |
| <u>POST 45/159</u> | : | <u>REGISTRAR (X3 POSTS)</u> Re-Advert (Applicants who previously applied are welcome to re-apply) |
| <u>SALARY</u> | : | R268 755 – R307 302 per annum (MR3 –MR5), (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Free State Division of the High Court Ref No: 2022/221/OCJ Western Cape Division of the High Court Ref No: 2022/223/OCJ (X2 Posts) |
| <u>REQUIREMENTS</u> | : | Matric certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of three (3) years' legal experience obtained after qualification. Superior court or litigation experience will be an added advantage. A valid driver's license. Skills and Competencies: Excellent communication skills (verbal and written). Planning and organising, problem solving, numerical skills. Attention to details. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure. |
| <u>DUTIES</u> | : | Co-ordination of Case Flow Management and support process to the Judiciary. Comply with court rules and all relevant prescripts. Handling taxation as Taxing Master and quasi-judicial functions. Manage the issuing of all processes and initiating court proceedings. Co-ordinate appeals and reviews (civil and criminal). Process and grant judgements by default. Quality check of criminal record books. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Issue/ sign court orders/ letters to attorneys/ litigants on behalf of the Court. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Process unopposed divorces and facilitation of Pre-trial conferences. Keep/ check and analyse Court's monthly, quarterly and annual statistics and submission thereof. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation. Prepare and present cases for audit purposes. Monitor functionality of court recording system. Notify relevant managers regarding needs for translation/ transcripts of cases. Attend/ oversee to general public queries/ correspondences. Manage Performance in terms of Annual Performance Plan. Handling of urgent applications during working hours, after-hours, weekends and public holidays. Facilitate/ monitoring/ evaluation of sub-ordinates. Attend to office management, planning and organising. Manage the staff component and performance assessments. |
| <u>ENQUIRIES</u> | : | Technical enquiries: Mr LJ Kolosa Tel No: 051 492 4574 HR related enquiries: Ms M.A Luthuli Tel No: (051) 492 4573 |
| <u>POST 45/160</u> | : | <u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (X2 POSTS)</u> |
| <u>SALARY</u> | : | R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Eastern Cape Division of the High Court: Makhanda Ref No: 2022/224/OCJ (Re-advertisement candidates who previously applied are encouraged to re-apply) Eastern Cape Division of the High Court: Mthatha Ref No: 2022/225/OCJ |
| <u>REQUIREMENTS</u> | : | Matric certificate or an equivalent qualification. Relevant experience in Supply Chain Management, Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts, knowledge of Public Sector Procurement process, rules and regulations, knowledge of JYP/LOGIS will serve as an added advantage. A Valid driver's licence. Skills and Competencies: Accuracy and |

- attention to detail, good communication skills (written and verbal), Good administration and organisation skills, Ability to work under pressure independently, self-motivated and meet deadlines, computer literacy, (MS Word, Power Point, Excel and Outlook.
- DUTIES** : Demand and acquisition of goods/services, Ensure compliance with SCM policies. Request, receive and asses quotations, capture requisition on the system, receive procured item and capture invoices on JYP, Assist end users with a compilation of specifications, provide administrative procurement support to all stakeholders, ensure proper filling and safe guard of procurement documents.
- ENQUIRIES** : Makhanda: Technical Enquiries: Mr Z Mahanjana Tel No: 046 622 5758, HR Related Enquiries: Mr S Mponzo Tel No: 043 723 5217
Mthatha Technical Enquiries: Mr M Mhlontlo Tel No: 047 504 5500, HR Related Enquiries: Mr S Mponzo Tel No: 043 723 5217
- POST 45/161** : **SECRETARY TO THE DIRECTOR: COURT OPERATIONS REF NO: 2022/226/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Provincial Service Centre: East London
: Matric certificate. Secretarial qualification or a three-year National Diploma/ Bachelor's Degree in Office Management or equivalent will be an added advantage. Experience in secretarial and office management. Knowledge and experience in the financial environment will be an added advantage. A valid driving licence will be an added advantage. Shortlisted candidates might be subjected to a test in order to demonstrate their typing and computer skills:
: Skills and Competencies: Good communication skills(written and verbal), proficiency in Microsoft Office (Word, Excel, PowerPoint outlook, Internet) Ability to conduct basic research, basic problem solving skills, good judgement and decision making skills, Assertiveness and confidence to interact at all levels, Ability to work under pressure, administrative and organisational skills, sound interpersonal relations, accuracy and attention to details.
- DUTIES** : Administer an online and physical diary of the Director: Court Operations. Manage information and data on behalf of the Director: Court Operations. Plan and schedule day to day task of the Director: Court Operations. Manage telephone calls and convey messages. Organise meetings/workshops/conference and functions. Draft coherent submission, executive reports, memorandum and letters. Type and edit correspondence. Receive and attend to visitors. Serve refreshment to visitors and/or at identified meetings as indicated by the Director: Court Operations. Handle travel arrangements passport and visa, accommodation, flights tickets, subsistence and travel claims, money exchange and other task as directed by the Director: Court operations. Accompany/attend meetings with the Director: Court Operations and compile minutes and reports.
- ENQUIRIES** : Technical Enquiries/HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 45/162** : **ADMINISTRATION CLERK (LEGAL) REF NO: 2022/227/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape High Court: Kimberley
: Matric certificate or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. A minimum of one-year experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services, Legislation, Prescripts and Regulations. Research skills. Communication skills, (verbal and written). Minute taking skills. Decision-making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer skills.
- DUTIES** : Conduct Legal Research for the Chief Magistrate. Collation, compilation and analysis of statistics. Case Flow Management. Assisting Clerk of the Court and members of the public. Provide administrative support in general as requested by the Supervisor.
- ENQUIRIES** : Technical enquiries: Mr P Rumani Tel No: (053) 807 2763
HR related enquiries: Ms S Ruthven Tel No: (053) 807 2733

- POST 45/163** : **HUMAN RESOURCE OFFICER (X2 POSTS)**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Provincial Service Centre Ref No: 2022/228/OCJ
Labour And Labour Appeals Court, Johannesburg, and Ref No: 2022/229/OCJ
- REQUIREMENTS** : Matric certificate or equivalent qualification. A three year national Diploma/ Degree in Human Resources Management with 360 credits as recognised by SAQA will serve as an added advantage. Introduction to PEASAL certificate. A minimum of one year functional experience in Human Resource management. Knowledge of the prescripts regulating Human Resources. Skills and competencies: Good communication skills (written and verbal), report writing and good organising skills, computer literacy (Microsoft Office, PERSAL experience) good interpersonal relations. Ability to work under pressure. Accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people.
- DUTIES** : Implementation of transaction on PERSAL system in respect of appointments, leave, pension, labour relations, recruitment and selection, and PMDS etc. keep statistics of all activities and report accurate statistics to supervisors assist with all administrative duties of Human Resources component and respond to client's queries.
- ENQUIRIES** : Mpumalanga: Technical enquiries: Mr MI Jele Tel No: 013 758 0000, HR related enquiries: Mr V Maeko, Tel No: 013 758 0000
Gauteng: HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 45/164** : **REGISTRAR'S CLERK REF NO: 2022/229/OCJ (X3 POSTS)**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of the High Court
- REQUIREMENTS** : Matric certificate. A valid driver's licence. The following will be an added advantage: Experience in general administration or court related functions would serve as an added advantage. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems, numerical skills, attention to detail, planning, organizing and skills and customer service skills orientated.
- DUTIES** : Render efficient and effective support services to the Court, issuing of Court process at General Office, render case management duties, render counter service duties/functions, prepare, analyse and submit court statistics, maintain and keep all registers for civil and criminal matters, filing and archiving of both civil and criminal processes, attending to case management and set down notices,, act as a liaison between Judges and Legal Practitioners, requisitioning of accused persons from prison, attend to correspondence and enquiries from the public and stakeholders, prepare and send cases to transcribers for appeal and review purposes, attend to complaints from prisoners and members of the public, perform administrative duties in respect of mental health, petition, review and appeal matters, act as liaison between Registrar and Legal Practitioners, provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.
- ENQUIRIES** : Technical and HR related enquiries: Ms M Baker Tel No: (021) 469 4000
- POST 45/165** : **TYPIST REF NO: 2022/228/OCJ**
- SALARY** : R151 884 – R178 917 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of the High Court
- REQUIREMENTS** : Matric certificate. Minimum proven typing speed of 35 word per minute. Shortlisted candidates will be required to pass a typing test. Prior experience as a typist in a legal environment will be an added advantage. Skills and competencies: Computer literacy, MS Office, Excellent communication skills (Verbal and Written), Good interpersonal and Public Relations skills, Professionalism, Good problem skills, Numerical skills, Attention to detail, ability to work under pressure, Good time keeping, Telephone etiquette, ability to work in a team.

DUTIES

: Typing of the Court roll, Court orders in relation to both civil and crime, appeals, reviews, reports, minutes, circulars, notice of set down, pre-trial notices witness statements, taxing master reports, affidavits, memorandums, J349 certificates, Right of appearance and certificates and apostilles/ authentication certificates. Relieve of administration personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties and guidelines.

ENQUIRIES

: Technical and HR related enquiries: Ms M Baker Tel No: (021) 469 4000

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), at Private Bag X 944. Pretoria 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Emailed applications will not be accepted.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 09 December 2022 at 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied and a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. 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, facilitated 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.

OTHER POSTS

- POST 45/166** : **SPECIALIST: PLANNING ALIGNMENT REF NO: 056/2022**
Chief Directorate: Planning Alignment
- SALARY** : R908 502 per annum (Level 12), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE REQUIREMENTS** : Pretoria
An appropriate 3-year tertiary qualification (NQF 7) in the areas of Social Sciences, Development Studies, Public Administration, Economics or Commerce or related field with at least 6 years' appropriate experience of which 3 years should be in the areas of strategic planning, M&E and/or budgeting frameworks of which 3 years should be at ASD level. An NQF 8 qualification will be an added advantage. Competencies / Skills: The ideal candidate should have knowledge of Strategic Planning Processes; Monitoring & Evaluation Frameworks; Basic Research Methodologies and Government Budgeting Frameworks. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.
- DUTIES** : The successful candidate will be responsible to provide support with the oversight and direction of Strategic Plans and Annual Performance Plans, reporting and implementation programme in government. This entails analysing the draft Strategic Plans and Annual Performance Plans of departments, liaise and report accordingly; Analyse QPR of national departments, contribute to the development of Frameworks and Guidelines for QPR; Strategic Plans and Annual Performance Plans and providing administrative, logistical support and training w.r.t. medium term planning for national departments. Conduct quarterly performance reviews, dialogues, training and report accordingly and Provide support to the Senior Planning Specialist, Ensuring the Chief Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Chief Directorate.
- ENQUIRIES** : Mr M Lehong Tel No: (012) 312-0540
- POST 45/167** : **DEPUTY DIRECTOR: FSD IMPLEMENTATION REF NO: 057/2022**
Directorate: FSD Implementation
- SALARY** : R908 502 per annum (Level 12), all-inclusive salary package. The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE REQUIREMENTS** : Pretoria
An appropriate 3-year qualification (NQF 6) or relevant and equivalent qualification with a minimum of 6 years' appropriate experience of which 3 years must be at supervisory level (Assistant Director or equivalent) in government performance management programmes. A Higher qualification (NQF 7) will be an added advantage. Must have a valid Driver's Licence. Must have knowledge of Monitoring and evaluation, statistics, technology, social sciences, knowledge management, programme design, project management and data management. Knowledge of government prescripts, policies, practices, government programmes and systems are required. In-depth knowledge of legislative frameworks such as Constitution of the Republic of South Africa; Executive Members Ethics Act, Public Service Act; Public Finance Management Act, related regulations and other government legislations & prescripts. Competencies/Skills: The successful candidate must also possess leadership, research and report writing, problem solving skills, ability to work under pressure, ability to communicate across various levels of

government, advanced computer literacy, negotiation, interpersonal, analytical and project management skills.

DUTIES

: The successful candidate's responsibilities will include: To effectively plan, implement monitoring and reporting systems in the management of the national frontline service delivery monitoring programme. Providing support for the provincial Frontline Service Delivery Monitoring (FSDM) visits and interventions that may be required. This will involve conducting FSDM visits with Offices of the Premier and providing technical support to provinces for the planning, implementation and monitoring of the frontline service delivery monitoring. Provide support to Executive Monitoring by Political Office Bearers. Produce quality reports on the monitoring visits. Data and trend analyses of the monitoring reports. Identify good practices (knowledge sharing products) and assist with documenting of these. Identify cases in need of intervention and assist with planning and monitoring of the intervention.

ENQUIRIES

: Mr M Lehong Tel No: 012 308 0331

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.

| | | |
|----------------------------|---|--|
| <u>CLOSING DATE</u> | : | 19 December 2022 at 16H00 |
| <u>NOTE</u> | : | Applications for Senior Management positions must ONLY be emailed to the email address specified for each Senior Management positions. Faxed or late applications will NOT be accepted. Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please 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. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG |

under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview, the selection panel will identify candidates to undergo a generic management competency assessment and the successful candidate must be willing to sign a performance agreement and be subjected to security clearance.

MANEGEMENT ECHELON

- POST 45/168** : **DIRECTOR-GENERAL: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE REF NO: 2022/463**
- SALARY** : R2 068 458 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Head Office (Pretoria).
: An undergraduate (NQF Level 7) and a postgraduate qualification (NQF Level 8) as recognised by SAQA in Public Management or an equivalent qualification. 8 to 10 years' experience at Senior Management Level, of which three (3) years must have been as a member of Senior Management Services in the Public Service. An extensive track record of leading a large organisation and being on the cutting edge of service delivery. Astute managerial and leadership abilities that will enable the incumbent to lead the Department of Public Works and Infrastructure (DPWI) through transformation. Strategic planning experience linked to strong conceptual visionary and leadership skills. Ability to establish relationships with political, business, investment and community structures. Acumen for managing the political administrative interface. Good financial management experience will be an advantage. Skills: Strategic, executive management skills. Extensive drive, energy and enthusiasm and ability to be innovative, creative in designing and implementing ideas with direction. People-orientated, with exceptional negotiation, communication and interpersonal skills. Solution orientated, with the ability to work under stressful situations.
- DUTIES** : As the Accounting Officer of the Department of Public Works and Infrastructure (DPWI), inclusive of the Property Management Trading Entity (PMTE) and Infrastructure South Africa (ISA), the incumbent will provide strategic leadership and direction in the delivery of the Department's mandate, manage and oversee the administration, and render related executive advice to the Executive Authority. These include: Overseeing the management and implementation of EPWP, to contribute to the national goals of job creation and poverty alleviation. Overseeing the provision and management of Intergovernmental Relations, strategic management, governance and risks management services. Management and oversight of the development of public works and infrastructure sector policies and legislations. The provision of strategic leadership on the administration, executive support and corporate services. Oversight and strategic direction of the PMTE. Oversight and strategic management of ISA in their implementation of the SA-Infrastructure Investment Plan. The incumbent will further be responsible for providing strategic direction towards the operations and financial sustainability of the PMTE and overseeing the operations of public entities and councils reporting to DPWI. Contribute in the implementation of the Economic Reconstruction and Recovery Plan (ERRP) plus oversee and provide strategic direction on projects and programmes towards realising a clean-audit for DPWI.
- ENQUIRIES APPLICATIONS** : Ms. TB Hlatshwayo Tel No: (012) 406 1990
: All applications for this position must be submitted only via email to: Recruitment22-39@dpw.gov.za
- NOTE** : General: The successful candidate will be required to enter into a 5-year employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to

a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

OTHER POSTS

| | |
|-----------------------------------|---|
| <u>POST 45/169</u> | <u>DEPUTY DIRECTOR: ADMINISTRATION REF NO: 2022/455</u> |
| <u>SALARY</u> | R766 584 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service) |
| <u>CENTRE REQUIREMENTS</u> | Head Office (Pretoria) A three year tertiary qualification (NQF Level 6) in Public Administration or related qualification. 3 years administrative experience at an ASD level. Knowledge: Technical knowledge of the built environment industry; Applicable legislation, norms and standards related to the built environment industry, including the PFMA, Treasury Instructions, PSA, PSR and MISS Act; Functioning of national, provincial and local government; Fundamental economics; Structure and functioning of the Department; Parliamentary protocol processes; Linkages with government clusters; Departmental standards and regulation. ,Skills: Sound analytical and problem identification and solving skills; Marketing and liaison; Advanced communication; Language proficiency; Advanced report writing; Strategic management, Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Programme and project management; Time management; Decision making skills; Conflict management; Motivational skills; Influencing skills. Personal Attributes: Innovative; Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels, particularly at an executive level, People orientated, Assertive, Ability to work independently. Willing to adapt work schedule in accordance with professional requirements. Security clearance. |
| <u>DUTIES</u> | Manage logistics for high level meetings and structures in the office of the Office of the Director-General: Participate in TMC, MANCO and HOD Public Works processes to provide advice on strategic issues. Compile briefing notes as well as other documentation to adequately prepare the DG for such meetings. Manage and assess reports of FOSAD or related committees on behalf of the Director General. Develop the administrative framework regarding finances, human resources, operations and logistical requirements. Coordinate the diary of the Director General. Facilitate and support the involvement of the Department in Cluster activities. Ensure the effectiveness of the Office of the Director General: Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery. Manage, monitor and track information related to the Office of the Director General. Articulate, co-ordinate, monitor and assess strategic, corporate and operational issues and provide advice with regard thereto to the Director General. Determine the impact and provide comments regarding departmental and external submissions addressed to the Director General. Assess audit reports and ensure that the Department is providing value for money. Ensure effective document management and correspondence flow within the Office of Director-General: Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information from the Office of the Director-General. Administer office correspondence, documents and reports. Manage communication and flow of information in the office. Manage the processing of S&T claims, payments and invoices relevant to the office. Coordinate projects in the office of the Director-General. Manage the Sub-directorate:- Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees. |
| <u>ENQUIRIES</u> | Mr SC Zaba Tel No: (012) 406 1544 |

| | | |
|-----------------------------|---|--|
| <u>APPLICATIONS</u> | : | Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. |
| <u>FOR ATTENTION</u> | : | Ms NP Mudau |
| <u>POST 45/170</u> | : | <u>DEPUTY DIRECTOR: CABINET SUPPORT REF NO: 2022/456</u> |
| <u>SALARY</u> | : | R766 584 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service) |
| <u>CENTRE</u> | : | Head Office (Pretoria) |
| <u>REQUIREMENTS</u> | : | A relevant three year tertiary qualification (NQF Level 6) or equivalent qualification. Appropriate relevant experience at a junior managerial (Assistant Director) level. Valid Drivers' license. A valid security clearance will be an added advantage. Knowledge: Applicable legislation, norms and standards related, including the Public Finance Management Act, Treasury Instructions, and the Minimum Information Security Standards (MISS) Act; functioning of national, provincial and local government; fundamental economics; structure and functioning of the Department; Parliamentary protocol processes; linkages with government clusters; Departmental standards and regulations. Skills: Executive management skills; sound analytical and problem identification and solving skills; advanced communication; advanced report writing; strategic management; financial management; organising and planning; computer literacy; numeracy; advanced interpersonal and diplomacy skills; programme and project management; decision making skills; conflict management; negotiation skills; motivational skills and influencing skills. Personal Attributes: Ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results; ability to communicate at all levels, particularly at an executive level; people orientated; trustworthy; assertive and ability to work independently. Candidates must be prepared to travel; willing to adapt work schedule in accordance with professional requirements. |
| <u>DUTIES</u> | : | Provide content support for the Principal on Ministerial, Cabinet Makgotla, departmental engagements with Cabinet and its committees: Receive and analyse discussion documents for full Cabinet and Cabinet Committee meetings; Conduct relevant research as when and when required; Prepare briefing notes for the DG in support of Minister's Cabinet meetings and committees, Cabinet Makgotla and other departmental engagements; Develop reports as required by Presidency and other Departments; Collect and collate inputs from all Branches towards developing Cabinet reports; Submit the consolidated cabinet reports to the Office of the DG for verification and sign-off; Prepare Cabinet reports for DPW EXCO. Provide administrative support to ODG on Cabinet related matters: Ensure compliance on Cabinet Memoranda for submission to clusters and Presidency; Communicate the proposed reporting format to all relevant stakeholders within the Department; Prepare Cabinet documents for the principal; Render administrative support to DPW management on Cabinet related matters; Ensure effective filing system and safe keeping of all Cabinet documents; Liaise with Ministry on an on-going basis to ensure continuous compliance with Cabinet and Cabinet Committees requirements and requests. Coordinate the implementation of Cabinet Resolutions: Prepare action lists arising from Cabinet resolutions; Develop a Cabinet Memoranda schedule and ensure adherence to the timelines; Ensure implementation of all Cabinet decisions and their implication to DPW; Prepare resolution reports for EXCO. Participate in the identifying of risks to the achievement of departmental objectives. Manage the sub-directorate through the development of operational standards and ensure the attainability and sustainability. Monitor and ensure effective and efficient co-ordination of activities. Provide input into the Budget of the Directorate; Ensure proper utilization of the budget by monitoring & reporting expenditure; Manage and implement service delivery by measuring performance; Ensure individual performance is aligned to the strategic objectives of the unit; Evaluate and monitor performance and appraisal of employees; Compile monthly, quarterly and annual performance reports; Plan, organize and control activities pertaining to the component; Manage the assets of the Sub directorate; Ensure capacity development of staff; Provide guidance to staff; Manage the work quality and performance of staff; Provide input into the strategic and annual reports of the Directorate; Maintain good stakeholder relationships with all relevant stakeholders. |

ENQUIRIES : Mr SC Zaba Tel No: (012) 406 1544
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works,
Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba
Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 45/171 : **ASSISTANT DIRECTOR: CABINET SUPPORT REF NO: 2022/457**

SALARY : R393 711 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A relevant three year tertiary qualification (NQF Level 6) or related qualification. Appropriate related administrative experience. A valid driver's licence. A valid security clearance will be an added advantage. Knowledge: Applicable legislation, norms and standards related PFMA, Treasury Instructions, PSA, PSR and MISS Act; Functioning of national, provincial and local government; Structure and functioning of the Department; Parliamentary protocol processes; Linkages with government clusters; Departmental standards and regulations. Skills: Sound analytical and problem identification and solving skills; Advanced communication; Language proficiency; Advanced report writing; Strategic management; Organising and planning; Computer literacy, Advanced interpersonal and diplomacy skills; Decision making skills; Conflict management; Motivational skills; Influencing skills. Personal Attributes: Innovative; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels, particularly at an executive level; People orientated; Assertive; Ability to work independently. Willing to adapt work schedule in accordance with professional requirements.

DUTIES : Facilitate the department's participation into Cabinet and Cluster processes: Develop a reporting tool which includes proposed PoA reporting time-frames in line with Presidency requirements. Receive, analyse and provide inputs to discussion documents for full Cabinet and Cabinet Committee meetings. Communicate the proposed reporting tools to all relevant stakeholders within the Department. Monitor the Cabinet meetings schedules to ensure proper representation of DPW in all cluster meetings. Provide support to DPW management on Cabinet related matters. Collect and collate consolidated inputs from all branches towards developing Cabinet reports. Submit the consolidated cluster reports to the Office of the DG for verification and sign-off. Provide inputs Cabinet reports for DPW EXCO. Provide secretariat support services: Attend ad-hoc committees as directed. Prepare and arrange logistics for inter-departmental focus groups. Ensure the liaison with internal and external stakeholders in relation to scheduled meetings and events. Record minutes and decisions taken. Communicate meeting resolutions to relevant role-players and follow-up on progress made. Ensure the proper archiving system regarding documentation for meetings and events. Coordinate dates for meetings, events and incorporate into the Departmental Year Planner. Establish and maintain effective records and information management systems. Maintain the database or register of received correspondence. Maintain copies of all documents produced, prior to dispatching. Develop and maintain an effective and well-structured filing system. Ensure classification of information. Implement the records disposal policy. Manage the system of tracing and tracking correspondence. Provide effective office administration processes to the Directorate: Provide strategic advice and support regarding departmental service delivery. Manage, monitor and track information related to the office. Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements. Develop and manage office management systems.

ENQUIRIES : Mr SC Zaba Tel No: (012) 406 1544
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works,
Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba
Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 45/172 : **ASSISTANT DIRECTOR: FOSAD CO-ORDINATION REF NO: 2022/458**

SALARY : R393 711 per annum
CENTRE : Head Office (Pretoria)

| | | |
|-----------------------------|---|--|
| <u>REQUIREMENTS</u> | : | A three year tertiary qualification (NQF Level 6) in in Public Administration/ Management/ Office Management or equivalent qualification. Relevant experience. A valid driver's licence. A valid security clearance will be an added advantage. Knowledge: Technical knowledge of the built environment industry; Applicable legislation, norms and standards related PFMA, Treasury Instructions, PSA, PSR and MISS Act; Functioning of national, provincial and local government; Fundamental economics; Structure and functioning of the Department; Parliamentary protocol processes; Linkages with government clusters; Departmental standards and regulations. Executive management skills; sound analytical and problem identification and solving skills; tender processes; marketing and liaison; advanced communication; language proficiency; advanced report writing; strategic management; lateral thinking; research methodologies; financial management; organising and planning; computer literacy; numeracy; advanced interpersonal and diplomacy skills; programme and project management; time management; decision making skills; conflict management; negotiation skills; motivational skills; influencing skills. Innovative; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results; ability to communicate at all levels, particularly at an executive level; people orientated; trustworthy; assertive; hard-working; Ability to work independently. |
| <u>DUTIES</u> | : | Facilitate the department's participation into relevant Cluster processes; Develop a reporting format which includes proposed PoA reporting time-frames in line with Presidency requirements; Communicate the proposed reporting format to all relevant stakeholders within the Department; Monitor the cluster meetings schedules to ensure proper representation of DPW in all cluster meetings; Provide support to DPW management on Cluster related matters; Collect and collate consolidated inputs from all Branches towards developing Cluster reports; Submit the consolidated cluster reports to the Office of the DG for verification and sign-off. Provide office management services to the Directorate; Ensure proper communication of meeting and appointment; Attend ad-hoc committees as directed; Prepare and arrange logistics for inter-departmental focus groups; Ensure the liaison with internal and external stakeholders in relation to scheduled meetings and events; Ensure in the proper archiving system regarding documentation for meetings and events; Coordinate dates for meetings, events and incorporate into the Departmental Year Planner. Provide effective administration processes to the Directorate: Provide strategic advice and support regarding departmental service delivery; Manage, monitor and track information related to the Office of the Director General; Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements; Develop and manage office management systems. |
| <u>ENQUIRIES</u> | : | Mr SC Zaba Tel No: (012) 406 1544 |
| <u>APPLICATIONS</u> | : | Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. |
| <u>FOR ATTENTION</u> | : | Ms NP Mudau |
| <u>POST 45/173</u> | : | <u>ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: 2022/459</u> |
| <u>SALARY</u> | : | R393 711 per annum |
| <u>CENTRE</u> | : | Head Office (Pretoria) |
| <u>REQUIREMENTS</u> | : | A relevant three year tertiary qualification (NQF Level 6) or related qualification. Relevant experience. Willing to adapt work schedule in accordance with office requirements. Technical knowledge of the Government regulatory framework; Minimum Information Security Standards (MISS) Act; Departmental strategic goals and objectives and service delivery programmes; Public Finance Management; Public Service Regulation; Public Service Act; National Minimum Information Requirement; Regulations of the National Archives and records Service of South Africa Act and related records management processes; Archive standards and procedures. Effective communication skills (verbal and written); Report writing; Computer literacy; Basic numeracy; Interpersonal and diplomacy skills; Analytical; Problem solving skills; Interpretation skills; Solution oriented. People orientated; High level of reliability; Hard working; Resourceful; Self-motivated; Trust worthy; Multilingual; Creative. |
| <u>DUTIES</u> | : | Manage document and correspondence flow within the Office of Director-General. Manage the receipt and registration of all correspondence. Scrutinise |

routine documents and make notes for the DG. Forward correspondence to the Chief Director and DG for action. Redirect correspondence as per instructions and maintain copies of documents. Make follow up on referred correspondence. Coordinate feedback from stakeholders, refer to the DG and dispatch accordingly. Manage administrative support services. Record the engagements of DG. Ensure that office equipment is in good working order. Respond to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested. Ensure that travel arrangements are well coordinated. Manage the leave register and telephone accounts. Manage the procurement of office goods and services. Supports the ODG with the administration of the budget. Provide secretariat support. Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the meeting. Record minutes and decisions taken. Communicate meeting resolutions to relevant role-players and follow-up on progress made. Prepare briefing notes for the manager as required. Coordinates logistical arrangement for meetings when required. Establish and maintain effective records and document management systems. Maintain the database or register of received correspondence. Maintain copies of all documents produced, prior to dispatching. Develop and maintain an effective and well-structured filing system. Ensure classification of information. Implement the records disposal policy for ODG. Manage the system of tracing and tracking correspondence. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

- ENQUIRIES APPLICATIONS** : Mr SC Zaba Tel No: (012) 406 1544
 : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- POST 45/174** : **SENIOR ADMINISTRATION OFFICER: PROVISIONING AND LOGISTICS REF NO: 2022/460**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum
 : Cape Town Regional
 : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Logistics/ Transport Management/ Public Administration/ Public Management/ Finance. Extensive experience in Provisioning and Logistics Management. Sound knowledge and understanding of pertinent policies related to procurement Act and Regulations, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA and Code of Conduct. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS, BAS, SAGE, Archibus). Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. Valid Driver's License.
- DUTIES** : Ensuring effective operation of Provisioning Unit. Ensure compliance with applicable in relation to procurement of goods and services, travel and accommodation management. Manage the maintenance of a proper invoice tracking system and payment process thereof. Deal with compilation of inputs for Interim and Annual Financial Statements. Facilitates maintenance and registration of new supplier's banking details on LOGIS/ SAGE systems. Tracking and monitoring of Directorate's budget. Updating of invoices' status on Reapatala tracking system. Ensure application and implementation of effective internal control measures and adherence to applicable departmental policies. Ensure proper reconciliation of accounts on monthly basis. Ensure management of Switchboard operations, Registry Services and personnel.
- ENQUIRIES APPLICATIONS** : Ms. K Moko Tel No: (021) 402 2296
 : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. (People with disabilities are encouraged to apply)
- FOR ATTENTION** : Ms. C Rossouw

| | | |
|-----------------------------|---|---|
| <u>POST 45/175</u> | : | <u>RECEPTIONIST REF NO: 2022/461</u> |
| <u>SALARY</u> | : | R151 884 per annum |
| <u>CENTRE</u> | : | Head Office (Pretoria) |
| <u>REQUIREMENTS</u> | : | A Senior Certificate/Grade 12. Willing to adapt work schedule in accordance with office requirements. Knowledge of Departmental Policies and Regulation; Government Legislatives; Minimum Information Security Standards (MISS) Act; General office administration functions. Basic communication skills; Computer literacy; Basic numeracy; Interpersonal relations; Organisational skills; Basic Financial Management skills. Resourceful; Presentable; Professional demeanour; Creative; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Trustworthy; Assertive; Hard-working; Self-motivated; Ability to work independently. |
| <u>DUTIES</u> | : | Render reception services to the Office of the Minister. Receive and direct telephonic and electronic calls and messages. Liaise with clients, managers and related stakeholders as directed. Receive and engage visitors. Keep a logbook of each day's visitors. Ensure a clean reception area. Exercise control of access to the Office of the Minister. Support the security profile of the Office. Arrange and provide refreshments for visitors /clients as directed. Provide general administrative support services to the office of the Minister. Receive and administer the flow of information and documents in the Office. Prepare and distribute documents as directed. Assist with enquiries related to the Office. Administer the procurement process of office equipment and stationary. File/ store, trace and electronically and manually retrieve documents and files. Assist with processing of claims for travel and accommodation. Assist with administration of leave for staff in the office of the Minister. Provide general secretarial services to the office of the Minister. Assist with arrangement of meetings. Organise logistics for the meeting. Assist with preparation of documentation for the meetings. Execute all claims for travel, accommodation and rental cars. Assist with effective flow of information and documents: Direct received submission to relevant managers within the office of the Minister. Ensure the safekeeping documentation. Responds to enquiries received from internal and external stakeholders as directed. Draft documents as required. |
| <u>ENQUIRIES</u> | : | Mr SC Zaba Tel No: (012) 406 1544 |
| <u>APPLICATIONS</u> | : | Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. |
| <u>FOR ATTENTION</u> | : | Ms NP Mudau |
| <u>POST 45/176</u> | : | <u>CLEANER: FACILITIES REF NO: 2022/462</u> |
| <u>SALARY</u> | : | R107 196 per annum |
| <u>CENTRE</u> | : | Nelspruit Regional Office: Balfour (X1 Post) Secunda (X1 Post) White River (X1 Post) Graskop (X1 Post) Witbank (X2 Posts) |
| <u>REQUIREMENTS</u> | : | A Grade 10 and appropriate experience in cleaning environment, good communication skills. Knowledge of cleaning material and equipment will be added advantage. |
| <u>DUTIES</u> | : | Cleaning toilets and basin, empty and wash dustbin. Sweeping passages, floor and offices, mopping and polishing floor, dusting and polishing furniture. |
| <u>ENQUIRIES</u> | : | Ms. ME Nkwinika Tel No: (013) 753 6396 |
| <u>APPLICATIONS</u> | : | Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. |
| <u>FOR ATTENTION</u> | : | Mr E Nguyuza |

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** : 09 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 representativity 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>

MANAGEMENT ECHELON

- POST 45/177** : **DIRECTOR: LEGAL SERVICES "REF NO: DIR: LS"**
- SALARY** : R1 105 383 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate, Undergraduate qualification (NQF level 7) LLB Degree and any related fields as recognised by SAQA. 5 years relevant experience in the legal environment at a Middle or Senior Managerial level. Masters / Post Graduate Degree / Diploma in Law (admission as an attorney or advocate of the bar council) will be added advantage. Experience in providing legal advice, drafting of legal opinions, and negotiating, scrutinizing, drafting, and editing legal documents and/or contracts. Advanced knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Planning and Development Law, Civil Litigation and Mediation, Public Service Act and Regulations, Public Finance Management Act, National Treasury Regulations, Promotion of Access to Information Act, Promotion of Administrative Justice Act. Protection of Personal Information Act. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Have proven competencies: Strategic Capability & Leadership (Core Managerial), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Change Management (Core Managerial), Communication (Process), Client orientation and customer focus (Process), Problem solving and analysis (Process) and Service Delivery Innovation (Process).
- DUTIES** : Manage the development of generic contracting terms for SMMEs (including payment terms). Manage the drafting and amendment of legislation and legal instruments and lead the team in the establishment and management of Ombuds office. Manage drafting and negotiation of agreements inclusive of but not limited to (Negotiate and draft model funding agreements, participate in negotiations for bilateral and multilateral agreements and draft agreements,

- provide advice on the drafting and monitoring of service level agreements, monitor implementation of service level agreements and /or memoranda of understanding and report on implementation thereof and manage the repository of legal agreements. Manage the provision of sound legal advice, opinions, and litigation support to the department. Execute all administrative legal actions to ensure compliance. Manage and ensure effective and efficient utilization of financial, human, physical resources in line with applicable legislation. Communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation).
- 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 and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DIR LS"
- POST 45/178** : **DIRECTOR: RISK MANAGEMENT & INTEGRITY MANAGEMENT "REF NO: DIR: R&IM"**
- SALARY** : R1 105 383 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate, Undergraduate qualification (NQF level 7) in Risk Management / Internal Audit/Forensic Audit and any related fields as recognised by SAQA. 5 years relevant experience at a Middle or Senior Managerial level in Risk Management, Forensic Audit, Internal Audit and/or Ethics environment. Knowledge of Public Finance Management Act, treasury regulations, public service regulatory framework, public sector risk management framework. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Have proven competencies: Strategic Capability & Leadership (Core Managerial), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Change Management (Core Managerial), Communication (Process), Client orientation and customer focus (Process), Problem solving and analysis (Process) and Service Delivery Innovation (Process).
- DUTIES** : Manage the provision of enterprise risk management services. Manage and drive the development and monitoring of implementation of business continuity plan. Manage and facilitate the implementation of code of conduct e.g. remunerative work and gift register and source forensic audit services. Manage efficient and effective internal anti-corruption and fraud prevention systems. Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation).
- 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 recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DIR: R&IM"
- POST 45/179** : **DIRECTOR: FINANCIAL ADMINISTRATION "REF NO: DIR: FIN ADMIN"**
- SALARY** : R1 105 383 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate, Undergraduate qualification (NQF level 7) in Finance / Cost Management as recognised by SAQA. 5 years relevant experience at a Middle or Senior Managerial level in Financial Accounting / Financial Administration Environment. Knowledge of applicable legislative and regulatory framework. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Have proven competencies: Strategic Capability & Leadership (Core Managerial), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Change Management (Core Managerial), Communication (Process), Client orientation and customer focus (Process), Problem solving and analysis (Process) and Service Delivery Innovation (Process).

- DUTIES** : Manage the development and monitor the implementation of financial administration and accounting policies, systems, and process. Manage the provision of salary administration services inclusive but not limited to (certification of payroll and processing of employee costs, advances, claims and transfers). Manage the provision of expenditure and general payment services (financial revenue, expenditure management and accounting, provision of asset liability and debt management services and provision of revenue, collection, sourcing, reconciliation, accounting, and reporting services). Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation).
- 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 recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DIR: FIN ADMIN"
- POST 45/180** : **DIRECTOR: SECURITY, FACILITIES MANAGEMENT & AUXILIARY SERVICES "REF NO: DIR: SFM&AS"**
- SALARY** : R1 105 383 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate, Undergraduate qualification (NQF level 7) in Safety and Security, Risk / Facilities Management/Build Environment/ Property Management and any related fields as recognised by SAQA. 5 years relevant experience in the field of Safety, Physical Security, Security vetting, Building / Facilities or Accommodation Management at a Middle or Senior Managerial level. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Have proven competencies: Strategic Capability & Leadership (Core Managerial), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Change Management (Core Managerial), Communication (Process), Client orientation and customer focus (Process), Problem solving and analysis (Process) and Service Delivery Innovation (Process).
- DUTIES** : Manage the provision of security and work environment management services. Manage the implementation of security operating measures amongst others but not limited to: Render security services for the department (e.g. access control, key control, etc) and investigations on security breaches. Manage the provision of conducive working environment service in terms of Occupational health and safety act. Manage the provision of facilities management for the department (infrastructure maintenance, refreshment, refectory, cleaning, and transport services). Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation).
- 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 and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DIR: SFM&AS"

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 09 December 2022 at 16:30 (Late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment.

OTHER POSTS

- POST 45/181** : **ASSISTANT DIRECTOR: TOURIST GUIDING GROWTH AND DEVELOPMENT REF NO: (DT42/2022)**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10), excluding service benefits
: Pretoria
: A SAQA recognised Bachelor's degree/ National Diploma in Tourism Management or equivalent (NQF Level 6). Experience at Junior management /Supervisory level. Knowledge of the tourism / tourist guiding sector will be an added advantage. Ability to compile reports; analysis information; conducting research and producing quality work. Excellent communication and presentation skills and the ability to deal with difficult customers. Problem solving skills. Ability to work in a team, Project planning skills. Excellent organisation skills and ability to multi-task. Understanding of the legislative environment (tourism and tourist guiding). Understanding of government environment at all spheres of government. Knowledge of departmental policies and administration processes. Financial and computer literacy. Project management and communication skills. A valid driver's licence will be an added advantage.
- DUTIES** : The successful candidate will be responsible for conducting research on possible gaps and challenges and propose areas for improvement and interventions to address the challenges; developing the consultation framework and implementing and supervising the logistical arrangements to implement the consultation framework; implementing initiatives to grow and develop the tourist guiding sector such as training and capacity building programmes by developing project plans for all proposed interventions; implementing and supervising project deliverables, contracts and procurement processes in line with policies and prescripts; provision of regular reporting for all initiatives pertaining to growth and development of the guiding sector; implementing proper document management processes; identifying tools to be used for the monitoring and tracking of initiatives on a continuous basis. making recommendations on areas for improvement emanating from the tracking exercise; identifying, proposing and co-ordinating stakeholder interventions to improve the growth and development of the guiding sector; ensuring quality and professional interactions with all stakeholders at all times within agreed frameworks and protocols; providing support to the National Registrar in the area of growth and development as outlined in the tourist

guiding legislation including research support and the monitoring of key trends in the sector to have a better understanding of the state of the tourist guiding sector; developing information for briefing notes, reports and submissions; implementing initiatives to capacitate Provincial Registrars of Tourist Guides in areas pertaining to growth and development.

ENQUIRIES : Ms U Pillay Tel No: 012 444 6386
NOTE : EE Requirements: Preference will be given to African Male, Asian Male, and White Male Candidates.

POST 45/182 : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT STRATEGY AND PLANNING REF NO: (DT 43/2022)**

SALARY : R491 403 per annum (Level 10), excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised three-year Degree or Diploma (NQF Level 6) in Computer Science/ Information Management or related field. Minimum of 3-5 years' working experience in strategy and policy development environment. Experience in quality assurance of content for various information dissemination platforms. Understanding of database development essential. Working knowledge of Geographical Information Systems (GIS), web technology, mobile technology is an added advantage. Ability to interpret and apply policies, strategies and legislation. Knowledge of tourism and relevant policies. Willingness to travel. Ability to conduct research, gather and analyse information and draft documents. Ability to liaise with and coordinate stakeholder engagements. Ability to work under pressure, individually and in a team. A valid driver's licence.

DUTIES : The successful candidate will be responsible for conducting assessments for the development of the National Tourism Knowledge Agenda; coordinating the implementation activities for the National Tourism Knowledge Agenda; facilitating communities of practice for knowledge sharing and exchange; engaging internal stakeholders on the importance of knowledge management to influence organisational change; identifying sector knowledge management goals and objectives; monitoring, evaluating and reviewing of knowledge management policies and frameworks; enhancing and encouraging two way communication within tourism stakeholders through digital and online platforms; translating user needs into knowledge requirement; coordinating the development of content for tourism and tourism knowledge management systems; capturing and codifying tacit knowledge to facilitate its reuse; coordinating the development of a knowledge base in order to support the tourism sector and departmental programmes, driving content creation for enhancing Tourism Knowledge Systems and other Knowledge Management Tools; coordinating the information management of knowledge repositories to ensure content is up to date and maintained continuously; facilitating content updates of tourism knowledge systems and modules including information sourcing and quality assurance of information; conducting stakeholder needs assessment and analysis to build tourism knowledge base; conducting benchmarking and analysis for the development of Knowledge Management Strategy; coordinating activities for successful implementation of Knowledge Management Strategy; facilitating best practices and approaches to knowledge management; distributing information through different communication channels in line with policy and legal prescripts.

ENQUIRIES : Mr M Lose Tel No: 012 444 6368
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.

POST 45/183 : **ASSISTANT DIRECTOR: TOURISM AND ENVIRONMENTAL EFFICIENCY REF NO: (DT 44/2022)**

SALARY : R491 403 per annum (Level 10), excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised Bachelor's degree or National Diploma (NQF 6/7) in Natural Sciences related to the Environmental Management field. At least 3-5 years' working experience in the environmental management field. Knowledge of the National Climate Change Response White Paper. Knowledge of the National Environmental Management Act and its sectoral legislation Computer skill. Knowledge of the development of Climate mitigation and adaptation measures. An understanding of socio-economic and political dimensions of

DUTIES

Climate Change. Understanding of state protocol, tiers of government and both the NGO and business sector. Good communication skills. Good writing skills. Project Management and Good Communication skill. Good computer literacy. The successful candidate will be required to provide support towards the promotion of Climate Change and Tourism Greening initiatives that encourage the tourism sector to mitigate and adapt to the impacts of Climate Change. Assist to conduct a Baseline Assessment of the Vulnerability and Impact of Climate Change on major Tourism Attractions and Activities. Assist in developing and implementing a tourism resource sufficiency awareness programme. Provide support for Training of youth on tourism resource efficiency assessment methodologies. Assist in the implementation and reporting on the Tourism Environmental Implementation Plan (EIP). Support provincial and local government on tourism and environmental management issues. Assist in creating a database of national and provincial tourism and climate change initiatives, and monitor implementation of initiatives.

ENQUIRIES

: Mr Fhatuwani Muronga Tel No: 012 444 6540

NOTE

: EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. should appear in the subject line), by post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 12 December 2022
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. The dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the SMS position will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Background verification, social media checks, and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The DTIC reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

- POST 45/184** : **DIRECTOR: PUBLIC ENTITY OVERSIGHT REF NO: ODG-070**
Overview: To manage the public entity oversight function within the dtic.
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum, (Level 13), (all-inclusive remuneration package)
: Pretoria
: An undergraduate qualification (NQF Level 7) in Business Management/ Public Management / Economics/Law. 5 years' relevant middle/senior managerial experience in Public Entity Oversight. Skills/Knowledge: Experience in entity oversight and government planning and reporting mechanisms. Experience in organisational strategic planning, performance, financial management, research, and planning. Experience in performance management, monitoring, and evaluation, stakeholder management, people management, project management, strategic capability, and leadership. Research and analytical skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act, and Treasury Regulations. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proficient in MS Packages.
- DUTIES** : Develop and implement policies, procedures, models, and systems to enhance effective entity oversight. Ensure strategic alignment of priorities between the department and entities. Ensure that entities' plans are prepared in accordance with legislative prescripts. Ensure alignment of entities' plans and reports. Initiate trends for good governance practices in the Public Entities. Advise the Executive Authority on governance matters relating to Public Entities. Facilitate the conclusion and signing of shareholder compact/SLA between Executive Authority and Entities and monitor the implementation process. Develop entities' governance and regulatory compliance framework. Coordinate the appointment of members of the boards. Evaluate Strategic Plans / Annual Performance Plans and establish plan indicators for the Public Entities

reporting to Executive Authority. Analysis of Public entities' quarterly reports and their expenditure trends. Monitor financial management and performance in public entities in terms of PFMA and Treasury Regulation. Review Annual Reports of Public Entities reporting to the Executive Authority. Oversee and monitor the performance of entities in line with the set objectives and programme. Coordinate the process for amendment, approval, and tabling of the strategic plans, annual performance plans, and annual reports. Facilitate stakeholder interface, including meetings between the department and the entities as well as meetings between Executive Authority and the Boards.

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

OTHER POSTS

POST 45/185 : **DEPUTY DIRECTOR: BEE ADVISORY COUNCIL REF NO: (SID&ETB – 012)**

Overview: To manage, monitor and provide secretarial support to the B-BBEE Advisory Council.

SALARY CENTRE REQUIREMENTS : R908 502 per annum (Level 12), (all-inclusive remuneration package)
 : Pretoria
 : A three-year National Diploma / B Degree in Business Administration / Public Management. 3 – 5 years' relevant managerial experience in a Transformation and/or Social Development Environment. Skills/Knowledge: Experience in Social development and transformation. Experience in secretariat for BEE advisory council and administration. Experience in report writing, conducting research, stakeholder management, people management, financial management, project management, strategic capability and leadership. Communication skills, interpersonal skills, planning and organising skills and time management skills. Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations and Public Finance Management Act. Proficient in MS Office packages.

DUTIES : Provide secretariat support and administrative services to Presidential BEE Advisory Council. Manage workshops, conferences and road shows for Sub Committees and Presidential Advisory Council. Manage the correspondence and communication to and from the councils. Manage the appointment of Sub-Committee members of the council. Develop and implement communication strategy for the Presidential Advisory Council. Collate and analyse B-BBEE information of reporting to Presidential Advisory Council. Contribute in overall monitoring and evaluation of B-BBEE. Conduct B-BBEE research on the Codes of Good Practice to review progress in achieving B-BBEE for the public and private sectors. Manage correspondence from Advisory Council. Carry out any request for and on behalf of the Presidential Advisory Council an all its Sub-Committees. Monitor financial resource and assets of the unit. Provide inputs to the strategic planning of the unit and execution of the operational plan.

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

POST 45/186 : **DEPUTY DIRECTOR: PROCUREMENT TRANSFORMATION AND VERIFICATION REF NO: (SID&ETB – 020)**

Overview: To manage the development and implementation of policies and strategies for Broad-Based Economic Empowerment (B-BBEE) Procurement Transformation and Verification Systems.

SALARY CENTRE REQUIREMENTS : R908 502 per annum (Level 12), (all-inclusive remuneration package)
 : Pretoria
 : A three-year National Diploma / B Degree in Economics / Business Management. 3-5 years' relevant managerial experience in a Broad Based Black Economic Empowerment policies and strategies environment. Skills/Knowledge: Experience in the development and implementation of policies and strategies. Experience in stakeholder management, monitoring and evaluation, people management, project management, reporting, research and analysis. Knowledge and understanding of the B-BBEE verification Framework, B-BBEE Strategy, Act, Codes and Regulations. Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer

DUTIES

focus. Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act, Employment Equity Act, Skills Development Act, B-BBEE Act, PPPFA and Regulations. Proficient in MS Office packages.

Stakeholder Management: Facilitate and managing complaints against SANAS accredited B-BBEE Verification Agencies. Manage the compilation and update of the SANAS accredited Verification Agencies complaints register. Consolidate reports for on the performance of the accreditation and verification process .Provide technical support, secretarial function and facilitate the implementation of BBBEE MDP Steer committee and verification of the Joint Technical Committee. Conduct presentations on the Preferential Procurement Regulations. Provide training and advocacy on BBBEE / Provision. Provide secretariat functions for implementation of the signed MOU between the dti and SOEPF. Reporting: Generate quarterly reports on the performance of verification Industry; Approved Registered Auditors and Accredited Verification Agencies. Produce quarterly reports on the performance of B-BBEE verification industry to Advisory Council Sub-Committee for consideration and recommendations. Prepare the SOEPF report's for the Directorate. Provide support in the approved transition phase of SANAS accredited Verification agencies to IRBA the regulator of the verification industry. Research and analysis: Conduct and impact analysis of advocacy and communication of the PPPFA in relation to B-BBEE to relevant stakeholders. Analyse the relationship between BEE Unit and SOEPF and monitor the impact of the MoU signed between the dti and SOEPF. Policy Development: Develop and review policies Broad-Based Economic Empowerment, Codes of Good Practice, PPPFA overlies process to align with B-BBEE. Manage and support the Industrial Policy Action Plan processes in relation to the principals for approval. Capacitate and regulate the industry with regulatory body of Auditors. Manage the research strategies for alignment of the PPPFA to advance the objectives of B-BBEE ACT and the Codes of Good Practice. Manage the research strategies for alignment of the PPPFA to advance the objectives of B-BBEE ACT and the Codes of Good Practice. Sub Directorate Management: Monitor financial resource and assets of the unit. Manage the Staff. Provide inputs in to the strategic planning of the unit and execution of the operational plan. Monitoring and Evaluation: Continuously measure, benchmark and improve processes and procedures to ensure efficiency and effectiveness. Provide support in continues Monitoring and evaluation in the verification industry.

ENQUIRIES

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

POST 45/187

DEPUTY DIRECTOR: REGIONAL INDUSTRIAL DEVELOPMENT REF NO: (SID&ETB – 039)

Overview: To facilitate implementation of regional industrial clusters and value chains and to manage the development of policies and strategies for the implementation of regional development.

SALARY CENTRE REQUIREMENTS

R908 502 per annum, (Level 12), (all-inclusive remuneration package)
Pretoria
A three-year National Diploma / B Degree in Economics / Development Studies. 3 – 5 years' relevant managerial experience in an Economic Development environment. Skills/Knowledge: Experience in Regional Industrial Cluster. Experience in implementing regional Industrial development programmes and implementation strategies. Experience in conducting research and feasibility studies on the identified regional industrial clusters and value chains. Manage integrated planning of agencies in line with the dtic's agencies mandate. Experience in monitoring and evaluation, conducting research, stakeholder management, people management, financial management, project management, strategic capability and leadership. Communication skills, interpersonal skills, planning and organising skills and time management skills. Knowledge and understanding of Regional Industrial Development Legislative Framework, Public Service Act, Public Service Regulations, Treasury Regulations and Public Finance Management Act. Proficient in MS Office packages.

DUTIES

Conduct research and feasibility studies on the identified regional industrial clusters and value chains Analyse and research of information on project clusters and value chains. Conduct research on the international best practices on the cluster development of implementation strategies. Manage the identification of training gaps and needs per region. Facilitate the management

of regional industrial clusters and value chain in order to develop targeted industrial capabilities in the Regions. Coordinate and mobilise business development support as well as other inputs and resources required to implement strategic projects per Region. Manage the appointment of a panel of Service Providers for the procurement of professional services. Manage the SLA with the service providers Identify and analyse strategic stakeholders in the region. Manage the compilation of the reports on strategic areas of operation for relevant stakeholders. Monitor and evaluate programmes and projects. Generate quarterly reports on the performance of Regional Industrial Development and Cluster initiatives. Monitor and make recommendations to the budget. Manage the operational plan of the sub directorate.

ENQUIRIES

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

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 09 December 2022
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV only (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

- POST 45/188** : **ASSISTANT DIRECTOR: TRAVEL SERVICES REF NO: DOT/HRM/2022/102**
(Office of the Chief Operations Officer)
(Travel and Facilities Management)
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09), (all-inclusive salary package)
Pretoria (Head Office)
A recognized NQF Level 6 in Public Administration/Management/Financial Management/ Procurement/ Supply Chain Management/Tourism with 3 years supervisory experience in travel procurement, payments and reconciliation environment. Knowledge and skills: Compilation of management reports. PFMA, Treasury Regulations and Instructions (as and when they are released). Communication: Verbal & written communication – English – above average, computer literacy and governance related to information. Strategic capability and leadership, People management and empowerment, Project management, Client and Customer focus.
- DUTIES** : Monitor the implementation of the Travel Policy and procedures: Ensure that the application of the Travel Policy, procedures and processes within the Department is implemented effectively. Manages the operational implementation of the travel contracts: Manages the service delivery of contractors in respect of the travel contracts entered into by the Department and the contractors. Ensure that travel procedures are in line with travel policies, prescripts and contracts. Monitor the payments and reconciliation of

travel requirements after normal working hours. Review fruitless and wasteful expenditure cases in respect of travel to Loss Control Committee. Provides client liaison: Conduct workshops with the travel coordinators regarding policy, procedures and processes. Provide information on travel matters. Participate in departmental project teams responsible for organising events to provide information insofar as travel related matters are concerned. Attend to complaints related to travel services as and when they are raised and conduct regular customer satisfaction surveys and maintain a complaint register. Manages the procurement of land transport: Provide advisory support to officials in respect of the Policy and related contract for land transport. Supervise the administration of the subsidised scheme within the department. Provide secretariat functions to Advisory Committee on Subsidised Transport. Monitor the monthly fuel claims for subsidised vehicles. Manages the section: Manages the assets of the Sub Directorate. Provide guidance and training to staff. Ensure performance Management of Staff. Provide inputs to the budget, strategic and annual reports of the Directorate.

ENQUIRIES
NOTE

- : Ms Elisa Eeland Tel No: (012) 309 3562
- : Preference will be given to African Male, Coloured Male/Female, Indian Male/Female, White Male/Female and persons with disabilities are encouraged to apply for the position.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

: 09 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, driver's 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.

MANAGEMENT ECHELON**POST 45/189**

: **DIRECTOR: WATER SECTOR SUPPORT REF NO: 091222/01**
Branch: Provincial Coordination and International Cooperation: Free State

SALARY
CENTRE
REQUIREMENTS

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

: Bloemfontein

: An NQF level 7 qualification in Natural Science / Engineering or equivalent. Five (5) years' experience at middle / senior management level. Experience in water services management environment. A valid unexpired driver's license. Knowledge in inter-governmental relations and water sector engagement. Knowledge and understanding in high level stakeholder engagements. Knowledge in the implementation of capacity building through skills development in the water sector. Understanding of public finance management act, public service act and public service regulations act. Knowledge of strategic planning resource allocation and human resource management. General management presentation, negotiation, communication, analytical and interpersonal skills. Knowledge of relevant Water Acts. Project, programme management and monitoring skills.

DUTIES

: Develop and share a vision and mission for the component. Promote team building within and beyond the component. Ensure adequate support to subordinates. Participate as a key player in the Water and Sanitation strategic plan. Ensure implementation of transformational programmes. Management of partnerships within the water sector. Oversee and ensure promotion of all inter-governmental relations. Advise top management, relevant components and sector bodies on water services policies and strategies. Communicate effectively with relevant stakeholders in the sector about the support rendered by the component to stakeholders. Ensure development of water sector capacity including support to municipalities in the developing capacity for operations and maintenance of water services infrastructure. Promote water use efficiency within the water services sector. Provide water supply and sanitation services information and give support to entities responsible for water services management. Ensure empowerment of stakeholders through the establishment of water and sanitation community forums. Ensure effective implementation of policies and strategies for the component functions. Ensure support to water services local planning. Ensure monitoring and evaluation of water services delivery projects programmes. Ensure guidance to the water sector regarding technical and engineering aspects of the operations and maintenance of water services infrastructure projects. Ensure provision of support in the quality assurance of water services infrastructure development plans. Ensure coordination and implementation of disaster management. Provide support in the implementation of sanitation programmes and advocacy of sanitation policies and programmes. Provide support in the development and reviewing of sanitation implementation guidelines, procedure manuals and handbooks. Create a culture of innovation efficient and effective performance. Conduct strategic planning for the component. Develop an expenditure forecast monthly for the component. Ensure the development and implementation of a financial strategy and budget responsibility for the component. Manage human resources and development of subordinates within the component. Ensure that Human Resource Development policies are applied by all staff members within the component.

**ENQUIRIES
APPLICATIONS**

: Dr T Ntuli Tel No: 051 405 9000
: Free State (Bloemfontein): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, corner of Visagie and Bosman, Pretoria, 0001.

FOR ATTENTION

: Planning, Recruitment and Selection Unit

OTHER POSTS

POST 45/190

: **SCIENTIFIC MANAGER GRADE A-C REF NO: 091222/02**
Branch: Regulation, Compliance and Enforcement
Dir: Water Resource Regulation

**SALARY
CENTRE
REQUIREMENTS**

: R939 408 per annum, (all-inclusive OSD salary package)
: Pretoria Head Office
: An MSc degree or relevant qualification. Six (6) years post BSc experience preferably in water resource management and water resource regulation. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid drivers' licence. Knowledge and understanding of legal compliance to the National Water Act, 1998 (Act 36 of 1998), and other specific Environmental Management Acts. The following competencies are essential: Financial, Project and Personnel management experience. Data analysis, Business processes to ensure data flow, Professional judgement, scientific mentoring and Policy analysis. Sound knowledge of integrated water resource management and water resource protection. The following attributes will be strong recommendations: Strong leadership skills and the ability to promote transformation and service delivery excellence. Facilitation skills and the ability to interact with key stakeholders in the water sector, National Departments as well as Provincial and Local Government. Excellent communication skills including verbal, report writing, presentation and computer skills as well as innovative thinking and analytical/problem-solving skills. Sound strategic planning and project management skills. The incumbent must be willing to travel extensively nationally and willingness to work irregular hours. Interpersonal skills and ability to work in a multi-disciplinary team.

- DUTIES** : The incumbent will be responsible to develop and monitor implementation of regulatory tools, strategies, protocols, guidelines and standard operating procedures for water resource regulation and protection. Promote and continuously improve regulatory tools. The oversight and consolidation of provincial resource quality reports, the co-ordination and determination of workable solutions to minimise large scale quantity / quality impact on water resources. Management of personnel and resources in the sub-directorate. Provide assistance and support to the regional offices of the Department on Water Resource Regulation and protection. Be involved in the management of projects relevant to the Directorate.
- ENQUIRIES APPLICATIONS** : N Mazwi (Director: Water Resource Regulation) Tel No: 012 336-7554
: Head Office (Pretoria): Please email your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, Corner Visagie and Bosman Street.
- FOR ATTENTION** : Recruitment and Selection Unit
- POST 45/191** : **SENIOR INTERNAL AUDITOR REF NO: 091222/03**
Branch: Chief Directorate: Internal Audit
Sub-Directorate: Compliance Audit
Re-advertisement, applicants who have previously applied need to reapply
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)
: Pretoria Head Office
: A National Diploma or Degree in Accounting / Auditing. Two (2) to Four (4) years' experience in compliance or performance audit. Knowledge and understanding on internal standards and procedures. Knowledge and understanding of king code on corporate governance. Knowledge and understanding of fraud and information technology audits. Knowledge and understanding of risk assessment and management. Knowledge of government financial systems GAAP, GRAP, SAP LOGIS and PERSAL. Understanding of government legislations, PFMA and Treasury Regulations. Problem-solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Completion of the IAT Programme will be an added advantage. Preference will be given to unemployed graduates.
- DUTIES** : Performing the planning, execution, and reporting phases of an audit in accordance with the Institute of Internal Auditors (IIA) standards. Communicate to stakeholders. Compile and submit Weekly Time Sheets. Supervise Interns. Provide secretariat services during the audits.
- ENQUIRIES APPLICATIONS** : Ms. H Phasha Tel No: 012 336 6826
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment and Selection unit

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the department is to regulate the socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities.

- APPLICATIONS** : The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001, or hand delivered at 350 Pretorius Street, Fedsure Forum, Tramshed, Pretoria.
- FOR ATTENTION** : Ms L Mabunda
- CLOSING DATE** : 09 December 2022 at 16:00
- NOTE** : Applications must be submitted on the new Z83 form, which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application 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. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration. South African applicants need not provide passport numbers. Candidates must respond "yes" or "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If "yes", details thereof must be attached to the application. It is acceptable for an applicant to indicate "not applicable" or leave blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed and signed Z83 and a detailed Curriculum Vitae. The communication from HR of the Department regarding the requirements for certified document 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. 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). Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Following the interview and technical exercise for a SMS post, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. A pre-entry certificate obtained from National School of Government (NSG) is required for applicant for all SMS posts, full details can be sourced from: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and will only collect, use, and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

MANAGEMENT ECHELON

| | | |
|----------------------------|---|---|
| <u>POST 45/192</u> | : | <u>DIRECTOR: INTERNATIONAL RELATIONS REF NO: DWYPD/006/2022</u> |
| <u>SALARY</u> | : | R1 105 383 per annum (Level 13), fully inclusive remuneration package |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Applicants must be in possession of a Grade 12 certificate, Bachelor's Degree in International Relations or Political Sciences or appropriate NQF 7 qualification in a related field. Post-graduate qualification (NQF 8) will be an added advantage. Five years' work experience at middle management level in the field of international relations and/ stakeholder relations. Proven track record of handling multiple projects at regional, continental, and international level. Understanding of the South Africa's Foreign Policy priorities. Experience in working with development partners. Knowledge of regional and international commitments for women's empowerment and gender equality, youth development and rights of persons with disabilities. Understanding of UN human rights system, African Union (AU); SADC; BRICS and other key multilateral institutions. |
| <u>DUTIES</u> | : | Develop, coordinate and manage implementation of the Department's International Relations Strategy and Standard Operating Procedures. Serve as the focal point for liaison with key international bodies such as the AU; SADC; BRICS; IBSA; Commonwealth, G20 and the UN. Manage coordination of multilateral relations in particular driving South Africa's participation in strategic international engagements in respect of women, youth and persons with disabilities. Oversee South Africa's regional, continental and international treaty obligations including ensuring the Department's compliance with reporting obligation for specific instruments in SADC; AU and the UN. Manage mutually beneficial bilateral relations with countries across the world with strong emphasis on servicing existing bilateral Agreements/MOUs including negotiation and conclusion of targeted bilateral ties with countries in the African continent and the rest of the world. Manage and assist with coordination of the Department's Official Development Assistance (ODA) with identified development partners across the world. Promote alignment of national laws, legislation and policies to regional and global instruments to advance regional and global integration; manage and promote participation of Women, Youth and Persons with Disabilities in bilateral and multilateral platforms to influence global agenda and decision-making; participate in Inter-Departmental structures organised by DIRCO and DoJ&CD in pursuit of South Africa's Foreign Policy imperatives; Manage human and financial resources of the Directorate. |
| <u>ENQUIRIES</u> | : | Ms Lizzie Mabunda Tel No: 060 978 1558 |

OTHER POST

| | | |
|----------------------------|---|--|
| <u>POST 45/193</u> | : | <u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DWYPD/007/2022</u> |
| <u>SALARY</u> | : | R766 584 per annum (Level 11), fully inclusive remuneration package |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Applicants must be in possession of a Grade 12 certificate National Diploma (NQF6) / Bachelor's Degree (NQF7) in Internal Audit/ Accounting/ Finance. NQF level 7 will be an added advantage. Membership of the Institution for Internal Auditors. Minimum of eight (8) years' internal audit experience of which three (3) years should be at Middle Management level. Knowledge: Internal Audit Methodology. Batho Pele Principles. Public Finance Management Act (PFMA) and Treasury Regulations. Public Service Regulations. Public Service Act. National Treasury Internal Audit Frameworks. Public Sector Risk Management Framework. Framework for Managing Performance information. Standards for the Professional Practice of Internal Auditors. International Financial Reporting Standards. International Accounting Standards. Generally Recognized Accounting Practice (GRAP) Skills: Communication (Verbal and Written). Conflict Management. Project Management. Leadership. Coordinating. Risk Assessment. Negotiation. Presentation. Problem Solving. Planning and Organizing. Report writing. Analytical. |
| <u>DUTIES</u> | : | Provide inputs on the development of the Rolling Three-Year Internal Audit Plan and the Annual Internal Audit Plan. Implement the internal audit plans. Conduct internal audits in line with the approved Internal Audit Plan, Department's Internal Audit Methodology and the Standards for the |

Professional Practice of Internal Auditors. Manage, supervise and coordinate planning, execution of internal audit projects and facilitate reporting on internal audits. Implement and report the Internal Audit Quality Improvement Program. Facilitate the endorsement and approval of internal audit plans by the Accounting Officer and the Audit and Risk Committee. Ensure timely completion and reporting of internal audit projects. Follow up on the implementation of audit action plans to assess the progress made by management in addressing the audit findings. Compile quarterly progress reports against the annual internal audit plan. Provide secretariat services to the Audit and Risk Committee. Supervise and provide guidance during the performance of internal audits projects to promote effective and efficient use of resources and attainment of audit objectives. Identify training needs and facilitate training interventions of internal audit function. Resolve problems and challenges with minimum guidance. Assist in managing the financial and human resource of internal audit function.

ENQUIRIES

:

Mr VS Shongwe Tel No: 060 978 1749

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

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.

| | | |
|----------------------------|---|--|
| <u>CLOSING DATE</u> | : | 09 December 2022 |
| <u>NOTE</u> | : | <p>Applications must be submitted on new Z83 form. "Applicants are advised that from 1 January 2021, a new application for employment (Z83) form will be effective 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.</p> |

OTHER POSTS

| | | |
|-----------------------------------|---|--|
| <u>POST 45/194</u> | : | <u>HEAD CLINICAL UNIT: UROLOGY REF NO: H/H/29</u> |
| <u>SALARY</u> | : | 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, per annum. (OSD) |
| <u>CENTRE REQUIREMENTS</u> | : | Urology Department, Universitas Academic Hospital Senior Certificate plus, Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty or a recognised Sub-Specialty. Registration as a Medical Specialist in Urology with HPCSA. Current |

registration with the HPCSA for the period of 2022/2023. Service record as a Medical Specialist. Valid driver's license. Be a South African or permanent resident of South Africa. Recommendations: Knowledge of Public service legislation, policies and procedures. Excellent time management, written, and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.

DUTIES : Service delivery, management and medical administration: Manage, perform and supervise outreach, in-reach and support services, rendering commuted overtime is compulsory. Take part in teaching, training and research of undergraduates and postgraduates at UAH/UFS. Perform clinical governance and ensure compliance with legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Management and Administration: Perform all reasonable duties as directed by the Head of Clinical Head of Department: Department / Head Clinical Services. Conducting clinical audits, mortality and morbidity. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : Prof FM Claassen Tel No: 051 405 3542
APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Hospital, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein,

FOR ATTENTION : MJ Baleni

POST 45/195 : **MEDICAL SUB - SPECIALIST GRADE 1-3 REF NO: H/M/50**

SALARY : Grade 1: R1 341 942 - R1 424 286 per annum, OSD (excluding Commuted Overtime)
Grade 2: R1 534 356 - R1 628 502 per annum, OSD (excluding Commuted Overtime)
Grade 3: R1 677 720 - R1 918 284 per annum, OSD (excluding Commuted Overtime)
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 : Paediatric Department, Universitas Academic Hospital
REQUIREMENTS : Requirements: Senior Certificate plus, Appropriate qualification that allows registration with the HPCSA as Medical specialist in Paediatric Nephrology or Paediatric Critical Care, **Grade 1:** none. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Current registration with the HPCSA for the period of 2022/2023 as a Medical Specialist in Paediatric Nephrology or Paediatric Critical Care. Valid driver's license. Be a South African citizen or be a permanent resident.

DUTIES : Service delivery and medical administration: Provide outreach, In-reach and support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirement with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department: Paediatric and Head Clinical Unit Paediatrics. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : Dr NE Tabane Tel No: 051-405 3181
APPLICATIONS : To be send to: The Chief Executive Officer, Universitas Hospital, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.

FOR ATTENTION : Me A Lombard

POST 45/196 : **MEDICAL SPECIALIST DIAGNOSTIC RADIOLOGY: GRADE 1-3 REF NO: H/M/51**

SALARY : Grade 1: R1 156 308 - R1 227 255 per annum, OSD (excluding Commuted Overtime)

| | | |
|-----------------------------------|---|---|
| | | Grade 2: R1 322 100 - R1 403 235 per annum, OSD (excluding Commuted Overtime) |
| | | Grade 3: R1 534 356 - R 1 918 284 per annum, OSD (excluding Commuted Overtime) |
| | | 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. |
| <u>CENTRE REQUIREMENTS</u> | : | Boitumelo Regional Hospital: Kroonstad |
| | : | Senior Certificate plus, Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in Diagnostic Radiology. Current registration with the HPCSA for the period of 2022/2023. Grade 1: none Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Knowledge and Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics. |
| <u>DUTIES</u> | : | Service delivery and medical administration: Provide outreach, in-reach and Support service, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoh OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department: Diagnostic Radiology/ Head of Clinical Services. Conducting clinical audits. Monitoring and evaluation of relevant clinical effectiveness indicators. |
| <u>ENQUIRIES</u> | : | Dr K.M Mahasa (Clinical Manager – Boitumelo Regional Hospital) Tel No: 056 216 5200 |
| <u>APPLICATIONS</u> | : | To the CEO: Boitumelo Regional Hospital, Private Bag X47, Kroonstad, 9499, Hand delivery to: Boitumelo Regional Hospital hand deliver. |
| <u>FOR ATTENTION</u> | : | Ms. ML November |
| <u>POST 45/197</u> | : | <u>MEDICAL SPECIALIST GRADE 1 REF NO: H/M/52</u> |
| <u>SALARY</u> | : | Grade 1: R1 156 308 - R1 227 255 per annum, OSD (excluding Commuted Overtime) Grade 2: R1 322 100 - R1 403 235 per annum, OSD (excluding Commuted Overtime) Grade 3: R1 534 356 - R 1 918 284 per annum, OSD (excluding Commuted Overtime) 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. |
| <u>CENTRE REQUIREMENTS</u> | : | Ophthalmology Department, Universitas Academic Hospital |
| | : | Senior Certificate plus, Appropriate qualification that allows registration with the HPCSA as Medical specialist in a normal Specialty in Ophthalmology. Current valid registration with HPSA as a Medical Specialist in Ophthalmology, Current registration with the HPCSA for the period of 2022/2023. Experience Grade 1: None after registration as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. A valid driver's license. Be a South African citizen or be a permanent resident. Knowledge and Skills: Experience in teaching and learning medical students and Registrars. |
| <u>DUTIES</u> | : | Service delivery and medical administration: Provide outreach, in-reach and Support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department and Head Clinical Unit Ophthalmology. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating of relevant clinical effectiveness indicators. |
| <u>ENQUIRIES</u> | : | Prof WJ Marais Tel No: 051 – 405 2152 |

- APPLICATIONS** : To be send to: The Chief Executive Officer, Universitas Hospital, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 Or hand delivered @ room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein.
- FOR ATTENTION** : Me A Lombard
- POST 45/198** : **CHIEF CONSTRUCTION PROJECT MANAGER REF NO: H/C/ 47**
Re-Advertisement (Those who previously applied are encouraged to apply)
- SALARY** : R1 090 224 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).
- CENTRE REQUIREMENTS** : Infrastructure and Technical Office, Corporate Services: Bloemfontein
: Senior Certificate plus BTech or Degree or Honours Degree in Built Environment. Registered as a Professional Construction Project Manager with the SACPCMP. 6 years appropriate experience as registered professional. Valid driver's license and computer literacy. Knowledge and skills: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice. Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
- DUTIES** : Infrastructure Programme and project planning in line with IDMS. Infrastructure programme and project implementation and monitoring. Infrastructure project commissioning. Infrastructure programme and project evaluation. Research/ Literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/ councils. People management. Financial Management, Mentoring of candidates.
- ENQUIRIES APPLICATIONS** : Adv TM Thebe Tel No: (051) 408 1122/1841
: Applications to be send to: Acting Director HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
- FOR ATTENTION** : Me RD Stallenberg
- POST 45/199** : **CHIEF ENGINEER REF NO: H/C/48 (X2 POSTS ELECTRICAL AND X1 POST MECHANICAL)**
Re-Advertisement, (Those who previously applied are encouraged to apply)
- SALARY** : R1 090 224 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).
- CENTRE REQUIREMENTS** : Infrastructure and Technical Office, Corporate Services: Bloemfontein
: Senior Certificate plus a university Degree in Engineering and/or equivalent qualification. Registration with ECSA as a Professional Engineer: Electrical or Mechanical Engineer, Minimum of Six Years' experience post qualification, Valid driver's license. Computer literacy. Knowledge and Skills: Construction Industry, Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice. Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative.
- DUTIES** : To provide engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery

Management System. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical/mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical/mechanical engineering installations and oversee commissioning of electrical/mechanical/civil engineering installations. Undertake research, Mentor candidates.

ENQUIRIES : Adv TM Thebe Tel No: (051) 408 1122/1841
APPLICATIONS : Applications To Be Send To: Acting Director HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me RD Stallenberg

POST 45/200 : **CHIEF ARCHITECT PRODUCTION GRADE A REF NO: H/C/49 (X1 POST)**
 Re-Advertisement those who previously applied are encouraged to apply

SALARY : R939 408 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).

CENTRE : Infrastructure and Technical Office, Corporate Services: Bloemfontein
REQUIREMENTS : Senior Certificate or equivalent, plus Bachelor Degree of Architecture. Registered as a Professional Architect with the SACAP. 6 years' appropriate experience post qualification. Certificate or executive course in IDM. Valid driver's license and computer literacy. Knowledge and Skills: Information Act of 2000.Promotion of Administrative Justice Act of 2000.Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003.Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. All standards defined in the Competence standard for Construction Procurement issued by CIDB.

DUTIES : Infrastructure Programme and project planning in line with IDMS. Infrastructure programme and project implementation and monitoring. Infrastructure project commissioning. Infrastructure programme and project evaluation. Research/ Literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/ councils. People management. Financial Management, Mentoring of candidates.

ENQUIRIES : Adv TM Thebe Tel No: (051) 408 1122/1841
APPLICATIONS : Applications to be send to: Acting Director HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me RD Stallenberg

POST 45/201 : **CHIEF QUANTITY SURVEYOR GRADE A REF NO: H/C/50 (X1 POST)**
 Re-Advertisement, those who previously applied are encouraged to apply

SALARY : R939 408 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).

CENTRE : Infrastructure and Technical Office, Corporate Services: Bloemfontein
REQUIREMENTS : Senior Certificate or equivalent, plus Bachelor Degree of Quantity Surveying. Registered as a Professional Quantity Surveyor with the SACQSP. 6 years' appropriate experience post qualification. Valid driver's license and computer literacy. Knowledge and Skills: Certificate or Executive Course in Infrastructure Delivery Management. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative

Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as issued by the CIDB.

DUTIES : Infrastructure Programme and project planning in line with IDMS. Infrastructure programme and project implementation and monitoring. Infrastructure project commissioning. Infrastructure programme and project evaluation. Research/ Literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/ councils. People management. Financial Management, Mentoring of candidates.

ENQUIRIES APPLICATIONS : Adv TM Thebe Tel No: (051) 408 1122/1841
: Applications To Be Send To: Acting Director HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me RD Stallenberg

POST 45/202 : **DEPUTY DIRECTOR: FACILITY PLANNER REF NO: H/D/46**
Re-Advertisement, those who previously applied are encouraged to apply

SALARY : R766 584 per annum, (all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional).

CENTRE REQUIREMENTS : Infrastructure and Technical Office, Corporate Services: Bloemfontein
: Senior Certificate or equivalent, plus Degree in any Health Science qualification. Minimum of 3-5 years' appropriate experience in health planning from an infrastructure perspective, for which 3 years should be in management level. Valid driver's license. Recommendation: National Building Standards Act of 1977 and Regulations, Occupational Health and Safety Act of 1933 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations act 61 of 2003. PFMA /DORA/ Treasury Regulations, Practice Notes, Instructions and circulars. Provincial/ Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administration Justice Act of 2000. Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005 and Construction Industry Development Board Act of 2002 and Regulations and computer literacy.

DUTIES : Preparation of Strategic Project Brief of Capex and Maintenance Project, assist with preparation and review Business Cases in consultation with Health Facilities, Support built environment staff and ensure users with the development of skills to prepare business cases. Inputs to infrastructure plans, norms and standards and Projects and Programme implementation.

ENQUIRIES APPLICATIONS : Adv TM Thebe Tel No: (051) 408 1122/1841
: Applications To Be Send To: Acting Director HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me RD Stallenberg

POST 45/203 : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: H/D/47**
Corporate Services

SALARY : R766 584 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.

CENTRE REQUIREMENTS : Bloemfontein
: Senior Certificate or equivalent, plus an appropriate Bachelor's Degree or equivalent qualification in Internal auditing. 3-5 years' appropriate in Internal Auditing experience and 3 years must be on junior management level (Assistant Director). Valid driver's license. Knowledge and Skills: Teammate software, Enterprise Risk Management Framework, Public Finance

Management Act, King III report on corporate governance and Treasury Regulations. Understanding and application of IIA standards. Registration with IASA. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours. Skills required: Communication, policy analysis, planning and organizing, people management, problem solving, time management, project management, facilitation and presentation skills. Possession or studying towards either one or more professional certificate: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certification in Control Self-Assessment (CCSA) will be an added advantage. Qualification and experience in Information Technology Audit.

DUTIES : Provide inputs in the development of the three year rolling plan and annual internal audit plan for the first year of the three year rolling plan. Provide inputs to the enhancement of audit methodologies and technologies. Allocate, supervise and manage audit projects. Provide internal audit assurance and consulting services to the department as may be required from time to time. Manage communication and relationships with clients and other stakeholders. Market and represent Internal Audit. Review and quality check internal audit reports. Manage internal audit resources. Assist with the administration of Internal Audit.

ENQUIRIES : Mr. SM Lekola Tel No: (051) 408 1585
APPLICATIONS : Applications To: Acting Director HRM and Planning, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION : Me RD Stallenberg

POST 45/204 : **ENGINEER REF NO: H/E/6 (X1 POST ELECTRICAL AND X2 POSTS MECHANICAL)**
 Re-Advertisement those who previously applied are encouraged to apply

SALARY : R750 693 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).

CENTRE : Infrastructure and Technical Office, Corporate Services: Bloemfontein
REQUIREMENTS : Senior Certificate or equivalent, plus National Diploma in Engineering (Electrical/ Mechanical). Registered as a Professional Engineer with ECSA and proof to be attached). 3 years appropriate experience post qualification. Valid driver's license and Knowledge and Skills: PFMA/Treasury. Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. Computer literacy.

DUTIES : Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment / mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of Electrical / Mechanical Engineering installations. Research/ Literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/ councils. People management.

ENQUIRIES : Adv TM Thebe Tel No: (051) 408 1122/1841
APPLICATIONS : Applications to be send to: Acting Director HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me RD Stallenberg

POST 45/205 : **PHARMACIST GRADE 1-3 REF NO: H/P/61**

SALARY : Grade 1: R724 887 - R769 368 per annum
 Grade 2: R785 160 - R833 340 per annum
 Grade 3: R858 528 - R911 205 per annum

CENTRE REQUIREMENTS

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.

: Botshabelo District Hospital
: Senior Certificate or equivalent, plus Appropriate Bachelor of Pharmacy Degree. Computer literacy. Valid driver's license. Pharmacist **Grade 1:** Registration with the SAPC as a Pharmacist. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist **Grade 2:** Registration with the SAPC as a Pharmacist. Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of SAPC in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist with a recognized foreign SAPC in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist **Grade 3:** Registration with the SAPC as a Pharmacist. Minimum of 13 years after registration as a Pharmacist with the SAPC in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist with a recognized foreign SAPC in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Ability to work under pressure. Confidentiality.

DUTIES

: Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts in line with relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container. Dispensing of medication: giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Deliver emergency services. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys /rooms, visit clinics, control expired medication, maintain drug registers (schedule 5.6 and donation). Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) with. Stock taking procedures. Ordering and receiving of stock. Storage of stock, maintain stock cards, record keeping. Distribution and redistribution of stock. Ensure adherence to Good Pharmacy practice rules and regulations. Training of staff: Pharmacist assistants, interns and other pharmacy support and personnel. Monitoring treatment to workers due to occupational injury. Keeping statistics and compiling of reports. Where acting as responsible pharmacist: Control the budget. Supervision of pharmacy personnel. Ensure implementation of the referral system. Attend meetings. Implement and maintain the infection control policy.

ENQUIRIES APPLICATIONS

: Me L Swarts Tel No: 051 5330 295
: To: The CEO: Botshabelo District Hospital, Private Bag X527, Boshabelo District Hospital 9781 or Hand deliver, Boshabelo District Hospital 9781.

FOR ATTENTION

: Me M Mokoena

POST 45/206

: **PHARMACIST GRADE 1-3 REF NO: H/P/62**

SALARY

: Grade 1: R724 887 - R769 368 per annum
Grade 2: R785 160 - R833 340 per annum
Grade 3: R858 528 - R911 205 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

: Fezile Dabi District
: Senior Certificate or equivalent, plus Appropriate Bachelor of Pharmacy Degree. Computer literacy. Valid driver's license. Pharmacist **Grade 1:** Registration with the SAPC as a Pharmacist. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South

Africa. Pharmacist **Grade 2:** Registration with the SAPC as a Pharmacist. Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of SAPC in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist with a recognized foreign SAPC in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Pharmacist **Grade 3:** Registration with the SAPC as a Pharmacist. Minimum of 13 years after registration as a Pharmacist with the SAPC in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist with a recognized foreign SAPC in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Good interpersonal and communication skills.

- DUTIES** : Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container. Dispensing of medication: Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Deliver emergency services. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/ rooms, visit clinics, control expired medication, maintain drug registers (schedule 5, 6 and donation). Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) with: Stock taking procedures. Ordering and receiving of stock. Storage of stock, maintain stock cards, record keeping Distribution and redistribution of stock. Ensure adherence to Good Pharmacy Practice Rules and Regulations. Training of staff: Pharmacist assistants, Interns and other pharmacy support personnel. Monitoring treatment to workers due to occupational injury. Keeping of statistics, compiling of reports.
- ENQUIRIES** : ME. Jana Van Wyk District Pharmacist at 060 853 7700
- APPLICATIONS** : To: The CEO: Fezile Dabi District, Private Bag X2005, Sasolburg, 1947 or Hand deliver Fezile Dabi Sasolburg.
- FOR ATTENTION** : ME. WR Van Loggerenberg
- POST 45/207** : **QUANTITY SURVEYOR GRADE A REF NO: H/Q/3 (X3 POSTS)**
Infrastructure and Technical Office, Corporate Services
Re-Advertisement, those who previously applied are encouraged to apply
- SALARY** : R646 854 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).
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Senior Certificate or equivalent, plus Bachelor Degree of Quantity Surveying. Registered as a Professional Quantity Surveyor with the SACQSP. 3 years' appropriate experience post qualification. Valid driver's license and computer literacy. Knowledge and Skills: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as issued by the CIDB.
- DUTIES** : Infrastructure Programme and project planning in line with IDMS. Infrastructure programme and project implementation and monitoring. Infrastructure project commissioning. Infrastructure programme and project evaluation. Research/

| | | |
|--------------------------------------|---|---|
| | | Literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/ councils. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Adv TM Thebe Tel No: (051) 408 1122/1841 |
| | : | To Be Sent To: Acting Director HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein. |
| <u>FOR ATTENTION</u> | : | Me. Rd Stallenberg |
| <u>POST 45/208</u> | : | <u>OPERATIONAL MANAGER NURSING PNB3 REF NO: H/O/21</u> |
| <u>SALARY</u> | : | R588 378 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance, Rural Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements. |
| <u>CENTRE REQUIREMENTS</u> | : | Universitas Academic Hospital |
| | : | Senior Certificate or equivalent, plus Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Advanced Midwifery and Neonatology Nursing Science qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Valid driver’s license. Knowledge and Skills: Knowledge of all Maternity High Risk and Neonatal ICU guidelines. Computer literacy. Knowledge of relevant Management and practice legislation/standards. Ability to lead, plan, organize, co-ordinate and communicate. Ability to take charge and make appropriate independent decisions. Ability to work under pressure. Basic Qualification accredited with the SANC in terms of Government Notice 425. |
| <u>DUTIES</u> | : | Maintain constructive working relationships with nursing and other stakeholders. Implement all strategic mandates of Nursing strategy, Regulated Norms and Standards, Annual performance. Manage and implement all clinical governance related matters. Ensure provision of quality nursing care according to nursing process and patient safety standards. Manage the risks identified in the Maternity High Risk and Neonatal ICU. Responsible for Resources: Human, financial, material, and assets. Responsible for providing environment conducive to education and research. Management of Information. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Me B E Molisapoli Tel No: (051) 405 3415/17 |
| | : | To: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 OR hand deliver @ Room 1102, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301. |
| <u>FOR ATTENTION</u> | : | Ms D Duiker |
| <u>POST 45/209</u> | : | <u>CLINICAL PROGRAM COORDINATOR: PNA-5 (NIGHT SUPERVISOR) REF NO: H/C/52</u> |
| <u>SALARY</u> | : | R464 466 per annum, plus 13 th Cheque, Housing Allowance, Uniform Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements. |
| <u>CENTRE REQUIREMENTS</u> | : | Bongani Regional Hospital |
| | : | Senior Certificate or equivalent, plus 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 SANC as a Professional Nurse in general nursing. Registration with SANC for (2022/2023). Knowledge and skills: Willingness to work overtime, weekends and public holidays as required. A strong sense of confidentiality and trustworthiness. Good managerial, supervisory, negotiation, interpersonal relations, problem-solving, change management, decision making skills, disciplinary and conflict management skills. Good leadership and organizational skills and ability to function under pressure. Knowledge and insight of legislation and policies relevant to current nursing practice within the Public Service and Ideal Hospital Standards. Computer literacy (MS Word, Outlook, Excel, and Power Point). |
| <u>DUTIES</u> | : | To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner. Ensure compliance to professional and ethical practice. Demonstrate an in–depth |

understanding of nursing legislation and related legal, ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practices by the nursing team (unit) in accordance with the scope of practice and standards as determined by the hospital. Relevant health information to health care users to assist in achieving optional quality health care, goals and objectives including rehabilitation of patients. Maintain constructive working relationship with nursing personnel and other stakeholders. Participate in the analysis, formulation and implementation of the nursing guidelines, protocols, standards and operating procedures. Practice norms and standards. Maintain professional growth/ethical standards and development of self and subordinates. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate effective communication with the patients, supervisors, colleagues and other health professionals and junior colleagues including compiling and writing complex reports. Work as part of multi-disciplinary team in the hospital level to ensure good nursing care with the nursing team. Work effectively and amicably at the supervisory level with the persons of diverse intellectual, cultural and racial or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing services in the unit. Provide management support, guidance, and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the nursing division on night duty. Demonstrate a basic understanding of HR and Financial policies and practices.

ENQUIRIES
APPLICATIONS

: Mr. Tsoho T Tel No: 057 916 8285
: To: The Chief Executive Officer, Bongani Regional Hospital, Private Bag X29, Welkom, 9460 – No. 1 Mothusi Road, Thabong, Welkom. 3rd Floor, Human Resource Department.

POST 45/210

: **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: H/A/43**
Human Resource Directorate: Corporate Office

SALARY

: R393 711 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE
REQUIREMENTS

: Bloemfontein
: Senior Certificate or equivalent qualification, plus three-year Diploma/Bachelor's Degree in Human Resource Management/ Public Administration or related field at NQF 6 as recognised by SAQA, plus 3-5 years' functional experience, which 3 years' must be registry experience at Human Resource Management supervisory level. Extensive PERSAL Training. Proven computer literacy. Valid driver's license. Knowledge And Skills: Public Service Act, 1994 (as amended), Public Service Regulations, 2016 (as amended). Employment Equity Act, 1998 (Act No 55 of 199, Labour Relations Act, 1995 (Act No 66 of 1995), Basic Conditions of Employment Act, 1997 (Act No 75 of 1997), Skills Development act (Act No 97 of 1998). Knowledge and understanding of Human Resource Management environment. Management of resources. Knowledge of Policies/implementation strategies. Knowledge of Human Resource Management Legislation/ Directives. Knowledge of the Persal System. Communication and interpersonal skills, Problem solving Skills. Computer skills.

DUTIES

: Monitor records management and filing services in the unit. Manage and ensure proper implementation and maintenance of records management systems. Ensure efficient records management and practices by developing and implementing records management systems and procedures. Facilitate records management awareness programs. Manage Resource (Human, Financial and Physical) within the unit.

ENQUIRIES
APPLICATIONS

: Mr. AZG Bebola Tel No: (051) 408 1883
: To: Acting Director: HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION

: Me RD Stallenberg

POST 45/211

: **INTERNAL AUDIT REF NO: H/I/2**
Internal Audit Directorate: Corporate Office

SALARY

: R269 214 - R317 127 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE

: Bloemfontein

- REQUIREMENTS** : Senior Certificate or equivalent qualification, plus a Three-year tertiary qualification, Diploma/Appropriate Bachelor's Degree or equivalent qualification in Internal auditing/Accounting/Risk Management, plus 2 years' functional experience. Valid Driver's License. A successful candidate must be willing to travel extensively and work irregular hours. Knowledge And Skills: Communication, planning and organizing, problem solving and time management. Knowledge of Teammate software. Qualification in Information Technology Audit.
- DUTIES** : Provide inputs in conducting risk assessments. Assist in planning and conduct audit assignments in accordance with audit methodology and IIA standards. Prepare audit programmes together with Assistant Director. Gather adequate, competent and useful evidence. Assist in preparing draft audit reports to be reviewed by management. Conduct ad-hoc assignments and follow up audits. Assist in the administration of the Internal Audit activities.
- ENQUIRIES** : Mr. SM Lekola Tel No: (051) 408 1585/1762
- APPLICATIONS** : To: The Acting Director: HRM and Planning, Bophelo House, Private Bag X227, Bloemfontein, 9300, or hand deliver @ Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.
- FOR ATTENTION** : Me R Stellenberg
- POST 45/212** : **HEALTH PROMOTER REF NO: H/H/30**
HR Practices: Human Resource Directorate: Corporate Office
- SALARY** : R269 214 - R317127 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Senior Certificate or equivalent qualification, plus Three-year tertiary qualification, Diploma/ Degree in Health Promotion/ Social Science/ Nursing, plus 2 years' functional experience. Valid Driver's License. Knowledge and Skills: Good interpersonal and communication skills.
- DUTIES** : Facilitate and support the promotion of Healthy Lifestyles. Implement Health Promotion Awareness campaigns according to health calendar and provincial priorities. Strengthen Partnerships with other stakeholders for implementation of Health Promotion. Support implementation of PHC strategy. Implement health promotion in Health care facilities. Monitor and evaluate the implementation of health promotion in PHC facilities.
- ENQUIRIES** : Me H Boshoff Ass Dir Community Development Tel No: 016 970 9303
- APPLICATIONS** : To: The CEO: Fezile Dabi District, Private Bag X2005, Sasolburg, 1947 or Hand deliver.
- FOR ATTENTION** : ME. WR Van Loggerenberg

DEPARTMENT OF TREASURY

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

- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein.
- FOR ATTENTION** : Ms. D Motloung, Fidel Castro Building, Tel No: (051) 405 4274
- CLOSING DATE** : 09 December 2022
- NOTE** : Directions to applicants: Applications must be submitted on form the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must only be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualifications should be mentioned in the CV). Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The Department, post name and reference number of the advertised post should be stated on the Z.83. Only short listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s)

should be in line with the requirements of the advertisement. Candidates may also be subjected to a practical test. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

OTHER POST

POST 45/213 : **DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING AND ASSET MANAGEMENT REF NO: FSPT: 035/22**

SALARY : R766 584 per annum (Level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE REQUIREMENTS : Bloemfontein
: A relevant degree or equivalent qualification in Accounting/Financial Accounting with a minimum of three (3) years' experience in local government finance and administration of which at least three (3) years should have been in a junior management position. Knowledge of the Public Finance Management Act (PFMA), Municipal Financial Management Act (MFMA), Division of Revenue Act, Intergovernmental Relations Act (DORA), Treasury Regulations, Municipal Systems Act (MSA), Generally Recognised Accounting Principles (GRAP). Computer literate. Good interpersonal, organizing, planning and analytical skills. Valid driver's license.

DUTIES : Promote adherence to GRAP standards and timeous submission of credible annual financial statements by 31 August. Promotion of improved audit outcomes in municipalities. Provide technical support on financial management and accounting. Supporting the monitoring and compliance with the financial accounting reporting requirements. Management of functions related to effective and efficient operations of the Directorate including quarterly reporting of the Annual Performance Targets.

ENQUIRIES : Mr. L Moduane Tel No: 083 389 1778

OFFICE OF THE PREMIER

Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of positions and candidates whose appointment/promotion/transfer will promote representivity; will receive preference.

APPLICATIONS : Posted to Ms. Leanne Terblanche, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Leanne Terblanche, Room 7, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspremier.gov.za.

CLOSING DATE : 09 December 2022 at 16:00

NOTE : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept

that their application was unsuccessful. Applications from people with disabilities are welcomed.

OTHER POSTS

POST 45/214 : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT COORDINATION REF NO: 23/2022**

SALARY : R766 584 per annum (Level 11), (an all-inclusive salary package) The remuneration package includes a basic salary, Annual Service Bonus, the Employer's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include Medical Aid contribution, 13th cheque, motor car allowance, housing allowance and non-pensionable cash allowance.

CENTRE REQUIREMENTS : Bloemfontein
: A three year tertiary qualification (NQF Level 7) in Human Resource Management and Development. Extensive experience in the human resource development and training field. Relevant experience in Assessment of training courses in the government. Experience in research. Working knowledge of the designing and development of training courses. Ability to do research and benchmarking regarding management/generic and transverse training. Report writing, computer, presentation and interpersonal relations skills.

DUTIES : Administer curriculum development for the Free State Training Academy, including: Evaluate training needs; Evaluate new training courses; Design courses to address training needs; Re-design existing courses in collaboration with stakeholders; Develop and implement a strategy to market the Academy; and Advice on the establishment of partnerships to provide training. Administer quality assurance of training programmes for the Free State Training Academy, including: Conduct research and evaluate assessment tools to determine the impact of training interventions; Moderate assessment of portfolios; Manage training system and certification; and Report on the impact of training interventions. Facilitate skills development within the Office of the Premier (OTP), including: Facilitate the development of a work place skills plan for the OTP; Monitor the implementation of the work place skills plan; Report on the status of the work place skills plan; Manage internship and learnership programmes; and Manage bursary administration. Manage resources, including: Manage staff within the Section; Develop Job Descriptions within the Section; Manage performance of staff within the Section; Facilitate training interventions; and Give operational direction, guidance and advice to staff within the Section.

ENQUIRIES : Ms. L. Nibe-Nkutha, Director: Free State Training Acedemy, Tel No: 051 4098009

POST 45/215 : **DEPUTY DIRECTOR: GENERIC AND OPERATIONAL TRAINING REF NO: 24/2022**

SALARY : R766 584 per annum (Level 11), (an all-inclusive salary package). The remuneration package includes a basic salary, Annual Service Bonus, the Employer's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include Medical Aid contribution, 13th cheque, motor car allowance, housing allowance and non-pensionable cash allowance.

CENTRE REQUIREMENTS : Bloemfontein
: NQF level 7 qualification. 3-5 years' experience in middle management and, including assessment of training courses in the government. Knowledge of designing and development of training courses, research and benchmarking, and public service policies. Presentation, communication and interpersonal skills.

DUTIES : To provide advice and support on generic and transversal training, including: Consult the Skills Development Facilitators on respective management of training needs; Develop a training schedule for management training; Quality assure training needs for generic/transversal management; and Market generic and training in the schedule. To facilitate and coordinate the provision of middle management and level 1-5 interventions, including: Coordinate the provincial departments nomination process; Consult the relevant service providers; Write submission for approval; Liaise with departments for implementation of training; and Coordinate the implementation of training. To

develop and manage an integrated competency based learning pathway for junior officials and middle management development, including: Align training to competency standards of middle managers; Consolidate into the training schedule; Consult with relevant providers; and Liaise with departments for the implementation of training. The coordinate Compulsive Induction Programmes (CIP) for salary levels 1 to 12 and higher, including: Conduct baseline on CIP 1-1; Consult the Skills Development Facilitators on their respective needs of CIP1-12; Intergrade needs to the training schedule; and Submit CIP report. To manage resources to ensure that the objectives of the component are achieved, including: Management of staff within the component; The development and updating of Job Descriptions for reporting staff; The performance management of staff within the component; Facilitation of training interventions; and Give direction, guidance and advice to staff within the component.

ENQUIRIES : Ms. L. Nibe-Nkutha, Director: Free State Training Acedemy, Tel No: 051 4098009

POST 45/216 : **SECRETARY TO THE DIRECTOR: CORPORATE COMMUNICATION REF NO: 22/2022**

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 05), (A basic salary)
: Bloemfontein
: Grade 12 with typing as a subject or any other training/qualification. Secretarial experience within a middle/senior management office. Knowledge of telephone etiquette, records management and office administration. Language, basic written communication, computer and organizing skills.

DUTIES : Provides a secretarial/receptionist support service to the Manager, including: Co-ordination of telephone calls, e.g. receive telephone calls and refers the calls to the correct role players if not meant for the Manager; Records appointments and events in the diary of the Manager; Types documents for the Manager and other staff within the unit; Operates office equipment like fax machines and photocopiers. Provides a clerical support service to the Manager, including: Liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received; Arranges meetings and events for the Manager and staff in the unit. Identify venues, invites role players, organizes refreshments and sets up schedules for meetings and events; Processes travel and subsistence claims for the unit; Processes all invoices that emanate from the activities of the work of the Manager; Drafts basic minutes of the meetings of the Manager where required; Drafts routine correspondence, reports and other documentation; Does filing for the Manager and unit according to the Archives Act.; Administers matters like leave registers and telephone accounts; Receives, records and distributes all incoming and outgoing documents; Coordinates the procurement of standard items like stationary and refreshments; Collects all relevant documents to enable the Manager to prepare for meetings.

ENQUIRIES : Mr. S.K. Maphalla Tel No: 51 403 3928

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
- CLOSING DATE** : 09 December 2022
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. 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). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

MANAGEMENT ECHELON

- POST 45/217** : **CHIEF DIRECTOR: DISTRICT OPERATION MANAGEMENT (TSHWANE REGION) REF NO: HO2022/11/03**
Branch: Curriculum Management & Delivery
(5 Years Fixed Term Contract Performance Based)
Re-advertisement, candidates who applied previously are encouraged to re-apply.
- SALARY** : R1 308 051 per annum, (an all-inclusive package)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years senior management experience. Proven management skills in education

| | | |
|----------------------------|---|---|
| | | management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate and ability to work under pressure. Valid South African driver's license is essential. |
| <u>DUTIES</u> | : | To oversee the management of district planning and resourcing. Facilitate the development of a consolidated operational plan for the Chief Directorate, district operations management that is aligned to the business objectives, goals and approved budget. Ensure the filling of vacant posts to achieve the departmental mandate. Oversee programmes within the District Offices to ascertain implementation and expenditure of the budget allocations. Monitor the implementation and propose the review of the Districts organisational structure to address service delivery requirements. Coordinate and oversee HR and Financial administration support services to the district and circuit teams. Support, monitor and manage District operations. Consolidate District Reports for the Region as and when required. Manage, monitor and support district performance. Develop, implement and maintain a framework/programme against which the District performance can be evaluated and monitored. Manage and coordinate the provision of district governance services. Manage the development and review of district operations management policies and guidelines. Ensure that information risk management, security and support protocols are implemented and adhered to. Support, Manage and Monitor School governance and training of professional staff, Registration and de – registration of schools and Determination of school norms and standards. Promote internal and external stakeholder relationships. Ensure that policy, systems and procedures to manage performance and discipline effectively are implemented. |
| <u>ENQUIRIES</u> | : | Mr. Hector Tsosane Tel No: (011) 843 6533 |
| <u>POST 45/218</u> | : | <u>DIRECTOR: QUALITY ASSURANCE REF NO: HO2022/11/04</u> Chief Directorate: Strategic Research, Monitoring and Quality Assurance (5 Years Fixed Term Contract Performance Based) |
| <u>SALARY</u> | : | R1 105 383 per annum, (an all-inclusive package) |
| <u>CENTRE</u> | : | Head Office, Johannesburg |
| <u>REQUIREMENTS</u> | : | An appropriate Degree/B-Tech (NQF Level 7) qualification in Education or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/senior management experience within education management environment. Proven management skills in education management or equivalent. Knowledge of advance analytical skills. Extensive knowledge of the prescripts of the Public Service Act and Regulations, Employment of Educator 's Act, SASA, PFMA, Labour Relations Act and another relevant legislation. COMPETENCIES: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, Performance Management. Extensive knowledge, skills and competencies of Assessment policy development, mediation and support. People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate and ability to work under pressure. Valid South African driver's license is essential. |
| <u>DUTIES</u> | : | Oversee coordination of systemic evaluation at Grade 3, 6 and 9 for selected subjects in line with international, National and Provincial quality initiatives of the department with the purpose to establish the health of education system. Manage systems in place to promote quality assurance culture from head office, district and to school level. Coordinate systemic evaluation as prescribed by Department of Basic Education (DBE) for quality improvement initiatives. Manage the development of instruments for conducting systemic evaluation and measure the output thereof. Monitor, evaluate and report quality of education across independent and public schools according to their district. Manage the capturing of data using SITA, SASAMS and AA systems. Oversee and coordinate external whole school evaluation for both Primary and Secondary with the intentions to improve provision of quality education in all schools. Manage development and implementation whole school evaluation (WSE) guidelines and criteria. Consult and represent the department on Quality Improvement Committee with other provincial education at DBE. Provide service delivery oversight. Manage special inquiries into priority |

matters as referred by the HOD/MEC. Develop and manage early warnings systems and reporting in the provision education. Develop and report on all findings and recommendations from evaluation programmes with purpose to provide feedback to all stakeholders. Manage the development and implementation of quality assurance policies, procedure and guidelines. Manage the implementation of quality assurance policies and guidelines according to the agreed norms and standard. Report on any discrepancies with regards to quality assurance compliance to all relevant stakeholders. Manage human and physical resources utilization in directorate. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively. Manage financial resources including the allocated budgets.

- ENQUIRIES** : Ms Ntendeleni Radzilani Tel No: (011) 843 6540
- POST 45/219** : **DIRECTOR: EDUCATION TRAINING AND QUALITY ASSURANCE REF NO: HO2022/11/05**
 Branch: Gauteng City Region Academy
 (5 Years Fixed Term Contract Performance Based)
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum, (an all-inclusive package)
 : Head Office, Johannesburg
 : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Public Administration/Social Sciences/Humanities/Natural Science or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/senior management experience within Research/, Monitoring and Evaluation environment or related environment. A post graduate qualification will be an added advantage. Proven management skills in education management or equivalent. Knowledge of Skills Development Act, SAQA Act, NQF Act, National and Provincial Monitoring and Evaluation policy framework, Research methodologies, Quality Assurance framework. HRD strategies (National and local, NSD Strategies, Research and analysis, Labour Relations Act. Basic Conditions of Employment Act, Human resource Management, Systems application, PAIA and PFMA Act. Competencies: Strategic capability and leadership, Research, Report Writing, Analytical Skills, Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.
- DUTIES** : Manage and ensure the development and maintenance of research, monitoring & evaluation frameworks, systems and processes for the Gauteng City Region Academy (GCRA). Research monitoring and evaluation best practices to ensure continuous improvement and innovation of processes and services within Gauteng City Region Academy (GCRA). Manage the establishment of a skills planning approach for the GCR, i.e. GPG and non-government, private sector. Manage and ensure the maintenance of the monitoring and evaluation electronic system. Oversee the work of Service Providers or Consultants contracted to conduct projects. Manage and conduct the research evaluation of learning needs. Manage and conduct an annual training needs analysis. Ensure that the implementation of training projects is in line with training needs and meet agreed quality standards. Ensure monitoring and evaluation of performance of research and training against processes, procedures and activities. Build a database of research, monitoring, and evaluation experts. Promote good internal and external stakeholder relationships. Develop mechanisms to promote continuous engagement with key internal and external stakeholders to ensure a foundation for effective working relationships. Manage the effective, efficient and economical management and utilization of resources allocated to the directorate. Develop an operational plan for the directorate aligned to GCRA's objectives, goals and approved budgets. Provide general supervision requirements and ensure staff is trained. Manage performance of staff within the unit.
- ENQUIRIES** : Ms Ntendeleni Radzilani Tel No: (011) 843 6540

- POST 45/220** : **DISTRICT DIRECTOR: SEDIBENG WEST REF NO: HO2022/11/06**
 Chief Directorate: District Operations Management (Westrand and Sedibeng Region)
 (5 Years Fixed Term Contract Performance Based)
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum, (an all-inclusive package)
 : Head Office, Johannesburg
 : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. South African driver's license is essential.
- DUTIES** : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.
- ENQUIRIES** : Ms Ntendeleni Radzilani Tel No: (011) 843 6540

DEPARTMENT OF E-GOVERNMENT

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

- APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag X112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentre.gpg.gov.za
- CLOSING DATE** : 09 December 2022
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents) and must be completed in full, initialled and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates. Applicants are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

POST 45/221 : **DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: REFS/015567**
Branch: Information Communication Technology

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric/Grade 12 plus a recognized NQF 6 qualification in Business Management or related field. A minimum of 3-5 years' experience in a service-oriented environment. Knowledge and understanding of the function of ICT in the public service, the Public Service Act, the Public Service Regulations and other governing prescripts and policies including the Batho Pele Principles. A general understanding of applications in use in the public service, for example, SAP, PERSAL, BAS, ESS, and any other systems. Very good writing skills.

DUTIES : Monitor, track and report on the implementation of service delivery throughout the ICT branch. Implementation of findings and recommendations from audit reports, annual performance plans, operational plans, the departmental strategic plans, performance contracts, performance development plans and timeous responses to requests for information and legislature responses. Ensure there is a tracking grid which is updated daily on the achievement of deliverables. Follow up with managers where such deliverables remain outstanding and address time frames diligently. Identify challenges, areas of improvement and propose interventions. Ensure a sound administrative system with control measures are implemented throughout the ICT branch. Manage and improve partnerships with programme directorates, departments, entities and institutions. Communicate with stakeholders. Address and resolve queries. Convene branch meetings as the secretariat. Maintain a professional demeanor and consult broadly. The ability to analyse and interpret information including audit reports, strategic plans, the annual performance plans, operational plans, service delivery improvement plans, budgets, policies, prescribed governance frameworks and prepare presentations as required. Track, monitor and report on the implementation of service delivery targets. A working knowledge of all stakeholders supported by the branch including partnerships with departments and entities. The ability to coordinate and convene branch meetings. An effective communicator representing the branch at various meetings when required. Addressing and resolving problems. Forward and outward thinking enhancing planning within the department. Coordinate and manage projects in the office of the DDG. Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents, and reports; coordinate and organize office activities; draft and type correspondence/ documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the DDG's office. Report on the performance of the unit against the operational plan, business requirements, and targets. Agree on the training and development needs of the unit. Manage the implementation of compliant performance management. Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements. Manage the financial resources of programmes and projects in charge of in accordance with PFMA. Ms. Nhlanhla Mabuza Tel No: (011) 689 8511

ENQUIRIES

POST 45/222 : **DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND ORGANISATIONAL DEVELOPMENT REF NO: REFS/015570**
Branch: Corporate Management

SALARY : R766 584 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric Certificate plus NQF 6 Qualification in the following field: Human Resource Management/Organisational Development/Operations Management/Business Management or Administration/Management Services/Production Management. Minimum 5 years' extensive experience in Organisational Development (OD) / Human Resource Planning/Work Study; three years must be at Assistant Director Level. Experience should include business process engineering, job description development, work study technique and investigations, job evaluation procedures, systems and methods

- and development of organisational structures. Knowledge of PERSAL Establishment. Proven project management skills, presentation, planning and organising and communication (verbal and written) skills as well as advance computer literacy. Knowledge of OrgPlus would be an added advantage.
- DUTIES** : Manage the execution of the organisational design, job descriptions and job evaluation projects. Manage organisational development process and systems. Provide an advisory service for job evaluation in the Department. Manage the maintenance of the organisational staff establishment. Ensure alignment of post establishment and PERSAL. Manage the provisioning and allocation of posts. Manage and monitor the correct grading of posts. Manage and maintain HR information. Monitor the implementation and maintenance of the job evaluation policies and ensuring compliance. Manage the development of appropriate OD interventions. Facilitate and coordinate the development, implementation and maintenance of HR plan and HR Implementation Reports. Manage development/reviewal of the HR Delegations and monitor implementation. Develop and implement change management methodologies / frameworks. Provide HR Information statistics and reports to line managers. Performance Management of the team.
- ENQUIRIES** : Ms. Nhlanhla Mabuza Tel No: (011) 689 8511
- POST 45/223** : **PRACTIONER DOCUMENT MANAGEMENT CENTRE REF NO: REFS/015571 (X3 POSTS)**
Branch: Corporate Management
- SALARY CENTRE REQUIREMENTS** : R218 064 per annum, (plus benefits)
Johannesburg
Matric Certificate plus NQF 6 Qualification in Business Management, Public Management/Administration. 1-2 years relevant experience in Document Management/Administration. Computer skills and data capturing skills are required.
- DUTIES** : Receipt, categorize, verification, registration, data capturing, quality assurance and scanning of all inbound mandates received from GPG Departments within the stipulated service level agreements. Categorization of mandates in accordance with mandate type and processing area. Registration of mandates onto Document Management System. Data capturing of metadata in line with mandate requirement. Preparation for scanning purposes. Image capturing of mandates and verification prior to delivery to processing units. Identification of inaccurate routing within document management process for Team Leader intervention.
- ENQUIRIES** : Ms. Sithembile Buthelezi Tel No: (011) 689 6527

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Food Service Aid (**for Chris Hani Baragwanath Academic Hospital**) with Ref No: CHBAH 604 (X10 Posts) advertised in the Public Service Vacancy Circular 44 dated 18 November 2022, the reference number has been amended as follows: Ref No: CHBAH 605 (X10 Posts), the closing date is 02 December 2022. We apologise for the inconvenience caused. Kindly note that the post of Administration Clerk Directorate: Finance Department (**For Charlotte Maxeke Johannesburg Academic Hospital**) with Ref No: REFS/015481 advertised in Public Service Vacancy Circular 43 dated 11 November 2022, the Directorate and Notch post have been amended as follows: Directorate: Patient Affairs, Notch: R181 599 per annum, (plus benefits). People who applied are encouraged to re-apply, the closing date has been extended to the 09 December 2022. Kindly note that the following post was advertised in Public Service Vacancy Circular 44 dated 18 November 2022, Operational Manager General: (**Sterkfontein Hospital**) with Ref No: HRM 16/22; the post have been withdrawn.

OTHER POSTS

- POST 45/224** : **HEAD CLINICAL UNIT (DENTAL) REF NO: MOHCHCU/01/22**
Directorate: Oral Medicine and Periodontology
- SALARY CENTRE** : R1 807 380 per annum, (inclusive package)
Medunsa Oral Health Centre

| | | |
|-----------------------------|---|--|
| <u>REQUIREMENTS</u> | : | Registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Oral Medicine and Periodontology. A minimum of 3 years' appropriate experience as a Dental Specialist in Oral Medicine and Periodontology after registration with the HPCSA. Experience in teaching and training of students at undergraduate and postgraduate levels. A track record of supervision or co-supervision of postgraduate research projects. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of teaching/training and clinical governance. A relevant publication in the field would be an added advantage. |
| <u>DUTIES</u> | : | To manage and direct the activities of the department including education and training of under- and post-graduate students, service rendering to the institution including referred cases. To conduct and publish research and to supervise others in research. Report to the Head Clinical Department (HCD), Oral Medicine and Periodontology. |
| <u>ENQUIRIES</u> | : | Dr GU Mohangi Tel No: +12- 521- 4834 |
| <u>APPLICATIONS</u> | : | Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, Medunsa Oral Health Centre Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204. |
| <u>FOR ATTENTION</u> | : | Ms Pretty Rangoato |
| <u>NOTE</u> | : | 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 will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria. |
| <u>CLOSING DATE</u> | : | 09 December 2022 |
| <u>POST 45/225</u> | : | <u>MEDICAL SPECIALIST (FELLOW) REF NO: REFS/015564</u> Directorate: Surgery (Surgical Gastroenterology) |
| <u>SALARY</u> | : | R1 156 308 per annum, (all-inclusive package) |
| <u>CENTRE</u> | : | Charlotte Maxeke Johannesburg Academic Hospital joint with Faculty of Health Sciences University of the Witwatersrand. |
| <u>REQUIREMENTS</u> | : | Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in General Surgery and/or a sub specialist in General Surgery. Registration with the HPCSA as Medical Specialist in General Surgery. The following will be an added advantage: Experience as a consultant in general surgery in a state hospital. Ability in Minimal Access Surgery, ability to perform diagnostic and therapeutic upper and lower endoscopy, desire to train in the Subspecialty of Surgical Gastroenterology (declaration of interest in Surgical GIT in general, Upper GIT or Hepatobiliary Surgery is crucial). |
| <u>DUTIES</u> | : | To fulfil the requirements of training in the sub-specialty of Surgical Gastroenterology as stipulated by the HPCSA. 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 analyzing special investigations. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of general surgery. Communicate effectively with colleagues and attend theatre meetings. Ensure proper keeping of records. Perform any other duties relevant to the clinical management of patients. Training And Teaching: Advice and supervise Registers. Formal teaching to post and under-graduate staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. Research: Participate in research within the department to improve knowledge and clinical outcome. Active participation in the development of new interests and research is crucial. Ability and willingness to perform after hours duties as per rota provisions. The successful applicant will |

be expected to rotate through the Surgical GIT Units at CMJAH, Chris Hani Baragwanath Hospital and Wits Donald Gordon Medical Centre. Medical surveillance is mandatory and the successful candidate will be subjected to employment vetting (i.e. criminal record checks, qualifications verification, etc). Successful completion of the CMSA certificate in gastroenterology examinations.

- ENQUIRIES** : Prof. D Bizos Email: damon.bizos@wits.ac.za
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled 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 and Indian Females are encouraged to apply.
- CLOSING DATE** : 09 December 2022
- POST 45/226** : **MEDICAL SPECIALIST: EAR, NOSE & THROAT GRADE 1-3 REF NO: REFS/015572**
Directorate: Medical Department
- SALARY** : Grade 1: R1 156 308 per annum, (all-inclusive remuneration package)
Grade 2: R1 322 100 per annum, (all-inclusive remuneration package)
Grade 3: R1 534 356 per annum, (all-inclusive remuneration package)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Appropriate Medical Degree that allows registration with the HPCSA as a Medical Specialist. Registration Certificate with the HPCSA as ENT Medical Specialist. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. A resuscitation course such as APLS (or PALS), ACLS, ATLS will be added advantage. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies

and procedure pertaining to health care users. Computer Literacy. Experience in the public sector would be an advantage. Candidate will be expected to perform commuted overtime.

DUTIES : Co-ordinate all clinical and administrative duties within the Department. Involvement in hospital committees and liaison with other departments within the hospital. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at the hospital and referring hospitals. SOPs development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to ENT department. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Provision of efficient ENT outpatient services. Reduction of waiting time of Backlogs. Ensure effective specialist services to contribute to optimal and quality health care in line with the vision, mission and values of Gauteng department of health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of Medical staff. Responsible for training and teaching of Medical Interns, junior doctors and medical students. Attend all relevant meetings. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment. Ensure an effective outreach to District hospitals. Participate in academic activities in the hospital and in the cluster. Full participation in Quality assurance programs, management of PSI's and complaints.

ENQUIRIES : Dr. P Phanzu Tel No: (011) 411 3508
APPLICATIONS : Applications should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

NOTE : Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Plus a recently updated comprehensive Curriculum Vitae (CV) only. Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disabilities are encouraged to apply.

CLOSING DATE : 09 December 2022

POST 45/227 : **DENTAL SPECIALIST REF NO: MOHCDS/02//22**
Directorate: Oral Medicine and Periodontology
(Re-advertisement)

SALARY : R1 156 308 per annum
CENTRE : Medunsa Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Oral Medicine and Periodontology. Registration with the HPCSA as a Dental Specialist in Oral Medicine and Periodontology. Appropriate clinical experience as a Specialist in Oral Medicine & Periodontology after registration with HPCSA. Experience in teaching and training of undergraduate and postgraduate students after qualifying as a specialist will be an added advantage.

DUTIES : Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching platform. Supervisory and administrative role with

regards to teaching and training of both undergraduate and postgraduate students. Service rendering to the institution including referred cases. Responsible for quality assurance of teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Clinical Department.

**ENQUIRIES
APPLICATIONS**

: Dr GU Mohangi Tel No: +27-12-521-4834/5
: Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, MOHC Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.

**FOR ATTENTION
NOTE**

: Ms Pretty Rangoato
: 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 will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.

CLOSING DATE

: 09 December 2022

POST 45/228

: **REGISTRAR REF NO: MOHCR01/22 (X2 POSTS)**
Directorate: Orthodontics

**SALARY
CENTRE
REQUIREMENTS**

: R858 528 per annum
: Medunsa Oral Health Centre
: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Registrar. The candidate must be in possession of a Degree in Dentistry (BChD or BDS qualification), must have at least 2 years' experience as a dentist after completion of community service obligation. Post graduate courses in Anatomy and Physiology or a Masters' degree majoring in orthodontics are requirements. Experience in working in government Clinics, Community Health Centers or District hospitals will be added advantage. Transcripts of results of Primary courses or certificates of master's degree must be submitted when applying.

DUTIES

: The Registrar will pursue a course of full-time study over four years of training. Extension of training will only be entertained in exceptional circumstances following submission of a full progress report which will be evaluated by all regulating bodies and approved based on merit. Through the course of the study, the Registrar will deliver services by undertaking treatment of patients at SMU Oral Health Centre and satellite service clinics and hospitals of the Gauteng Department. The registrar will also be required to execute a research project as well as be involved in the training of undergraduate students. The student will register the M Dent degree with the Sefako Makgatho Health Sciences University and abide by rules of engagement with the university. Note Well: Successful applicants will have to terminate their employment contracts elsewhere and enter into a new contract where they will be appointed at entry level Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. They will be required to work after hours as per Hospital and government policy.

**ENQUIRIES
APPLICATIONS**

: Prof Sethusa Tel No: +27-12-521-4853
: Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.

NOTE

: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after

closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.

- CLOSING DATE** : 09 December 2022
- POST 45/229** : **REGISTRAR (MEDICAL) REF NO: SBAH 103/2022 (X1 POST)**
Directorate: Neurology
- SALARY** : R858 528 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB, HPCSA valid registration, FCN part one, ACLS, ATLS, Experience in Neurology strongly recommended.
- DUTIES** : Patient care: In and Outpatients with Neurological disorders, including after hours. Assisting in teaching and training programs of the Department. Conducting research as per Department and college requirements.
- ENQUIRIES** : Prof M Kakaza Tel No: 012 354 1082
APPLICATIONS : Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 09 December 2022
- POST 45/230** : **REGISTRAR (MEDICAL) REF NO: SBAH 104/2022 (X2 POSTS)**
Directorate: Dermatology
- SALARY** : R858 528 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB, HPCSA valid registration, atleast 2 years post Community Service
DUTIES : All registrar training related activities (clinics, consultations, academic activities including presentations, research) including overtime work.
- ENQUIRIES** : Prof CM Kgokolo Tel No: 012 354 1082
APPLICATIONS : Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 09 December 2022
- POST 45/231** : **MEDICAL OFFICER REF NO: SBAH 105/2022 (X1 POST)**
Directorate: Emergency Medicine
- SALARY** : Grade 1: R858 528 per annum, plus benefits
Grade 2: R981 639 per annum, plus benefits
Grade 3: R1 139 217 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB or equivalent. A valid registration with the HPCSA as an independent Medical Practitioner.

- DUTIES** : Service delivery in the emergency unit of SBAH. Managing P1 and P2 patients in the emergency unit. Managing of P3 patients in the triage section of unit. Attendance of in services training and M&M meetings. Presenting cases during academic meetings. Training of junior doctors, nurses and medical students. Overtime duties are included and are necessary part of the working hours in the emergency unit.
- ENQUIRIES APPLICATIONS** : Prof A Engelbrecht Tel No: 012 354 2147
: Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 09 December 2022
- POST 45/232** : **MEDICAL OFFICER / REGISTRAR REF NO: WKH/ 27/11/2022**
Directorate: Psychiatry
- SALARY CENTRE REQUIREMENTS** : R858 528 per annum, all Inclusive
: Weskoppies Hospital
: Appropriate qualification that allows registration with HPCSA as an Independent Medical Practitioner. At least 6 months experience in psychiatry clinical services. Be able to registrar as a candidate for MMed Psychiatry at the University of Pretoria (UP) and FC Pysch SA (Colleges of Medicine – SA) (CMSA).
- DUTIES** : The post is a 4 join-appointment as a registrar in psychiatry at the Department of Psychiatry at University of Pretoria and Weskoppies Hospital. The successful candidate must provide clinical services to Mental Health Care Users at Weskoppies Hospital, participate in the department`s academic programmes, research activities and clinical administrative work. Successful candidate will be expected to rotate through all the training units as per the HPCSA, CMSA and the University of Pretoria`s MMed Psychiatry requirements within the 4 years.
- ENQUIRIES APPLICATIONS** : Prof N Khamker Tel No: (012) 319 9811
: Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification. Applicants are not required to submit copies/Attachments/Proof/Certificates/ID/Driver license/Qualifications 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. Applicants who do not comply with the requirements outlined above, will not be considered. Note: 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. Suitable candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment

especially of race, gender and disability. People with disabilities are encouraged to apply.

CLOSING DATE

09 December 2022

POST 45/233

DENTIST GRADE 1 (DEVELOPMENTAL) REF NO: MOHCDD/01/22

Directorate: Community Dentistry

SALARY

R833 340 per annum

CENTRE

SMU Oral Health Centre

REQUIREMENTS

Appropriate qualification that allows registration with the HPCSA as a Dentist. Having worked in a rural setting will be an added advantage. The candidate should also reflect a keen interest in becoming a registrar in the above discipline.

DUTIES

During the contracted period, the incumbent will be expected to work with Registrars and Dentists at Service-Learning site. The incumbent will render services and supervise students as part of Service-Learning modules. The incumbent will be expected to demonstrate keen interest in post graduate academic enterprise, including but not limited to: registration of a master's degree, active participation in research, involvement in teaching, learning and community engagement. At the end of the 2 years, the relevant post graduate activities must be completed in order to be well positioned for a registrar's post. Note Well: The contract is performance based and it is reviewed annually. Should a candidate not perform as required in the first year as per contract, the contract will be terminated. The Department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic.

ENQUIRIES

Prof Motloba Tel No: +27-12- 521 -4848

APPLICATIONS

Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, Medunsa Oral Health Centre Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204.

NOTE

The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to university criteria.

CLOSING DATE

09 December 2022

POST 45/234

ASSISTANT MANAGER NURSING: SPECIALTY AREA PNB4 (OPERATING THEATRE) (DAY/NIGHT) REF NO: REFS/015573

Directorate: Nursing Services

SALARY

R642 942 per annum, (plus benefits)

CENTRE

Leratong Hospital

REQUIREMENTS

Diploma/Degree in Nursing as accredited with the South African Nursing Council in terms of Government Notice R425 that allows registration with the SANC as a Professional Nurse plus a post basic qualification in Operating Theatre Nursing Science with the duration of at least 1-year as accredited with the SANC in terms of Government Notice No. R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional Nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Peri-Operating Nursing. At least 3 years of the period referred to above must appropriate/recognizable experience at management level (Operational Manager). Current registration with the South African Nursing Council (SANC). Diploma/Degree in Nursing Management will be an added advantage. Knowledge of Health, Nursing and Public Service Legislation is

| | | |
|--|---|---|
| <u>DUTIES</u> | : | recommended. Strong Leadership, computer literacy, good communication and sound interpersonal skills are necessary. |
| | : | Provide effective supervision and leadership for staff in the area in line with all relevant legislation and prescripts. Coordination of optimal, holistically specialised nursing care provided within set standards and a professional / legal framework. Effectively manage the utilisation and supervision of resources. Co- ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintaining professional growth/ ethical standards and self-development. Initiate programmes that will ensure quality nursing care in the specialised area. Participate in the analysis, formulation of nursing guidelines, norms and standards. Ensure implementation and promotion of Quality Assurance programmes (complaints and patient safety management), Infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National core standards & Ideal Hospital Realization and Maintenance Framework. Participate in after hours, night supervision shifts and weekends as delegated. Implement relevant recommendations and priorities of the National Strategic plan for Nurse Education, training, and Practice. Participate in realisation of the Hospital Operational Plan. Monitor performance using Performance Management and Development System. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mrs. L Sibiya Tel No: 011 411 3506 |
| | : | Applications should be submitted strictly online at the following E-Recruitment portal: – http://www.professionaljobcenter.gpg.gov.za . No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za |
| <u>NOTE</u> | : | Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Plus a recently updated comprehensive Curriculum Vitae (CV) only. Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disabilities are encouraged to apply. |
| <u>CLOSING DATE</u> | : | 09 December 2022 |
| <u>POST 45/235</u> | : | <u>CLINICAL PROGRAMME COORDINATOR REF NO: CPO/2022/01</u> Directorate: Nursing |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R464 466 – R522 756 per annum, (all-inclusive package) |
| | : | Sebokeng Hospital |
| | : | Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma /Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post Basic qualification in Nursing Education registered with SANC. A minimum of 7 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing. Computer literacy, supervisory experience and computer literacy will be added advantage. |
| <u>DUTIES</u> | : | Provide education and training to different categories of personnel. Planning. Coordination and implementation of training programmes. Implement effective orientation and induction programme for all personnel categories including students. Exercise control over students. Clinical teaching supervision and accompaniment of students. Act as liaison between health establishment and |

Nursing Education institutions. Coordinate study leaves for basic/post basic courses for nursing personnel. Support Quality Assurance Programmes. Monitor and evaluate compliance to nursing standards and apply corrective measures. Support the mission and promote the image of the hospital. Attend meetings within the institution and externally with Nursing Education Institutions. Serve as a member of various committees internally and externally. Compile departmental reports.

- ENQUIRIES** : Mr. SJK Sejeng Tel No: (016) 930 3302
- APPLICATIONS** : Applications should be posted to private bag X058 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
- NOTE** : Applications must be submitted on form of new Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed Z83 form should be accompanied by a recent updated CV only. No copies of certified copies allowed. Certification should not be more than 6 months old. Failure to submit all requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 09 December 2022
- POST 45/236** : **PROFESSIONAL NURSE SPECIALTY GRADE 1 PN-B1 (TRAUMA & EMERGENCY) REF NO: PROFNURPNB1/SRH/02/22**
Directorate: nursing department
- SALARY CENTRE REQUIREMENTS** : R400 644 per annum, (plus benefits)
: South Rand Hospital
: Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC. A post basic qualification with duration of at least One year accredited with SANC in Trauma and Emergency Nursing Science. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing.
- DUTIES** : Demonstrate and understanding of nursing legislation and related legal and ethical nursing practice. Perform clinical nursing practice in accordance with the scope of practice and nursing standards of required speciality. Work as part of a multidisciplinary team to ensure good nursing care. Work as a team leader in the department. Effective communication with patients, supervisors and clinicians. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Willing to work shifts including night duty and over weekends. Knowledgeable in aspects of Ideal Hospital, Complaints Management and management of Serious Adverse Incidents/ Patient Safety Incidents. Willing to attend in service trainings.
- ENQUIRIES** : Mrs E.K Kgomongwe Tel No: 011 681 2008
- APPLICATIONS** : must be hand delivered at South Rand Hospital, Friars Hill Road, Rosettenville, 1st Floor application box
- NOTE** : Applications must be submitted on New Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated CV specifying all experiences indicating the respective dates (DD/MM/YY) as well as indicating three references with the following information: name and contact numbers, email address and an indication of the capacity in which the reference is known to the candidate. The relevant reference must be quoted in the application form. Copies of your qualifications and Identity document do not need to be attached or certified upon application. Only shortlisted candidates will be required to submit certified copies of the documents on or before the interview date following communication from HR. Applicants should not submit copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. People with disabilities are encouraged to apply. The Hospital reserves a right to fill or not fill the post. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks.
- CLOSING DATE** : 09 December 2022

POST 45/237 : **ASSISTANT DIRECTOR: RISK AND SECURITY REF NO: HEID/MDR&C/2022/11**
 Directorate: Risk and Security
 Applicants who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R393 711 - R475 596 per annum
 Heidelberg Hospital
 A relevant bachelor's Degree/Diploma in Risk Management or Security Risk Management. At least (3) years relevant experience at supervisory level in Risk and/or Security Management. Understanding of the relevant legislation and policies framework. Public Finance Management Act (PFMA). Treasury Regulations, Public Sector Risk Management framework. Public Service Anti-corruption strategy and departmental Anti-corruption measures. Principles of enterprise risk management Governance and accountability. Internal control and assurance. Enterprise Risk Management (ERM) concept. Framework and methodologies. King reports on corporate governance. Knowledge of Minimum Physical Security Standards (MPSS), Minimum Information Security Standards (MISS), Security breaches, Investigations, Private Security Industrial Regulatory Authority (PSIRA), Security awareness program, Occupational Health and Safety Act (OHSA) and Fire Regulations, Good communication (Verbal and written), Interpersonal, computer (MS Office packages), report writing, knowledge of Performance Management System Development, Conflict Resolution Act, Auditing, Disaster and Recovery plan, Departmental policies and procedures, Valid driver's license.

DUTIES : Establish and maintain a risk management philosophy and culture within the organization. Liaise with Risk Management of the Department of Health (DOH). Implement the ERM implementation plan. Implement risk management methodologies, models and systems. Facilitate the assessment of identified risks. Facilitate the compilation of operational risk register(s). Facilitate the development of risk response strategies (mitigate plans). Report all relevant matters including, findings risk positions and recommendations to relevant stakeholders. Manage and coordinate of risk management with all assurance providers. Coordinate the activities of risk management and perform the secretariat function. Manage security guard services. Liaise regularly with SSA, SAPS and Implementation of Security Policies Standards. Implement the department security policy and minimum information. Assess and improve the effectiveness of security measures and procedures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Safeguard departmental asset. Maintain records of information security breaches/ incidents. Recommend interventions/ Improvements/ disciplinary measures where appropriate. Compile and provide management reports. Hold meetings with security service providers. Investigate all reported security breaches, incidents and write reports. Reports security breaches to the SSA or SAPS. Monitor the performance of security employees in line with Performance Management Development System (PMDS) Policy. Monitor the performance of the service providers through Service Level Agreements (SLA).

ENQUIRIES APPLICATIONS : Dr I. Molatlhegi Tel No: (016) 341 1100
 Applications can be hand delivered at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private Bag X612, Heidelberg, 1438, Physical Address: Corner H.F. Verwoerd and Hospital Streets, 1441 or online application through GPG Job Professional Centre.

NOTE : The institution reserves the right not to fill the post. Applicants are not required to submit copies of qualifications and other relevant documents, but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents), Accompanied by a comprehensive CV only, highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Applications received after closing date and time will not be considered. Whites, Coloureds and People with disability are encouraged to apply. The candidates will be expected to be available for selection on the date, time, and place determined by the department. Please

note that the successful candidate will be subject to OHS Medical Surveillance as required in the HBA regulations within the OHS Act 85 of 1993, compulsory security and reference check.

- CLOSING DATE** : 09 December 2022
- POST 45/238** : **CLINICAL TECHNOLOGIST REF NO: SBAH 106/2022 (X1 POST)**
Directorate: Neurophysiology
- SALARY** : Grade 1: R332 427 per annum, plus benefits
Grade 2: R389 754 per annum, plus benefits
Grade 3: R459 126 per annum, plus benefits
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
BTech or BHSc Clinical Technology – Specialized Category Neurophysiology. Registration with HPCSA as a Clinical Technologist – Specialized Category Neurophysiology. **Grade 1:** One to ten years relevant experience after registration with the HPCSA as Clinical Technologist Neurophysiology. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA Clinical Technology in respect of RSA qualifies employees. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees. Must be able to perform EEGs, neonatal EEGs, polysomnograms, MSLTs, nerve conduction studies and evoked potentials (visual, auditory and somatosensory). Professional person with integrity and ability to perform under pressure, independently and in a team. Self-driven and results orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate, honest, patient, hardworking and reliable. Willingness to train students to train students and present lectures.
- DUTIES** : Provision of specialized Neurophysiology diagnostic and investigative services within the Neurophysiology Unit and according to SBAH's protocols i.e Electroencephalography (EEG), Evoked Potentials (Visual, Auditory, and Somatosensory), Nerve Conduction Studies, Polysomnography, Multiple Sleep Latency Test (MSLT) and Neonatal EEG recordings. Monitoring and maintain equipment. Infection control. Stock management. Teaching students. Engage in continuous professional development. Willing to learn and perform new diagnostic procedures. Willing to learn and shadow the intraoperative monitoring of neurosurgery patients.
- ENQUIRIES APPLICATIONS** : Prof M Kakaza Tel No: 012 354 1082
Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 09 December 2022
- POST 45/239** : **OCCUPATIONAL THERAPY REF NR: OT/2022/01 (X1 POST)**
Directorate: Clinical
Re-Advertisement (People who previously applied are encouraged to re-apply)
- SALARY** : Grade 1: R332 427 per annum
- CENTRE** : Sebokeng Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the HPCSA as Occupational Therapist Registration with the HPCSA One-year relevant experience after registration with the HPCSA as Occupational Therapist. Experience in Vocational Rehabilitation and report writing will be an advantage. The ability to work independently with minimal supervision. Good communication, interpersonal, IT, financial and human resource management skills Ability to work independently and in a multidisciplinary context Analytical thinking, independent decision making and problem-solving skills Ability to work in a team. Knowledge of various physical conditions in (medical, surgical,

| | | |
|--|---|--|
| | : | orthopedic, pediatric) and their impact on function and seating (intermediate and advance recommended). |
| <u>DUTIES</u> | : | Render and manage OT service that complies with standards and work as indicated by all health policies implant sectorial and provincial quality assurance measures. Assessments and treatment of patients with different physical conditions (medical, surgical, pediatrics, orthopedic). Work assessments and writing of reports for clients including completion of SASSA forms. Issuing of Assistive devices. Contribute to resource management. Contribute to training and development. Manage allocated human resource and departmental resources. Clinical Service delivery. Be responsible for any relevant duties of an OT. Participate in continuous professional development. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. Ndwambi CM: Tel No: 016 930 3360 |
| | : | Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983. |
| <u>NOTE</u> | : | Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. 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. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment. |
| <u>CLOSING DATE</u> | : | 09 December 2022 |
| <u>POST 45/240</u> | : | <u>LABORATORY ASSISTANT REF NO: MOHCLA/01/22</u> Directorate: Dental Laboratory |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R128 166 per annum Medunsa Oral Health Centre |
| | : | The applicant must have at least Grade 12. At least 2-year experience as a Dental Laboratory Assistant is required. |
| <u>DUTIES</u> | : | Responsible for all plaster work in connection with artificial dentures or dental appliances including orthodontic study models and crown and bridge working models. The flasking and de-flasking of a dental prosthesis or appliances using either plaster or stone plaster. Separating dental flasks and the boiling out of wax contents. Packing of acrylic dentures/appliances. Polishing plastic and metal dentures/appliances. Manufacturing of occlusal rims and special trays. Ensure that the work environment including plaster traps, basins, benches, floors and equipment is cleaned regularly during the day. Work under supervision of a Dental Technician/Technologist. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms Wartington Tel No: +27-12- 521- 5830. |
| | : | Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: Medunsa Oral Health Centre, Private Bag X848, Medunsa, 0204. |
| <u>NOTE</u> | : | 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 will only be submitted by shortlisted candidates to HR on or before the day of the interview date Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within 3 months after closing date, please accept that your application has been unsuccessful. The Institution reserves the right not to make any appointment. Persons with disabilities are encouraged to apply. Before the interviews a bench test will be conducted to ascertain the level of skills of the applicants. |

CLOSING DATE : 09 December 2022

OFFICE OF THE PREMIER

It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females of all races are encouraged to apply.

APPLICATIONS : Applications must be submitted on the GPG Professional Job Centre website, (www.gautengonline.gov.za)

CLOSING DATE : 15 December 2022

NOTE : The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) only and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. 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 department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, 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>.

MANAGEMENT ECHELON

POST 45/241 : **DIRECTOR: SECURITY MANAGEMENT SERVICES & WORK ENVIRONMENT MANAGEMENT REF NO: REFS/015451**
Branch: Corporate Management

SALARY CENTRE REQUIREMENTS : R1 105 383 – R1 302 102 per annum, (all-inclusive remuneration package)
: Johannesburg
: An appropriate undergraduate qualification (NQF level 7) in Security, Risk and Safety Management and any related fields. Minimum of 5 years' experience in the Middle Management level in the field of Physical Security, Administration, Technical Support, Minimum Information Security Standards (MISS), Communication and Security Investigations, Threat and Risk Assessment, Security vetting within the Government environment. Good Project, Financial and Human Resources Management skills. Planning and organizing skills, Change Management. Excellent co-ordination, communication, networking, negotiation, presentation and multi-tasking skills. Ability to work under pressure and willingness to work long hours.

DUTIES : Manage the Security and Risk Management Directorate. Develop and implement standardised security and risk management policies across the GPG. Ensure safety of executive members and GPG precinct. Uniform implementation of the Guide for members of the executive. Monitor and ensure compliance of security upgrades at private residences of members of the executive. Oversee and improve vetting of SMS members and staff in high risk areas across the GPG. Conduct regular threat and risk assessment. Monitor and evaluate safety and security arrangements for GPG. Convene the Security Managers Forum. Represent the GPG on various security and risk related forums. Compliance with Occupational Health and Safety legislation. Conduct regular internal compliance audits and inspections. Proper security and risk management at strategic events to ensure zero incidents and losses. Identify

risks and threats to the security in the Office of the Premier and vulnerabilities in the office's capacity to counter these and base planning on risk level. Devise all security measures and procedures for the Office of the Premier and across the GPG, based on the security policies and evaluate and improve the effectiveness thereof. Conduct security awareness programmes and monitor the extent of compliance to security policies. Ensure zero security breaches/leakage of sensitive information for investigation and keep record of all incidents. Provide security technical support. Conduct physical security and ensure proper implementation of recommendations, in consultation with relevant authorities. Liaise with the relevant authority on all physical security needs and problems to ensure effective security. Manage human and finance resources of the Directorate.

ENQUIRIES : Mr Banele Magubane Tel No: (011) 355 6145

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention of Mr O Mkhabela.

CLOSING DATE : 09 December 2022

NOTE : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form. 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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached (only when shortlisted). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.

OTHER POSTS

POST 45/242 : **CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: SD/2022/12/01**

SALARY : R1 090 224 – R2 068 053 per annum, (within the OSD Framework)

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : A Degree in Engineering with 6 years appropriate experience after qualification has been obtained. Registration with the South African Council for Engineering Council as a Professional Chief Engineer: Civil/Structural. Valid driver's licence. Computer literacy.

DUTIES : Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessment and credibility of technical information. Manage adherence to environmental and occupational health and safety aspects. Investigate proposal for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Prepare the User Asset

| | | |
|-----------------------------|---|--|
| | | Management Plan. Make inputs to the Constriction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Manage people. |
| <u>ENQUIRIES</u> | : | Ms Thandiwe Mbhense Tel No: 011 355 7703 |
| <u>APPLICATIONS</u> | : | Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000. |
| <u>FOR ATTENTION</u> | : | Ms Thandiwe Mbhense Tel No: 011 355 7703 |
| <u>NOTE</u> | : | NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. |
| <u>POST 45/243</u> | : | <u>SOCIAL WORK MANAGER GRADE 1 REF NO: SD/2022/12/02</u> (Duration: 3 Months Contract) |
| <u>SALARY</u> | : | R831 015 – R1 150 335 per annum, (within OSD framework), (plus 37% in lieu benefits) |
| <u>CENTRE</u> | : | Head Office (Johannesburg) |
| <u>REQUIREMENTS</u> | : | Bachelor of Social Work. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration with the SACSSP. Submission of valid council registration certificate and current registration with the SACSSP. A Valid driver's license. Skills and Competencies: Project Management, Planning and organizing, Networking, Communication (written and verbal) and Professional counselling skills. |
| <u>DUTIES</u> | : | Develop/facilitate the development and implementation of policies for rendering a social work service on HIV and AIDS social protection including Social and Behaviour Change programmes. To ensure that social work service is delivered by the unit/sub directorate/component and/or through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being. Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. Ensure Social Services Professionals are trained and developed to be able to deliver work of the required standard. Plan and ensure that social work policy research and development are undertaken and complex social work research plans. |
| <u>ENQUIRIES</u> | : | Mr ST Mmakola Tel No: 011 227 0205 |
| <u>APPLICATIONS</u> | : | Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Johannesburg, 2000 or posted to Private Bag X35, Johannesburg, 2000. |
| <u>FOR ATTENTION</u> | : | ST Mmakola Tel No: 011 227 0205 |
| <u>NOTE</u> | : | NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. |
| <u>POST 45/244</u> | : | <u>DEPUTY DIRECTOR MONITORING EVALUATION HEAD OFFICE REF NO: SD/2022/12/03</u> |
| <u>SALARY</u> | : | R766 584 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum). |
| <u>CENTRE</u> | : | Head Office (Johannesburg) |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF level 6 OR 7) in Public Management/Public Administration/Social Science/ Research/ Evaluation Development/ or related qualification. A minimum 3-5 years of experience at Assistant Director in Strategic Management/Organizational Performance Monitoring/Evaluation and Reporting in the Public Service. Knowledge and understanding of legislative Policy framework governing Policy, Programme, Performance monitoring, Programme evaluation and reporting in the Public Service. Knowledge and understanding of Department's Strategic Monitoring and Evaluation processes, systems, and procedures. A valid driver's licence. Knowledge in Evaluation will be an added advantage. Skills and Competencies: Knowledge and understanding of Government Legislations and |

- Policies including Policy Framework governing Strategic Planning Monitoring and Evaluation, Knowledge of Programme Implementation including Theory of Change, Valid Driver's Licence, Evaluation Specialist/Skills (As post is for Evaluation Unit), Computer Skills, Analytical skills, Communication Skill and Presentation Capabilities.
- DUTIES** : Develop, manage, and review Departmental Performance Monitoring and Evaluation Framework, tools, and systems. Management of Programme Implementation/ Theory of Change, Facilitate Evaluation of Programme Implementation and Outcomes. Facilitate development of Evaluation Plans, Track implementation of Evaluation Findings. Management of the Directorate. Manage Sub-Directorate's budget and expenditure. Manage the Sub-Directorate's performance. Manage staff performance, development, leave and discipline.
- ENQUIRIES APPLICATIONS** : Mr O Mkhabela Tel No: 011 355 7937
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
- FOR ATTENTION NOTE** : Mr O Mkhabela Tel No: (011) 355 7937
: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 45/245** : **CLINICAL PSYCHOLOGIST REF NO: SD/2022/12/04**
- SALARY CENTRE REQUIREMENTS** : R745 785 – R1 189 656 per annum, (within the OSD framework)
: Johannesburg (Head Office)
: An appropriately recognized Master's Degree in Clinical Psychology. Current registration with the Health Professions Council of South Africa in the category Clinical Psychologist. Psychological assessment, psychological intervention and consultation experience. Knowledge of ethics, systems, procedures and regulations. A valid driver's license. Computer literate. Skills and Competencies: Good Psychological intervention and assessment skills. Good communication and interpersonal skills including building rapport, congruence and meta-communication. Good report writing and problem-solving skills. Working in a team. Good work ethic (Integrity and trustworthiness) Interest in continuing education and development.
- DUTIES** : Provide individual psychotherapeutic services to service users in the Department of Social Development. Provide psychological assessments to service users presenting with difficulties, including understanding of the individual, their families and other contextual factors. Collaborate with other professionals. Provide group psycho-educational programmes to service users in the center. Professional development and administrative duties.
- ENQUIRIES APPLICATIONS** : Mr Z Jaca Tel No: (011) 355 7678
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
- FOR ATTENTION NOTE** : Mr Z Jaca Tel No: (011) 355 7678
: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 45/246** : **ASSISTANT DIRECTOR: EPWP (EXPANDED PUBLIC WORKS PROGRAMME) REF NO: SD/2022/12/05**
(Duration: 3 Months Contract)
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus 37% in lieu benefits)
: Head Office (Johannesburg)
: An undergraduate qualification (NQF level 7) in Public Administration/Public Management/Social Science with 3 – 5 years' experience at supervisory level in the Community Partnership/Development environment in the Public Sector. A valid driver's license. Knowledge and understanding of Departmental Regional Services and Institutions programmes, priorities, commitments, policies, procedures and processes. Knowledge of Department's strategic priorities and service delivery. Knowledge and understanding of PFMA, Policy on Financial rewards and other policy and legislative frameworks in the public sector. Knowledge and understanding Departmental treasury regulations. Skills and Competencies: Strategic management skills, Communication and Report writing, Presentation, Negotiation, Conflict Resolution, Problem solving,

| | | |
|-----------------------------|---|---|
| | | Planning and organizing, Project and Programme management, Monitoring and Evaluation skills. |
| <u>DUTIES</u> | : | Manage the monitoring and evaluation component of the expanded public works programme within the Department and the Gauteng province Social Sector departments and municipalities. Facilitate expanded public works programmes. Ensure the effective provincial monitoring and implementation of EPWP, within the Social Sector in accordance with policies and legislative mandates. Represent the department and the Social Sector in the National and Provincial meetings on EPWP. Developing an operational plan for monitoring and evaluation reporting. Supervision and mentoring of EPWP staff members in the unit and regional coordinators. Identify social sector coordination and implementation gaps and make recommendations thereof. Development and facilitation of writing of provincial policy formulations and guidelines for the programme. Development of provincial Social Sector plan in line with the national legislation and regulations. Ensure the implementation and coordination of the Expanded Public Works Programme in the province and participate in the Social Sector. Facilitate linkages of Departmental programmes by providing support to all EPWP stakeholders relations, including civil society. Provide support to participating expansion programmes within the department with regards to programme. Ensure that partnerships and stakeholder relations are done in accordance with national mandates. Monitoring intra and inter departmental collaboration initiatives. Facilitate the compliance with Expanded Public Works Programme. Participating in site visits and case audits for monitoring purposes. Preparing departmental and sector EPWP reports to ensure compliance with regards to EPWP reporting. Providing support to social sector public bodies with regards to programme. Facilitate the monitoring and evaluation of the social sector Expanded Public Works Programme. Management of EPWP monitoring and Evaluation systems for Social Development and the Social Sector. |
| <u>ENQUIRIES</u> | : | Mr ST Mmakola Tel No: 011 227 0205 |
| <u>APPLICATIONS</u> | : | Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Johannesburg, 2000 or posted to Private Bag X35, Johannesburg, 2000. |
| <u>FOR ATTENTION</u> | : | ST Mmakola Tel No: 011 227 0205 |
| <u>NOTE</u> | : | NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. |
| <u>POST 45/247</u> | : | <u>SOCIAL WORK POLICY DEVELOPER REF NO: SD/2022/12/06</u> (Duration: 3 Months Contract) |
| <u>SALARY</u> | : | R380 337 – R607 593 per annum, (within the OSD Framework), (plus 37% in lieu benefits) |
| <u>CENTRE</u> | : | Head Office (Johannesburg) |
| <u>REQUIREMENTS</u> | : | Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. Submission of valid council registration certificate and current registration with the SACSSP. A Valid driver's license. Skills and Competencies: Project Management, Planning and organizing; Networking, Communication (written and verbal); Professional counselling; Policy Analysis and development; Financial management; Presentation; Monitoring and evaluation, Ability to compile complex reports. |
| <u>DUTIES</u> | : | Develop, implement, and maintain social work policies for the HIV and AIDS Social Protection including the Social and Behaviour Change programmes: Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. Develop programmes to implement the relevant policies. Keep up to date with new developments in the social work field. Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields. Engage in continuous professional |

| | | |
|-----------------------------|---|--|
| | | development activities as prescribed. Research and development. Perform the administrative functions required in the unit. |
| <u>ENQUIRIES</u> | : | Mr ST Mmakola Tel No: 011 227 0205 |
| <u>APPLICATIONS</u> | : | Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Johannesburg, 2000 or posted to Private Bag X35, Johannesburg, 2000. |
| <u>FOR ATTENTION</u> | : | ST Mmakola Tel No: 011 227 0205 |
| <u>NOTE</u> | : | NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. |
| <u>POST 45/248</u> | : | <u>OCCUPATIONAL THERAPIST REF NO: SD/2022/12/07</u> |
| <u>SALARY</u> | : | R332 427 – R 557 184 per annum, (within the OSD framework) |
| <u>CENTRE</u> | : | Johannesburg (Head Office) |
| <u>REQUIREMENTS</u> | : | Degree in Occupational Therapy. Knowledge of legislative and Policy framework governing the practice of Occupational Therapy. Knowledge of systems, procedures and processes regulating Occupational Therapy in the Institutional environment. Proof of current registration with Health Professions Council of South Africa (HPCSA). Skills and Competences: Problem identification skills, Therapy design and intervention. Rehabilitative, Monitoring, assessment and Reporting skills. Ability to perceive physiological dysfunction. Sharp sense of consideration. Must be sensitive and creative. Problem identification, therapy design and intervention, rehabilitation, monitoring, assessment and reporting skills. Ability to perceive physiological dysfunction, creativity, sensitivity and sharp sense of consideration. |
| <u>DUTIES</u> | : | Conduct occupational therapy assessments. Determine the level of functional independence of beneficiaries, the ability to perceive, desire, recall, plan and carry out routine tasks for self-maintenance, leisure and rest in response to environmental demands. Design Occupational Therapy interventions and decide on intervention for improving visual acuity and ability to discern patterns. Design and decide on cognitive behavioural, acceptance and commitment therapy. Implement early intervention therapy services to infants and toddlers who are at risk of developmental delays. Manage rehabilitation programmes. Participate in the multi-disciplinary team. |
| <u>ENQUIRIES</u> | : | Mr Z Jaca Tel No: (011) 355 7678 |
| <u>APPLICATIONS</u> | : | Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000. |
| <u>FOR ATTENTION</u> | : | Mr Z Jaca Tel No: (011) 355 7678 |
| <u>NOTE</u> | : | NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. |
| <u>POST 45/249</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER: EPWP (EXPANDED PUBLIC WORKS PROGRAMME) REF NO: SD/2022/12/08 (X5 POSTS)</u> Duration: 3 Months Contract |
| <u>SALARY</u> | : | R331 188 per annum, (plus 37% in lieu benefits) |
| <u>CENTRE</u> | : | Head Office (Johannesburg) |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF level 7) in Public Administration/Public Management/Social Science with 2 – 3 years' experience at supervisory level in the Community Partnership/Development environment in the Public Sector. A valid driver's license. Knowledge and understanding of Departmental Regional Services and Institutions programmes, priorities, commitments, policies, procedures and processes. Knowledge of Department's strategic priorities and service delivery model. Knowledge and understanding of PFMA, Policy on Financial rewards and other policy and legislative frameworks in the public sector service. Knowledge and understanding Departmental treasury regulations. Knowledge of Departmental Policy Framework. Skills and Competencies: Strategic management skills, Communication and Report writing, Presentation, Negotiation, Conflict Resolution, Problem solving, Planning and organizing, Project management, Monitoring and Evaluation skills. |
| <u>DUTIES</u> | : | Overseeing EPWP basic Accounting System and prepare RLS requests. Manage the monthly operational budget for GDSD EPWP. Consolidate EPWP Monthly and Quarterly Social Sector Reports. Attend to EPWP Social Sector logistical preparations for trainings, workshops, meetings and compiling |

records of such. Represent the Social Sector meetings on EPWP. Participate in EPWP Social Sector Onsite visits for monitoring purposes. Assist with POA reporting template for EPWP programmes with performance reporting templates for Monitoring & Evaluation and data verification for the EPWP. Provide support to provincial departments/public bodies and municipalities within the EPWP Social Sector. Provide support to Expansion programmes with regards to SLA's and compliance. Provide administrative support for the profiling of EPWP beneficiaries. Keep and update EPWP information including files as well as beneficiaries and stakeholder's database. View and monitor progress on the EPWP Reporting System. Facilitate reporting of grant funded projects in EPWP Reporting System. Assist with compliance of EPWP Social Sector Incentive Grant. Submission of EPWP Social Sector Incentive Grant quarterly evaluation reports.

ENQUIRIES : Mr ST Mmakola Tel No: 011 227 0205
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Johannesburg, 2000 or posted to Private Bag X35, Johannesburg, 2000.

FOR ATTENTION : ST Mmakola Tel No: 011 227 0205
NOTE : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 45/250 : **SOCIAL WORKER GRADE 1 REF NO: SD/2022/12/09 (X13 POSTS)**
 Duration: 3 Months Contract

SALARY : R269 301 – R609 593 per annum, (within the OSD framework), (plus 37% in lieu benefits)

CENTRE : Head Office (Johannesburg)
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. Skills to challenge structural source of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The understanding and ability to provide social work services towards protecting people who are vulnerable at risk and unable to protect themselves. Skills and Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Implement the HIV and AIDS Social protection including Social and Behaviour Change Programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. . Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions. Study, interpret, apply and give information

on legislation and policies in the identified work fields to social auxiliary workers, volunteers and other role players/stakeholders. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from the courts. Produce and maintain records of social work interventions, processes and outcomes. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Study professional journals and publications in order to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

- : Mr ST Mmakola Tel No: 011 227 0205
- : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, Head Office, 69 Commissioner Street, Johannesburg, 2000 or posted to Private Bag X35, Johannesburg, 2000.
- : ST Mmakola Tel No: 011 227 0205
- : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post.

MANAGEMENT ECHELON

| | | |
|--------------------------------------|---|--|
| <u>POST 45/251</u> | : | <u>CHIEF DIRECTOR: AGRICULTURAL SERVICES REF NO: SSC38/2022</u> (Re-Advertisement: For re-advertisements, applicants must re-apply) |
| <u>SALARY</u> | : | R1 308 051 per annum (Level 14), (all-inclusive salary SMS package) is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duty. |
| <u>CENTRE REQUIREMENTS</u> | : | Cedara – Head Office A Bachelor of Science degree in Agriculture, a certificate for entry into the SMS (obtained from the National School of Government) and a valid driver's license. Experience: 3-5 years' relevant senior management experience. Knowledge: Sound knowledge of RSA Constitution, PSA, PSR, PFMA, LRA, EPMDs, BCEA, Community Development, Public Participation, Scientific Agricultural Production methods, Agricultural Extension and Advisory Principles, Project Management Principles, Social Dynamics of KZN communities, SCM Practices and Procedures, Promotion of Access to Information Act, Service Delivery Frameworks, Human Rights Act, Bill of Rights, Promotion of Administrative Justice Act, National Development Plan, Provincial Growth and Development Plan. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning skills, organizational, research, analytical, leadership, project management, facilitation, financial management, time management, report writing, problem solving, communication, conflict management, change management, decision making and people management. |
| <u>DUTIES</u> | : | Coordinate the comprehensive agricultural extension and advisory implementation services over the district municipal areas in the province. Provide strategic direction for agricultural extension and advisory services. Management of agricultural extension and advisory support services. Optimize management of Project Office. Manage the resources of the Chief Directorate. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr ZN Dlamini Tel No: 033 – 355 9108 All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245. |
| <u>NOTE</u> | : | Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. The successful candidate will be subjected to security clearance and is required to disclose financial interest. Employment Equity target for the post is female and people with disabilities are encouraged to apply. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified. |
| <u>CLOSING DATE</u> | : | 09 December 2022 |

OTHER POSTS

POST 45/252 : **DEPUTY DIRECTOR: AGRICULTURAL SPECIALIZED ADVISORY SERVICES (X3 POSTS)**

SALARY CENTRE : R908 502 per annum (Level 12), all-inclusive salary MMS package
: Harry Gwala District (Ixopo) – Ref No: SSC39/2022
: Ethekwini District (Durban) – Ref No: SSC39/2022
: Zululand District (Ulundi) – Ref No: NSC09/2022

REQUIREMENTS : A B.Sc in Agriculture degree. Registration with SACNASP as a Professional Scientist and a valid driver's licence. Experience: 6 years' junior management experience in an agricultural environment. Sound knowledge of Agricultural research methodologies, extension methodology, RSA Constitution, White Paper on Agriculture for KZN, 1996, Norms and Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Production Methods, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, PSA, PSR, PFMA, LRA, EPMDs, Community Development, Public Participation, Community Outreach, Project Management Principles, Social dynamics of KZN communities, Service Delivery Frameworks and Treasury Regulations. Skills: Analytical and data analysis, scientific methodology and models, research and development, scientific editing and review, project management, professional judgement, computer aided scientific applications, planning and organizing, team leadership, problem solving and analysis, creativity and innovation, decision making, customer focus and responsiveness, communication, presentation and computer literacy.

DUTIES : Manage the rendering of specialist agricultural advice to both internal and external clients. Manage the conduction of appropriate on-farm agricultural trial by Specialized Agricultural Advisors and dissemination of results to clients. Provide agricultural information and data management support for agricultural development activities and the monitoring and evaluation of agricultural development in the district. Provide programme and project management support. Management of resources in the sub-directorate.

ENQUIRIES APPLICATIONS : Mr LL Jongisa Tel No: 033 - 3559299
: All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.

NOTE : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.

CLOSING DATE : 09 December 2022

POST 45/253 : **DEPUTY DIRECTOR: ADMINISTRATION SUPPORT – OFFICE OF THE HOD REF NO: 40/2022**
Re-Advertisement

SALARY CENTRE : R766 584 per annum (Level 11), (all-inclusive salary MMS package)
: Cedara – Head Office

REQUIREMENTS : A National Diploma / Degree in Public Administration/ Management/ Intergovernmental Relations and a valid driver's licence. Experience: 3-5 years' junior management experience in Public Administration/ Intergovernmental Relations Knowledge: RSA Constitution, PSA, PSR, LRA, PFMA, EPMDs, BCEA, Intergovernmental Relations Framework Act, Community

Development, Social Facilitation, Project management principles, SCM practices and procedures, Treasury Regulations, National Development Plan, Youth Employment Accord, Provincial Growth and Development Plan, Protocol Manual of South Africa, Trade, Marketing, Economics. Skills: Language skills, listening skills, presentation skills, analytical thinking, interpersonal relations, computer literacy, strategic planning skills, organisational skills, research skills, financial management skills, time management, report writing skills, problem solving skills, communication (written/verbal), ability to work under pressure with minimum supervision, leadership, people management skills, relationship management, decision making, diplomacy and protocol.

DUTIES : Manage and coordinate administrative support in the office of the HOD. Develop, implement and maintain administrative systems and procedures in the office of the HOD. Coordinate the maintenance of stakeholder relationships. Provide guidance for the department's international engagements in line with existing protocols. Develop policies and strategies aimed at improving service delivery. Manage the resources of the sub-directorate.

ENQUIRIES : Mr TW Mkhize Tel No: 033 – 343 8182
APPLICATIONS : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.

NOTE : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified

CLOSING DATE : 09 December 2022

POST 45/254 : **PERSONAL ASSISTANT TO THE HEAD OF DEPARTMENT REF NO: SSC41/2022**

SALARY : R269 214 per annum (Level 07)
CENTRE : Cedara – Head Office
REQUIREMENTS : A Secretarial Diploma or equivalent qualification and a valid driver's licence. Experience: 3-5 years' experience in rendering a support service to senior management. Knowledge: Sound knowledge of relevant legislation, policies and prescripts. Basic knowledge of financial administration. Skills: Communication skills and the ability to communicate well with people at different levels and from different backgrounds, good telephone etiquette, computer literacy, sound organizational and interpersonal relations, high level of reliability, ability to act with tact and discretion, ability to do research and analyse document, self-management and motivation.

DUTIES : Provide a secretarial and receptionist support service to the Head of Department. Manage the diary and compile realistic schedules of appointments. Render administration support. Ensure the effective flow of information and documents from the office. Scrutinize routine submissions and report and make notes. Respond to enquiries and coordinate travel arrangements. Provide support regarding meetings and coordinate logistical arrangements. Support the Head of Department with the administration of the budget when required. Assist in the determining of funding requirements for the purpose of MTEF submissions. Check and correlate BAS reports to ensure that expenditure is allocated properly.

ENQUIRIES : Mr N Mdlalose at 076 935 1695
APPLICATIONS : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.

NOTE : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za all applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.

CLOSING DATE : 09 December 2022

DEPARTMENT OF HEALTH

OTHER POSTS

POST 45/255 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1: OBSTETRICS AND GYNAECOLOGY DEPARTMENT REF NO: MED 68/2022 (X1 POST)**

SALARY : R1 807 380 – R2 160 933 per annum, (all-inclusive Package), Plus 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid: Optional (Employee must meet Prescribed Requirements)

CENTRE : Harry Gwala Regional Hospital

REQUIREMENTS : Grade 12 Certificate. A Qualification in the appropriate recognised Qualification in Health Science. Registration certificate PLUS three (3) years' experience after registration with the HPCSA as a Specialist in Obstetrician and Gynaecologist. Recommendation: At least 1 year management and administration experience.

DUTIES : Report to Senior Medical Manager at Harry Gwala Regional Hospital for administrative functions. Participate in the delivery of 24 hour in- and outpatient clinical Obstetric and Gynaecological care for Harry Gwala Regional Hospital. Responsible for the administration and management of Obstetric and Gynaecological services both in-and outpatient at Harry Gwala Regional Hospital. Participate in development and on-going provision of under and post graduate teaching and research supervision in Obstetrics and Gynaecology. Coordinate maintenance of standards of care and implementation of quality improvement programmes at Harry Gwala Regional Hospital and its referral clinics. Participate in outreach activities for the delivery, supervision and support of Maternal and Child Health services in drainage area of Harry Gwala Regional Hospital. Liaise with Metropolitan Chief Obstetrician and Gynaecologist with regard to services, policies, programmes, systems development and under/post graduate teaching. Basic knowledge of Human Resource, SCM/ Procurement and budget control practice and management. Programme planning, implementation and evaluation. Information management. Quality assurance and improvement program management, Medical ethics. Managerial ability with regard to communication, negotiation, planning, organization, leadership and decision making. Knowledge of relevant Health and Public Service Policy, regulations and legislations. Ability to perform research and supervise/teach junior staff. Competence in Undergraduate and Post Graduate training.

ENQUIRIES : Dr. E.K. Mthembu Tel No: 033 395 4005

APPLICATIONS : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.

FOR ATTENTION : Mr. T.C. Manyoni

NOTE : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when

applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male

- CLOSING DATE** : 09 December 2022
- POST 45/256** : **SENIOR MANAGER: MEDICAL SERVICES REF NO: MAN 70/2022 (X1 POST)**
- SALARY** : R1 424 286 – R1 534 356 per annum, (all-inclusive package), Other Benefits: 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid: Optional (Employee must meet Prescribed Requirements)
- CENTRE** : Harry Gwala Regional Hospital
- REQUIREMENTS** : Grade 12/ Senior Certificate, MBChB Degree, Plus Registration certificate with the HPCSA as Independent Medical Practitioner, Current registration with the HPCSA (2022-2023) as Independent Medical Practitioner, A minimum of six years after registration with the HPCSA as Independent Medical Practitioner, PLUS A valid code B Driver's License (code 8) Possess sound knowledge of the relevant Acts, Policies and Regulations administered by the KZN Department of Health. Possess sound knowledge of the District Health System. Possess sound knowledge of legislation relating to the practice of medicine in South Africa. Have good communication, leadership, decision making, team building and motivation skills. Be computer literate with a proficiency in MS Office Software Applications Recommendation: Qualification in Management will be an added advantage.
- DUTIES** : Ensure provisions of all protocols and guidelines to the Medical and Allied Professions Team. Formulate policies and procedures for clinical services and ensure that they are in accordance with current statutory regulations and guidelines. Provide leadership management and support to all Cluster Managers, Clinical Heads, Clinical Managers, Pharmacy, Allied Health Professionals and all staff under their supervision. Conduct service assessment and implement quality improvement programmes. Liaise with stakeholders within and outside the Department of Health such as Chief Specialists, other Hospital Management teams, the Health District Office and Medical School on Medical and Management issues. Ensure optimal use of resources, both human and financial. Ensure continuous monitoring of morbidity and mortality through clinical audits. Formulate strategic plans in keeping with the requirements of the Hospital and the Department as directed by the mission. Ensure that cost- effective service delivery is maintained within the hospital. Maintain Discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies.
- ENQUIRIES** : Mrs. N.T. Nxaba Tel No: 033 395 4039
- APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.
- FOR ATTENTION** : Mr. T.C. Manyoni
- NOTE** : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and

years of experience written in full e.g. 01/01/2022. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Indian Male, Indian Female, White Male, White Female, Coloured Female and Coloured Male 09 December 2022

CLOSING DATE

:

POST 45/257

:

MEDICAL SPECIALIST: (GRADE 1, 2, 3) – VARIOUS DISCIPLINES REF NO: GS 80/22
(Multidisciplinary Adult Critical Care)
Component: Critical Care

SALARY

:

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. Rural allowance 18% of basic salary (when posted at Edendale Hospital)

CENTRE REQUIREMENTS

:

:

Grey's Hospital- Pietermaritzburg
Grade 1: Experience: Not Applicable: - Registration with HPCSA as a Medical Specialist after Registration as a Medical specialist in Anaesthesia, Surgery, Emergency Medicine or Internal Medicine **Grade 2:** Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthesia, Surgery, Emergency Medicine or Internal Medicine **Grade 3:** Experience: A minimum of 10 years' experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthesia, Surgery, Emergency Medicine or Internal Medicine Senior Certificate (Grade 12) or equivalent MBChB or equivalent Specialist qualification in either Anaesthesia, Surgery, Emergency Medicine, Internal Medicine or Obstetrics and Gynaecology Current registration with HPCSA as a "Specialist: in Anaesthesia, Surgery, Emergency Medicine, Internal Medicine or Obstetrics and Gynaecology (Only shortlisted candidates will be required to submit Proof of all documents). Knowledge, Skills and Experience: Sound clinical knowledge within the relevant parent discipline Good communication and human relations Sound knowledge of clinical procedures and protocols within the parent discipline Assessment and management of patients Behavioural Attributes Stress tolerance, ability to work as an integral part of a team, self-confidence, and the ability to build and maintain good relationships with colleagues, nursing staff, allied medical staff and clinicians from other disciplines.

DUTIES

:

The incumbent would be required to work fulltime in the multidisciplinary Adult Critical Care Unit, including overtime duties To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. To efficiently and appropriately assess and manage a broad spectrum of critically ill patients

referred from the departments of Surgery, Orthopaedic Surgery, Surgical Specialities, Obstetrics & Gynaecology, and Internal Medicine. Assessing pre- and post-admission high-risk patients in the wards and providing clinical guidance to clinicians referring patients to the critical care units in Pietermaritzburg. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass the three hospitals in the PMB metropole. Actively participate in, and assist in the progressive development of, training programmes across the Metropolitan Anaesthesia and Critical Care system to facilitate postgraduate training in Anaesthesia and Critical Care for Medical Officers, and for Registrars specialising in other clinical disciplines. Participating in the teaching programmes co-ordinated by the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management for vocational, postgraduate and nursing staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participating in outreach programmes for the development of Critical Care services in Area 2 of KwaZulu Natal. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Ensure the proper and economical use of equipment and other resource. Co-ordinate participation in Quality Improvement measures by staff. Undertaking appropriate clinical research and supporting the research efforts of junior staff in the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Northdale and Edendale) After achieving competency in critical care skills, the candidate will be afforded up to 20% of clinical time in their base discipline in order to maintain those skills. Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital. The incumbent of this post will report to the Head Clinical Unit: Adult Critical Care in all aspects of their job description.

- ENQUIRIES** : Dr A Ramkilawan Tel No: 033 8973241
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : 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.
- CLOSING DATE** : 09 December 2022
- POST 45/258** : **MEDICAL SPECIALIST: UROLOGY (GRADE 1, 2, 3) REF NO: GS 82/22 (X2 POSTS)**
Component: Urology Department
- SALARY** : 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.
- CENTRE** : Grey's Hospital- PMB Metropolitan Hospitals Complex
- REQUIREMENTS** : **Grade 1:** Experience: Not Applicable. **Grade 2:** Experience: 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** Experience: 10 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Staff may be required to work at Edendale and Northdale Hospitals and perform outreach at other Hospitals Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS FCUrol qualification Registration with the Health Professions Council of South Africa as a Specialist PLUS Current registration with Health Professions Council of South Africa. Candidates that have obtained their CMSA examinations and completed their MMed examinations who are awaiting registration with HPCSA are eligible to apply. They will have until the end of their probation period to complete their registration with HPCSA. (Only shortlisted candidates will be required to submit proof of all documents).

| | | |
|-----------------------------|---|--|
| | | Knowledge, Skills and Experience: Sound clinical knowledge of urology Operative skills Research and organisational skill Ability to supervise and teach junior staff Conflict management Clinical decision making Management skills Research and organisational skill Understand and implement principals of clinical governance Good communication skills Information management. |
| <u>DUTIES</u> | : | Provision of urological services within the department of urology Rendering of after hours service for urological emergencies Training of undergraduate and post graduate students Participate in the formal teaching programme of the department. Supervise junior staff in all areas of clinical work Conduct and supervise out patient clinics, ward rounds and conduct theatre slates Participate in outreach programs conducted by the department of urology Encourage and supervise research Supervise research projects within the department and university. |
| <u>ENQUIRIES</u> | : | Dr R Sathiram Tel No: 033-897 3706 |
| <u>APPLICATIONS</u> | : | Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200 |
| <u>FOR ATTENTION</u> | : | Mrs M Chandulal |
| <u>NOTE</u> | : | Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male. |
| <u>CLOSING DATE</u> | : | 09 December 2022 |
| <u>POST 45/259</u> | : | <u>MEDICAL SPECIALIST REF NO: MEDSPEC T&B 02/2022 (X1 POST)</u> Department: Trauma and Burns |
| <u>SALARY</u> | : | Grade 1: R1 156 308 per annum, (all-inclusive salary package) Grade 2: R1 322 100 per annum, (all-inclusive salary package) Grade 3: R1 534 356 per annum, (all-inclusive salary package) |
| <u>CENTRE</u> | : | Inkosi Albert Luthuli Central Hospital |
| <u>REQUIREMENTS</u> | : | Applicants must be in possession of an appropriate higher surgical qualification (FCS) (SA) or MMed Surg) and currently / eligible to be registered with the Health Professions Council of South Africa. Preference will be given to applicants who have at least experience in the management of burns and including Critical care /ICU experience. Calls will include cover of Burns and Trauma Unit, plus assisting at transplant unit if needed. Completion of ATLS required. Grade 1: requires the Fellowship in Surgery of the College of Medicine of South Africa or equivalent, and registration with the Health Professions Council of South Africa. Applicants must be registered as a specialist in surgery at the commencement of duties. Grade 2: requires appropriate qualification, specialist registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. Grade 3: requires appropriate qualification, specialist registration certificate, plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. Recommendations: eFAST course, MIMMS and, or ACLS/PALS. DSTC or Burns experience. |
| <u>DUTIES</u> | : | Participation in the clinical trauma and burns services: inter-disciplinary in- house coordination of the management of the patients: supervision of the surgical trainees rotating through the trauma and transplant units: ensuring the highest standards of clinical, professional, and ethical behaviour: assist in teaching of undergraduate medical students, postgraduate surgical trainees: conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in trauma prevention and transplant community awareness. Physical presence on arrival of scene calls and unstable cases expected. |
| <u>ENQUIRIES</u> | : | Dr. T C Hardcastle Tel No: 031 240 2389 or speed dial 6195 |
| <u>APPLICATIONS</u> | : | All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058. |
| <u>NOTE</u> | : | An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. 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** : 09 December 2022
- POST 45/260** : **MEDICAL SPECIALIST (ANEASTHETICS) (GRADE 1-3) (REF NO: MAD 12/2022) (X1 POST)**
- SALARY** : Grade 1: R1 156 308 – R1 227 255.per annum
Grade 2: R1 322 100 – R1 403 235.per annum
Grade 3: R1 534 356 – R1 918 284.per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE REQUIREMENTS** : Madadeni Provincial Hospital
Medical Specialist **Grade 1**: Appropriate qualification plus registration with the HPCSA as a Medical Specialist in Anaesthetics. Medical Specialist **Grade 2**. Appropriate qualification, registration certificate, plus Five (5) years' experience after registration with the HPCSA as a Medical Specialist in Anaesthetics. Medical Specialist **Grade 3**. Appropriate qualification, registration certificate, plus Ten (10) years' experience after registration with the HPCSA as a Medical Specialist in Anaesthetics. Knowledge, Skills and Competencies required: Sound clinical knowledge and experience in anaesthesiology and critical care. Knowledge of current Health and Public Service Legislation, regulations and policy including medical ethics, epidemiology statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach Junior Doctors and participate in continuing professional development.
- DUTIES** : Provide safe, ethical and high quality of care through the development of standard and risk assessments in the area of Clinical and customer care (patient perspective) in anaesthesiology and critical care. Provide a full package of services including after hour service coverage. Develop, maintain and audit the correct implementation of clinical protocols & guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct and stimulate research. Manage performance of junior staff within anaesthesiology and critical care. Align clinical service delivery plans and priorities with hospital plans and priorities. Provide support to the Clinical Head of Department. Undertake appropriate Clinical audit to monitor performance of the Service. Participate / facilitate Outreach. Accept delegated responsibility from the Clinical Head of the Unit. Liaison with Clinical Head regarding service-delivery.
- ENQUIRIES APPLICATIONS** : Dr. X.F Nene Tel No: 034 328 8007
- FOR ATTENTION NOTE** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
The Recruitment Officer
Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates.

The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. 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, 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.

- CLOSING DATE** : 09 December 2022
- POST 45/261** : **MEDICAL SPECIALIST (SURGERY) (GRADE 1-3) REF NO: MAD 13/2022 (X1 POST)**
- SALARY** : Grade 1: R1 156 308 - R1 227 255 per annum
Grade 2: R1 322 100 - R1 403 235 per annum
Grade 3: R1 534 356 - R1 918 284 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Medical Specialist **Grade 1**: Appropriate qualification plus registration with the HPCS as a Medical Specialist in Surgery. Medical Specialist **Grade 2**. Appropriate qualification, registration certificate, plus Five (5) years' experience after registration with the HPCSA as a Medical Specialist in Surgery. Medical Specialist **Grade 3**. Appropriate qualification, registration certificate, plus Ten (10) years' experience after registration with the HPCSA as a Medical Specialist in Surgery. Matric Certificate plus. MBCHB degree plus. Post graduate qualification of FCA (SA) and/or MMed Surgery plus. Knowledge, Skills and Competencies required: Knowledge and skills in adult and Paediatric Emergency Resuscitative intervention. Clinical knowledge in Acute and Chronic Surgical Management of patients. Good interpersonal and supervisory. Skills Supervision of students, interns, doctors, auxiliary staff and registrars accomplished in management of surgical trauma. Knowledge and capability of performing and teaching laparoscopic surgery.
- DUTIES** : Provide safe, ethical and high quality of care through the development of standard and risk assessments in the area of Clinical and customer care (patient perspective) in general surgery. Provide a full package of services including after hour service coverage. Develop, maintain and audit the correct implementation of clinical protocols & guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities. Plan and provide continuous medical education to multidisciplinary team members, conduct and stimulate research. Manage performance of junior staff within general surgery. Align clinical service delivery plans and priorities with hospital plans and priorities. Provide support to the Clinical Head of Department. Undertake appropriate Clinical audit to monitor performance of the Service. Participate / facilitate Outreach. Accept delegated responsibility from the Clinical Head of the Unit. Liaison with Clinical Head regarding service-delivery.
- ENQUIRIES** : Dr. X.F Nene Tel No: 034 328 8007
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. 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, 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.

- CLOSING DATE** : 09 December 2022
- POST 45/262** : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 60/2022**
Department: Emergency Medicine (Emergency Department)
- SALARY** : Grade 1: R858 528 – R924 876 per annum
Grade 2: R981 639 – R1 073 355 per annum
Grade 3: R1 139 217 – R1 424 286 per annum
All-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance, Plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
Senior Certificate / Grade 12. Appropriate medical qualification in Health science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. **Grade 1:** No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of six (06) years relevant experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills, Attributes and Abilities: Appropriate medical 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 skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Concern of excellence. Current ATLS/BLS/ACLS/PALS an advantage to candidates. DipPEC additionally an advantage.
- DUTIES** : Provision of quality patient-centred care for all patients in the hospital and satellite clinics. 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 individual's patients to allow for continuity of care including ward rounds and clinic visits. Maintain accurate health records in accordance with the legal ethical considerations. Train and guide staff who are health professionals. Actively participate in morbidity and mortality reviews. Attend and participate continuous medical education and training. Participate in quality improvement programs which include clinical governance and national core standards. Ensure cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform duties as assigned by the supervisor or other senior officials.
- ENQUIRIES APPLICATIONS** : Dr. S Garach Tel No: 035 901 7234
Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE** : Mr MP Zungu
Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and

signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

:

09 December 2022

POST 45/263

:

MEDICAL OFFICER: (GRADE 1, 2, 3) REF NO: GS 81/22 (X2 POSTS)

Component: Obstetrics and Gynaecology

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

:

Grey's Hospital- Pietermaritzburg

REQUIREMENTS

:

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) The Employment Equity Target for this post is: African Male, African Female or Coloured Male Recommendation Appropriate Clinical experience depending on the grade for which you are applying Post Community Service experience in Obstetrics and Gynaecology will be an added advantage Knowledge, Skills and Experience: Sound knowledge of general medicine and in the discipline of Obstetrics and Gynaecology Ability to deal with medical and obstetrical/gynaecology emergencies Sound knowledge of the PMTCT programme as determined by national guidelines and policies. Sound knowledge of medical ethics Sound knowledge of legislation relating to the practice of Obstetrics and Gynaecology

in South Africa, such as the Health Act, the Choice of Termination of Pregnancy Act, the Children's Act etc. Ability to perform termination of pregnancy will be an added advantage. Good communication, team building and motivation skills Basic computer literacy.

- DUTIES** : The incumbent will be required to rotate between the Grey's / Northdale Hospitals Woman's Health Complex for a stipulated period e.g. three (3) months at a time To provide holistic medical care to patients seeking medical attention at the institutions To be able to assess, manage and follow up patients according to departmental policies To ensure the provision of safe, ethical and high quality medical care To be able to contribute to the realization of the departmental strategic goals. Manage medical and obstetrical/gynaecological emergencies. To participate in after-hours obstetrics and gynaecology service as per call roster, this is essential. To participate in Monitoring & Evaluation programme with relation to patient care delivery Assist with the supervision and support of junior medical officers, CSOs and interns in the department. Provide Outreach assistance as may be required under the supervision of the Metropolitan Head of Obstetrics and Gynaecology Impart surgical skills to Medical Officers and interns in the Department Accept responsibility for continuous professional development to keep up to date with new developments in the field of Obstetrics and Gynaecology Participate in the departmental academic programmes and meetings.
- ENQUIRIES** : Prof TD Naidoo Tel No: 033 – 897 3292
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : 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.
- CLOSING DATE** : 09 December 2022
- POST 45/264** : **DEPUTY DIRECTOR: (DHS DELIVERY PLANNING) REF NO: UMZIN 11/2022**
- SALARY** : R766 584 per annum, (total package)
- CENTRE** : Umzinyathi Health District Office
- REQUIREMENTS** : Senior Certificate (Grade 12) Degree / National Diploma in Human / Health Sciences. A minimum of 3years managerial experience Valid Driver's License – Code EB /8. Ms Office (Word, Excel, Outlook & PowerPoint). Knowledge, Skills, Training & Skills Required Project management. Excellent management, facilitation, communication and interpersonal skills. Expert knowledge of legislative and policy and policy framework informing the area of operation. Ability to capture and communicate the essence of recommendation in a concise and clear corporate language. Ability to prioritise issues and other work related matters in order to comply with tight deadlines. A clear understating of challenges facing the Public Sector. Ability to analyse complex information and accurately translate into effective planning inputs.
- DUTIES** : Facilitate in district planning initiatives (inclusive of prioritization process) based on the sound research and reliable management information. Consolidate and verify planning inputs and facilitate consultative process. Administer process to determine the cost implications of planned activities. Ensure that planning processes are integrated to enable consistency in the District Health Plans. Monitor, evaluate and report on the implementation of the District Health Plan. Facilitate process to ensure that district resource planning processes (HR, Budget, Procurement and Infrastructure) are in line with the imperatives set by the Annual District Performance Plan. Facilitate strategic and other planning workshops within the district to ensure consultation, by-in and determination of priorities. Collaborate with other district stakeholders to ensure alignment of planning processes within the IDP planning framework and to ensure that planning processes of other Departments optimally support health service delivery objectives within the district. Analyse and critique the planning inputs of components and provide technical support/ advice ensuring that the stated goals, objectives and targets are realistic, measurable and attainable. Involvement of " Sukuma Sakhe Project". Support to coordinate reports and implementation of National Health Insurance (NHI).
- ENQUIRIES** : Ms. EZN Hadebe Tel No: (034) 2999100
- APPLICATIONS** : forwarded to Hand Delivered Umzinyathi Health District Office 34 Wilson Street Private Bag x2052 Dundee Dundee, 3000

FOR ATTENTION CLOSING DATE : Ms. M Ngwenya
: 09 December 2022

POST 45/265 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT (SYSTEMS) REF NO: HRM 35/2022**
Directorate: Systems

SALARY CENTRE REQUIREMENTS : R766 584 - R903 006 per annum (Level 11), (all-inclusive package)
: King Edward VIII Hospital Complex
: Senior Certificate /Grade 12. Bachelor's degree or advanced Diploma NQF 7 in Business Management/ Public Administration, Construction Management: Built Management, Mechanical/Electrical/Civil Engineering field and valid driver's license. Experience: 3-5 years' Experience in the systems component/ Facilities Management or Infrastructure Management at a Junior Management Level. Recommendations: Intermediate computer literacy Project Management qualification Knowledge, Skills, Training and Competencies Required: Good knowledge of Public Finance Management Act, Supply Chain Management framework, government Procurement System, Occupational Health and Safety Act, National Core Standards, Ideal Hospital Realization & Maintenance Framework. Solid experience in Project Management, Operational Plan Development, Planning & Execution & Monitoring of strategies, audit procedures, Human Resource Management and Labour Relations procedures. Have the ability to perform independently and pressure as well as report writing and presentation at short notice. Skills: decision – making, problem solving, good communication, advanced proficiency in Microsoft excel with excellent quantitative & analytical skills.

DUTIES : Contribute towards Development of Strategic, Annual Performance & Business Plans of the Institutions. Ensure the effective and efficient management and quality of work for: Maintenance and engineering services, Patient records administration and mortuary services. Auxiliary services; security services. Health and safety, waste management services. Ensure that the adequate Policies, Systems, Procedures and Proper Internal Control are in place to enable Prudent Management of division. Ensure appropriate management and utilization of resources allocated to the division. Develop and implement risk management plan/s for the division. Ensure compliance with prescribed Quality Assurance norms and standards.

ENQUIRIES APPLICATIONS : Dr T Mayise Tel No: 031 360 3015
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013 or VIA Courier Service OR email to thandeka.mkhonza@kznhealth.gov.za

FOR ATTENTION NOTE : Mrs THF Mkhonza
: An Application for Employment Form (Z83) and comprehensive curriculum Vitae (detailed experience) only must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying) the reference number must be indicated in the column provided on the form Z83 e.g. ref /HRM /35/2022. please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission). Due to the large number of applications we receive receipts of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please Note that due to financial constraints, there will no payment of S&T Allowance. NB: Please note that due to financial constraint, no S & T will be paid.

CLOSING DATE : 13 December 2022

| | | |
|--------------------------------------|---|--|
| <u>POST 45/266</u> | : | <u>ASSISTANT MANAGER NURSING (SPECIALTY AREA) REF NO: NGWE 61/2022</u> Department: Critical Care, Trauma, Renal & Burns Unit |
| <u>SALARY</u> | : | R642 942 – R723 624 per annum. Other Benefits: 8% Rural Allowance. 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional). |
| <u>CENTRE REQUIREMENTS</u> | : | Ngwelezana Tertiary Hospital Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Critical Care or Trauma Nursing. Registration with the SANC as a Registered Nurse. A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A minimum of 6 years of the period referred above must be appropriate/ recognizable experience in critical care or trauma unit after obtaining the 1 year post basic qualification in Critical Care or Trauma Nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Knowledge, Skills, Attributes and Abilities: Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills. |
| <u>DUTIES</u> | : | Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints and waiting times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDs. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Serve as a paymaster for unit pay point. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Ideal hospital and other departmental initiatives including provincial priorities. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. RM Sithole Tel No: 035 901 7258 Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880 |
| <u>FOR ATTENTION NOTE</u> | : | Mr MP Zungu Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) |

obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 09 December 2022
- POST 45/267** : **ASSISTANT MANAGER NURSING (SPECIALTY: MATERNITY & PAEDIATRIC) REF NO: UNTU 03/2022 (X1 POST)**
Component: Nursing
- SALARY** : R642 942 - R723 624 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance Housing Allowance: Employee must meet prescribed requirements.
- CENTRE** : Untunjambili Hospital
- REQUIREMENTS** : Senior certificate STD 10/ (Grade 12), Basic R425 Diploma/Degree in General Nursing and Midwifery. A post basic qualification in Advanced Midwifery and Neonatal Nursing. A minimum of Ten years' appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least Six years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Diploma In Advanced Midwifery & Neonatal Science. At least Three years of the period referred to above must be appropriate/recognisable experience at management level. NB: Recommendations: Degree/Diploma In Nursing Management. A valid driver's licence (code 8/10). Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Knowledge in nursing care process and procedures, nursing statutes and other relevant legal frameworks. I.e. Nursing Act, Health Act Occupational Health & safety Act, Patients, Rights Charter & Batho Pele Principles. Leadership, Organization, decision making and problem solving abilities within limit of the public sector & institutional framework. Interpersonal skills including public relations, negotiating conflict handling and counselling skills Act, Public Service Act Regulation & Labour Relations, Act. Good communication, report writing, facilitation, co-ordination & leadership skills as well as computer skills.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective patient care through .Adequate nursing care. Oversee clinical governance to ensure high standard of patients care .Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health. Develop/establish and maintain constructive working relationship with nursing & other stakeholders (i.e.-professional, inter-sectorial and multi-disciplinary teamwork). Participate in analysis, formulation & implementation of nursing, practices, standards and procedures. Deal with disciplinary issues, grievance and labour issues including monitoring and managing absenteeism. Monitor and ensure proper utilization of financial and physical resources .Assist in the implementation of priority programs to reduce morbidity and mortality rate, communicable and non-communicable diseases .Improve the facility efficiencies. Ensure accurate reliable statistic and report are generated through the information management section. Ensure that unites comply with National Core Standard –Ideal Clinic, Batho Pele principles to meet the needs and demands of the clients. Manage the Employee

| | | |
|-----------------------------------|---|---|
| | | Performance Management Development System. Deputize the Deputy Manager Nursing. |
| <u>ENQUIRIES</u> | : | Mr. K.R Mthimkhulu Tel No: 033-444 1707 |
| <u>APPLICATIONS</u> | : | Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268 |
| <u>NOTE</u> | : | Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post. |
| <u>CLOSING DATE</u> | : | 09 December 2022 |
| <u>POST 45/268</u> | : | <u>OPERATIONAL MANAGER (PHC) REF NO: NGWE 62/2022</u> Department: Empangeni Clinic |
| <u>SALARY</u> | : | Grade 1: R588 378 – R662 220 per annum. Other Benefits 8% Rural Allowance. 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional.) |
| <u>CENTRE REQUIREMENTS</u> | : | Ngwelezana Tertiary Hospital Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse / Midwife. A post basic qualification with a duration of at least one year in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). Current SANC receipt. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in the relevant field. Knowledge, Skills, Attributes and Abilities: Good interpersonal, communication, report writing and presentations skills. Ability to work and take informed decisions independently. Knowledge of nursing statutes, prescripts, and other relevant public service legislations. Demonstrate basic understanding of Human Resource, PMFA, and Labour Relations policies. Conflicts management and problem solving skills. Supervisory and analytical thinking skills. Team building and supervisory skills. Empathy and counselling skills and knowledge. Basic computer skills. |
| <u>DUTIES</u> | : | Provide professional goal directed leadership with an aim of achieving Department goals and objectives. Overall supervision of staff, patient, and government property. Monitor provision of quality patient care in a cost-effective manner. Exercise control of discipline and handling of grievances. |

Conduct monthly Nursing audits; compile report and quality improvement plans. Ensure implementation of Norms and Standards, National Health Priorities, Ideal CHC realization and maintenance. Monitor staff performance through EPMDs. Monitor implementation of PHC indicators and achievements of set target. Strengthen implementation of comprehensive PHC package as per National Guidelines. Ensure the implementation of the Disaster Response within the facility. Ensure that staff is kept informed of changes in the nursing practices, legislation policies, and guidelines. Maintain constructive working relationship with all stakeholders, the multidisciplinary team and OSS structures. Support implementation of a community based model with the catchment area served by the facility. Promote and support implantation of Clinical Governance initiatives. Ensure implementation and adherence to Patient Rights Charter, Batho Pele principles professionalism and ethics.

**ENQUIRIES
APPLICATIONS**

: Mr. S Mtshali Tel No: 035 901 7298
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

: Mr MP Zungu
 : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

: 09 December 2022

POST 45/269

: **ASSISTANT MANAGER NURSING (NIGHT DUTY SERVICES) REF NO:
SAP 12/2022**

SALARY

: R588 378 – R688 089 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: St Apollinaris Hospital
 : Senior Certificate (Grade 12) or equivalent qualification. Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the South African Nursing Council' (SANC) as a Professional Nurse. Certificates of Registration with the SANC. Current registration with SANC (2022). Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Experience: A Minimum of eight (8) years appropriate/recognizable experience in nursing after registration as

professional nurse with the SANC in General nursing. Three (3) years of the experience referred to above must be appropriate/recognisable experience at Management level. Recommendations: Valid driver's license. Skills: Knowledge of Batho Pele Principles and Patient Rights. Excellent communication skills, human relations and ability to train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making and Problem solving.

DUTIES : Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Ensure that all nursing staff are aware and adhere to the relevant acts/prescripts applicable within the Nursing environment, and that staff welfare is maintained. Participate in the analysis and formulation of nursing policies and procedures. Deal with grievances and labour relation issues in terms of laid down policies/procedures. Administer all nursing services at night.

ENQUIRIES : should be directed to Mr TS Zuma Tel No: 039 833 9001-8
APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x 506, Ixopo, 3276 For Attention: Human Resources Section, or to be Hand delivered to Human Resource Section , St Apollinaris Hospital, Creighton on or before the closing date before 16:00.

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility who has a foreign qualification, which is the inherent requirement of the job to be evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE : 09 December 2022

POST 45/270 **OPERATIONAL MANAGER ((OBSTETRICS & GYNAE) REF NO: MURCH-01/2022 (X1 POST)**

SALARY R588 378 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE : Murchison Hospital
REQUIREMENTS : Grade 12 (Senior Certificate) Degree/Diploma qualification that allows registration to General Nursing & Midwifery, Plus a relevant One-year post basic qualification in Critical Care - ICU. Registration certificate with South African Nursing Council (SANC) Current SANC receipt (2022), Four (04) years' experience in General Nursing after registration as a Professional Nurse.

Certificate of service from previous and current employer endorsed and stamped by HR. Knowledge, Skills and Competencies: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in the unit. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Able to develop contacts, build and maintain network of professional relations in order to enhance service delivery.

DUTIES : Work as part of multi-disciplinary team member to ensure good nursing care. Ensure effective control of financial, material and human resources. Participate in the analysis and formulation of nursing policies. Provide direct and indirect supervision of all staff in the unit. Reduction of maternal and child mortality and morbidity rate. Ensure that staff is orientated, Mentored and developed to provide quality patient care. Exercise control over discipline, grievance and labour relations issues. Promote good working relationship amongst staff and patients. Ensure effective participation in all hospital programmes e.g IPC, Quality assurance etc. Provide a safe, therapeutic and hygiene environment for patients, visitors and staff. Ensure implementation, monitoring and evaluation of all maternal, child and woman health care programmes. Monitor and evaluate staff performances, EPMS. Ensure accurate reliable statistics and reports are submitted timeously. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mrs C Mkhwanazi Tel No: 039-6877311 ext. 127
APPLICATIONS : 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. 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.

CLOSING DATE : 09 December 2022

POST 45/271 : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH-THEMB 01/2022 (X1 POST)**

SALARY : R588 378 per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE : Murchison Hospital-Thembalesizwe Clinic

REQUIREMENTS

: 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. Certificate of service from previous and current employer endorsed and stamped by HR. 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

: Mr LG Nyawo Tel No: 039-6877311 ext. 130

APPLICATIONS

: 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. 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 45/272** : **OPERATIONAL MANAGER PHC SPECIALTY REF NO: SAHXHAM 15/2021 (X1 POST)**
- SALARY** : R588 378 per annum. Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)
- CENTRE** : ST Andrews Hospital – Xhamini Clinic
- REQUIREMENTS** : Diploma / Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Primary Health Care as per R212 SANC Regulations. Current registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification in Primary Health Care. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counseling skills, Financial and budgetary knowledge pertaining to the relevant resources under management ,Insight into procedures and policies pertaining to nursing care, Computer skills in basic programs.
- DUTIES** : To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, hostile, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDs. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.
- ENQUIRIES** : Mrs VV Ncume Tel No: 039 433 1955 EXT 259
- APPLICATIONS** : Should Be Forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding, 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work

Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

: 09 December 2022

POST 45/273

: **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH-
THEMB 04/2022 (X1 POST)**

SALARY

: R588 378 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 Clinic
: 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. Certificate of service from previous and current employer endorsed and stamped by HR. 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. 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 45/274

: **OPERATIONAL MANAGER NURSING REF NO: SAP 13/2022**

SALARY

: R464 466 – R522 756 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Home Owner’s allowance employee must meet prescribed requirements)

CENTRE REQUIREMENTS

: St Apollinaris Hospital (High Care Ward)
 : Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (General Nursing and midwifery). Certificate of Registration with the SANC in General Nursing and Midwifery. Current registration with the SANC (2022). Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Experience: A Minimum of seven (07) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with South African Nursing Council (SANC). Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient’s rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team.

DUTIES

: Supervise and ensure the provision of an effective and efficient patient through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluate thereof. Provide relevant information to health care users to assist in achieving optimal health care and rehabilitation of patients. Manage and monitor proper utilization of human, financial and physical resources. Participate in the analysis, formulating and implementation of nursing guidelines, practices standards and procedures. Participate in health promotion and illness prevention initiatives. Distribute posters for different diseases in the ward and to other community centres. Ensure that all staff completed PMDS documents. Ensure stock /Equipment counting is done monthly. Ensure wearing of prescribed uniforms and distinguishing devices. Ensure that unit standard policies and procedures are reviewed. Facilitate formulation of protocol, policies and guidelines. Ensure comprehensive assessment of patients’ files to ensure that all documents are complete and accurate Ensure that all patients has been given their prescribed medication at due times. Ensure availability of nursing acts, scope of practice, Nurses pledge; QIP’S, TB and infection control policies and guidelines. Conduct in service education about professionalism and nursing ethics.

ENQUIRIES APPLICATIONS

: should be directed to Ms NI Mpantsha Tel No: 039 833 9001-8
 : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag X506, Ixopo, 3276 or to be Hand delivered to Human Resource Section , St Apollinaris Hospital, Creighton on or before the closing date before 16:00.

**FOR ATTENTION
NOTE**

: Human Resources Section
: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility who has a foreign qualification, which is the inherent requirement of the job to be evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
09 December 2022

CLOSING DATE

:

POST 45/275

:

CLINICAL NURSE PRACTITIONER REF NO: SAHKWAJALI 16/2022 (X1 POST)

SALARY

:

Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

:

ST Andrews Hospital: Kwajali Clinic
: Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse 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. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

DUTIES

:

To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources.

ENQUIRIES

:

Mrs VV Ncume Tel No: 039-4331955 EXT 259

APPLICATIONS : Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION NOTE : Human Resource Manager
 : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 09 December 2022

POST 45/276 : **CLINICAL NURSE PRACTITIONER REF NO: SAHHCLIN 17/2022 (X1 POST)**

SALARY : Grade 1: R400 644 per annum
 : Grade 2: R492 756 per annum
 : Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Harding Clinic
 : Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse 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. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

DUTIES : To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources.

ENQUIRIES APPLICATIONS : Mrs VV Ncume Tel No: 039-4331955 EXT 259
 : Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION NOTE : Human Resource Manager
 : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum

Vitae (only). Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 09 December 2022
- POST 45/277** : **PROFESSIONAL NURSE SPECIALTY (OCCUPATIONAL HEALTH) REF NO: SAH 09/2022 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th cheque, 12% rural allowance, and Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : ST Andrews Hospital
: Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Occupational Health Nursing Science. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse 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 Occupational Health Nursing Science. Skills: Knowledge of nursing care and processes and procedures. Sound knowledge of Occupational Health & Safety Act, Compensation Injuries Diseases Act (COIDA) and the latest Employee Health and Wellness Framework for the service. Knowledge of basic human resource and financial management Ability to demonstrate good insight of policies and procedure pertaining to occupational employee health and wellness. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and 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.
- DUTIES** : Ensure the compliance to baseline medical surveillance, periodical medical examination and exit medical examination. Administer clinical treatment of staff patients and make referrals. Develop and implement Occupational Health and Safety Training Programmes, Orientation and Induction programs Undertake occupational disease research for the purpose of investigating and preventing all types of occupational related diseases. Manage statistics and reports and submit to relevant stakeholders Maintain client satisfaction through quality services, innovation and nursing care by upholding the principles of Batho Pele. Work hand in hand with Health and Safety and EAP. Formulate policies and procedure manuals. To ensure that the conditions meet and maintain compliance certificates as regulated in by the Occupational Health and Safety Act 85 of 1983. To compile all Occupational Health Manuals and protocols to be used by the hospital. To advise management on Occupational Health and Safety legal proceedings.
- ENQUIRIES APPLICATIONS** : Ms NV Ndlovu Tel No: 039-4331955 EXT 210
: Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION NOTE** : Human Resource Manager
: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed Curriculum Vitae (only). Faxed and e-mailed applications will not be accepted. Persons

with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification will submit evaluation certificate only when shortlisted. RSA Citizens/Permanent Residents/ Work Permit holders will submit documentary proof only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 09 December 2022
- POST 45/278** : **PROFESSIONAL NURSE (SPEC.)-OPHTHALMIC GRADE 1 OR 2 REF NO: SAP 11/2022**
- SALARY** : Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 – R606 042 per annum
Other Benefits: Rural Allowance, 13th Cheque, medical Aid, must meet prescribed requirements
- CENTRE** : St Apollinaris Hospital (OPD and eye clinic)
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse in Ophthalmic Nursing. Current registration with SANC (2022). Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Experience: **Grade 1:** A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse. **Grade 2:** A minimum of fourteen (14) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in Ophthalmic Nursing. Recommendations Valid Driver’s license Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.
- DUTIES** : Provision of optimal, holistic, specialized nursing care in OPD (Ophthalmology) with set standards and within a professional/legal framework. Implement standard, practices, criteria and indicators for quality nursing (quality of practices). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain in a constructive working relationship with nursing and other stake holder. Utilize human, material and physical resources efficiency and effectively. To do re-adjustment as required on shift to provide adequate nursing coverage. To maintain code of conduct for the public services and the professional body. To complete patient related data and partake in research. To do re-adjustment as required on shift to provide adequate nursing coverage. Assess suitability of equipment and consumable for specialized areas.
- ENQUIRIES** : should be directed to Ms D Duma Tel No: 039 833 9001-8
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x 506, IXOPO, 3276 For Attention: Human Resources Section, or to be Hand delivered to Human Resource Section, St Apollinaris Hospital, Creighton on or before the closing date before 16:00.
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not

required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility who has a foreign qualification, which is the inherent requirement of the job to be evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims. 09 December 2022

CLOSING DATE

:

POST 45/279

:

CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: SAP 16/2022 (X1 POST)

(This is a re-advertisement; candidates previously applied for the post should re-apply)

SALARY

:

Grade 1: R400 644 - R464 466 per annum
 Grade 2: R492 756 - R606 042 per annum
 Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowances employee must meet prescribed requirements)

CENTRE REQUIREMENTS

:

St Apollinaris Hospital (Mobile Clinic)
 Senior Certificate/Grade 12 or equivalent qualification. Basic R424 qualification (ie. Degree/Diploma in Nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse Diploma / Degree in General Nursing & Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Certificate of registration with SANC (General Nursing and relevant post basic qualification) Current registration with SANC (2022). Valid Driver's license. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview
 Experience **Grade 1:** A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of fourteen (14) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Educational qualifications, certificates of service and professional registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies. Skills: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by 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 a basic understanding of the legislative framework governing the public service.

DUTIES

:

Monitor and evaluate performance of Clinic staff according to set standards, norms targets and to ensure effective reporting. Understanding of challenges facing the Public Health Sector. Ability to plan and priorities issues and other work related matters and to comply with time frames. Ensure provision of Nursing Care through adequate supervision Provide nursing care that leads to

improved service delivery by maintaining client satisfaction. Screening diagnosis and treatment of patients. Ensure the efficient and effective control of surgical sundries pharmaceuticals, equipment and miscellaneous stores. Maintain accurate and complete patients' records according to legal requirements. Assist in compiling and updating of procedural guidelines. Assist Operational Manager in charge. Identify areas of improvement, problems etc. and communicate to Operational Manager. Co-ordinate of services with the institution and other services related to community health (NGO, CBO, CHW) Deal with grievances and Labour relations issues in terms of laid down procedures/policies. Ensure supervision, provision and basic patient's need. Evaluate and follow up patients during clinic visit Promote preventive and promote health for clients. Initiate treatment, implementation of programmes and evaluation of patient's clinical conditions. Attend and participate in doctor's visit. Provide Health Education of patients, staff and public.

- ENQUIRIES** : should be directed to Mr F Ntuli Tel No: 039/8339001-8
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x 506, Ixopo, 3276, or to be Hand delivered to Human Resource Section , St Apollinaris Hospital, Creighton on or before the closing date before 16:00.
- FOR ATTENTION** : Human Resources Section
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility who has a foreign qualification, which is the inherent requirement of the job to be evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
- CLOSING DATE** : 09 December 2022
- POST 45/280** : **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: SAP 16/2022 (X1 POST)**
Re-advertisement; candidates previously applied for the post should re-apply
Component: Riverside Clinic
- SALARY** : Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 - R606 042 per annum
Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowances employee must meet prescribed requirements)
- CENTRE** : St Apollinaris Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent qualification. Basic R424 qualification (ie. Degree/Diploma in Nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse Diploma / Degree in General Nursing & Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Certificate of registration with SANC (General Nursing and relevant post basic qualification). Current registration with SANC (2022). Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Experience: **Grade 1:** A minimum of four (4) years appropriate/ recognizable experience in nursing

after registration as a Professional Nurse with the SANC in General Nurse plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Educational qualifications, certificates of service and professional registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies. Skills: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by 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 a basic understanding of the legislative framework governing the public service.

DUTIES

: Monitor and evaluate performance of Clinic staff according to set standards, norms targets and to ensure effective reporting. Understanding of challenges facing the Public Health Sector. Ability to plan and priorities issues and other work related matters and to comply with time frames. Ensure provision of Nursing Care through adequate supervision Provide nursing care that leads to improved service delivery by maintaining client satisfaction. Screening diagnosis and treatment of patients. Ensure the efficient and effective control of surgical sundries pharmaceuticals, equipment and miscellaneous stores. Maintain accurate and complete patients' records according to legal requirements. Assist in compiling and updating of procedural guidelines. Assist Operational Manager in charge. Identify areas of improvement, problems etc. and communicate to Operational Manager. Co-ordinate of services with the institution and other services related to community health (NGO, CBO, CHW) Deal with grievances and Labour relations issues in terms of laid down procedures/policies. Ensure supervision, provision and basic patient's need. Evaluate and follow up patients during clinic visit Promote preventive and promote health for clients. Initiate treatment, implementation of programmes and evaluation of patient's clinical conditions. Attend and participate in doctor's visit. Provide Health Education of patients, staff and public.

ENQUIRIES
APPLICATIONS

: should be directed to Mr F Ntuli Tel No: 039/8339001-8
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x 506, Ixopo, 3276 For Attention: Human Resources Section, or to be Hand delivered to Human Resource Section , St Apollinaris Hospital, Creighton on or before the closing date before 16:00.

NOTE

: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility who has a foreign qualification, which is the inherent requirement of the job to be evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will

not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims. 09 December 2022

CLOSING DATE :

POST 45/281 : **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2) REF NO: SAP 14/2022**
Component: Gateway Clinic

SALARY : Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 - R606 042 per annum
Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowances employee must meet prescribed requirements)

CENTRE REQUIREMENTS : St Apollinaris Hospital
Senior Certificate/Grade 12 or equivalent qualification. Basic R424 qualification (ie. Degree/Diploma in Nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse Diploma / Degree in General Nursing & Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Certificate of registration with SANC (General Nursing and relevant post basic qualification) Current registration with SANC (2022). Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview Experience Grade 1: A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Grade 2: A minimum of fourteen (14) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Educational qualifications, certificates of service and professional registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies. Skills: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by 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 a basic understanding of the legislative framework governing the public service.

DUTIES : Monitor and evaluate performance of Clinic staff according to set standards, norms targets and to ensure effective reporting. Understanding of challenges facing the Public Health Sector. Ability to plan and priorities issues and other work related matters and to comply with time frames. Ensure provision of Nursing Care through adequate supervision Provide nursing care that leads to improved service delivery by maintaining client satisfaction. Screening diagnosis and treatment of patients. Ensure the efficient and effective control of surgical sundries pharmaceuticals, equipment and miscellaneous stores. Maintain accurate and complete patients' records according to legal requirements. Assist in compiling and updating of procedural guidelines. Assist Operational Manager in charge. Identify areas of improvement, problems etc. and communicate to Operational Manager. Co-ordinate of services with the institution and other services related to community health (NGO, CBO, CHW) Deal with grievances and Labour relations issues in terms of laid down procedures/policies. Ensure supervision, provision and basic patient's need. Evaluate and follow up patients during clinic visit Promote preventive and promote health for clients. Initiate treatment, implementation of programmes and evaluation of patient's clinical conditions. Attend and participate in doctor's visit. Provide Health Education of patients, staff and public.

ENQUIRIES APPLICATIONS : should be directed to Mr F Ntuli Tel No: 039/8339001-8
Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x 506, Ixopo, 3276 or to be Hand delivered to Human Resource Section, St Apollinaris Hospital, Creighton on or before the closing date before 16:00.

FOR ATTENTION : Human Resources Section,

- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility who has a foreign qualification, which is the inherent requirement of the job to be evaluated by the South African Qualifications Authority (SAQA). Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
- CLOSING DATE** : 09 December 2022
- POST 45/282** : **PROFESSIONAL NURSE: SPECIALTY (ADVANCED MIDWIFERY AND NEONATAL SCIENCE) REF NO: MBO 13/2022) (X1 POST)**
- SALARY** : Grade 1: R400 644 – R464 466 per annum
Grade 2: R492 756 – R606 042 per annum
- CENTRE** : Mbongolwane District Hospital
- REQUIREMENTS** : **Grade 1:** Experience 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 or equivalent qualification. Degree / Diploma in General Nursing and Midwifery. A post basic nursing qualification with duration of at least one year accredited with SANC in advanced Midwifery. Current registration with SANC as general nurse, midwifery and advanced midwifery. **Grade 1:** A minimum of four (4) years appropriate or recognizable experience in nursing and of which at least one (1) year of the period referred to above must be appropriate experience after obtaining the 1 year post basic qualification in Advanced Midwifery. **Grade 2:** A minimum of fourteen (14) years appropriate or recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing of which at least ten (10) years of the period referred to above must be appropriate experience after obtaining the (1) year post basic qualification in Advanced Midwifery. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies. Knowledge of SANC rules and regulations. Good communication, leadership, interpersonal and problem solving skills. Computer literacy, Knowledge of Code of Conduct Labour relations, conflict management and negotiation skills. Ability to function well within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patient's rights charter. An updated knowledge of the priority programmes and the management thereof.
- DUTIES** : Assist with the implementation of the UN Millenium Development GOALS e.g. reducing child mortality and the saving mothers' initiative. 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 at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at supervisory, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper and nursing service in the unit. Display a concern for patients, promoting,

advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as support tool to enhance service delivery. Oversee and co-ordinate the integration of MCWH. Assist in the monitoring of the implementation of EPMDs. Improve maternal and child health by initiating all the relevant programmes. Enhance the saving mothers programme. Assist with reduction of maternal and neonatal mortality and morbidity rates. Work as a team leader and oversee the maternity department in the absence of the Operational Manager or when the need arises. Knowledge of patient safety incidents and management thereof. Must be able to handle surgical and obstetrical emergencies. Take lead in peri-operative care delivery. Partake in the resuscitation and stabilizing of critically injured and ill patients. Participation in implementation of national core standards. Demonstrate a basic understanding of HR and financial policies and practices. Participate in clinical audits and data management meetings. Ensure accurate record keeping. Able to manage own work, time and that of junior colleagues to ensure proper and nursing service in the unit. Ensure self and staff development through in service training.

ENQUIRIES : Mrs BRS Ngxongo Tel No: 035 476 6242

APPLICATIONS : All applications should be posted to: The Chief Executive Officer, Mbongolwane Hospital, Private Bag x126, Kwa-Pett, 3280

FOR ATTENTION : Human Resource Manager

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83 - most recent one) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, 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.

CLOSING DATE : 09 December 2022

POST 45/283 : **PROFESSIONAL NURSE-SPECIALTY STREAM REF NO: MURCH-IZING02/2022 (X2 POSTS)**

SALARY : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE : Murchison Hospital-Izingolweni PHC (MOU)

REQUIREMENTS : **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery. Certificate of service from previous and current employer endorsed and stamped by HR **Grade 2:** 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. Certificate of service from previous and current employer endorsed and stamped by HR 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. 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 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.

DUTIES : 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 : Mr. LG Nyawo Tel No: 039-6877311 ext. 130
APPLICATIONS : 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. 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 45/284 : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM - REF NO: MURCH-IZING 03/2022 (X2 POSTS)**

SALARY : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE : Murchison Hospital – Izingolweni Clinic
REQUIREMENTS : **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR **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. Certificate of service from previous and current employer endorsed and stamped by HR 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 only when shortlisted. 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 basis 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 : Mr LG Nyawo Tel No: 039-6877311 ext. 130
APPLICATIONS : 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. 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.

CLOSING DATE : 09 December 2022

| | | |
|--|---|--|
| <u>POST 45/285</u> | : | <u>CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: MURCH-INTERIM 05/2022 (X1 POST)</u> |
| <u>SALARY</u> | : | Grade 1: R400 644 per annum Grade 2: R492 756 per annum Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance |
| <u>CENTRE REQUIREMENTS</u> | : | Murchison Hospital – Mobile Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR 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. Certificate of service from previous and current employer endorsed and stamped by HR 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. |
| <u>DUTIES</u> | : | 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 basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the rapeutical 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. |
| <u>ENQUIRIES APPLICATIONS</u> | : | 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 |
| <u>NOTE</u> | : | 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 . 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 45/286** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: MURCH-MTHIM 06/2022 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital – Mthimude Clinic
- REQUIREMENTS** : **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR **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. Certificate of service from previous and current employer endorsed and stamped by HR 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 only when shortlisted 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 basis 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** : Mr LG Nyawo Tel No: 039-6877311 ext. 130
- APPLICATIONS** : 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. 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.
09 December 2022

CLOSING DATE

POST 45/287

: CLINICAL NURSE PRACTITIONER (X15 POSTS)

SALARY

: Grade 1: R400 644 – R646 466 per annum
Grade 2: R492 756 – R606 042 per annum
Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE

: Madadeni Provincial Hospital
Osizweni Clinic 3 Ref No: MAD 06/ 2022 (X3 Posts)
Madadeni Clinic 5 Ref No: MAD 07/ 2022 (X2 Posts)
Madadeni Clinic 1 Ref No: MAD 08/ 2022 (X3 Posts)
Osizweni Clinic 2 Ref No: MAD 9/ 2022 (X1 Post)
Newcastle Clinic Ref No: MAD 10/ 2022 (X3 Posts)
Rosary Clinic Ref No: MAD 11/ 2022 (X3 Posts)

REQUIREMENTS

: Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: 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. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.

DUTIES

: Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit manager/ Operational 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. Implement and advocate for preventive and promotive 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. Ensure effective implementation of National Core Standards and Ideal Clinic Realisation. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients 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. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

**ENQUIRIES
APPLICATIONS**

: Mr. R.S.M Ngcobo Tel No: 034 328 8137
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940

**FOR ATTENTION
NOTE**

: The Recruitment Officer
: Direction to candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. 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, 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. EE Target (African Male)

CLOSING DATE

: 09 December 2022

POST 45/288

: **CLINICAL NURSE PRACTITIONER REF NO: UNTU 17/2022**

SALARY

: Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: 13th Cheque, Home Owner's Allowance (Employee Must Meet Prescribed) Requirements), Medical Aid (Optional) and 8% Rural Allowance
: Untunjambili Hospital (Umphise Clinic)

**CENTRE
REQUIREMENTS**

: 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. Computer Literacy: MS Software. **Grade 1:** Grade 12 or Senior Certificate. A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. **Grade 2:** 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. One Year Post Basic Qualification in Primary Health Care. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: 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

: Conduct clinical training for staff member to rectify deviation from minimum standards as well as introducing the latest developments in health care service delivery. Conduct training of Home Based Care: DOTS and other community representatives and volunteers with the district. Develop & ensure implementation of nursing care plans. Assist Operational Managers to train community members at outreach rallies to further the health practices to the community at large. Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy the audience. Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices. Participate in clinical records audits. Utilize human, material and pharmaceutical resources effectively & efficiently.

Monitor client satisfaction by communicating with patients and relatives. Assist with the overall management & necessary support for the effective function of the unit. Provide safe & therapeutic environment as laid down by the Nursing Act, Occupational Health & Safety Act & all other applicable prescripts. Motivating staff regarding development in order to increase level of expertise and assist patients & families to develop a sense of self care. Provide administrative services such as providing accurate statistics for evaluation & future planning, identifying needs for financial planning & direct control of expenditure as an integral part of planning & organization. Demonstrate effective communication with patients, supervisors & other clinicians. Display a concern for patients, need & expectations according to Batho Pele Principles. Deputize the Operational Manager.

**ENQUIRIES
APPLICATIONS**

: Mrs NP Ngubane Tel No: 033-444 1707
: Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268.

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

CLOSING DATE

: 09 December 2022

POST 45/289

: **CLINICAL NURSE PRACTITIONER (GATWAY CLINIC) REF NO: UNTU 18/2022 (X2 POSTS)**

SALARY

: Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
Other Benefits: Medical Aid (Optional). 13th Cheque, Housing: Allowance (Employee must meet the prescribed requirements) Plus 08% Rural Allowance

**CENTRE
REQUIREMENTS**

: Untunjambili District Hospital
: Senior certificate STD 10/ (Grade 12), Basic R425 Diploma / Degree in General Nursing and Midwifery. A post basic qualification in Clinical Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as a General Nurse, Midwife and Primary Health Care. A minimum of four years appropriate/recognisable experience as a General Nurse. **Grade 1.** A Certificate of service (work experience) which obtainable from Human Resource Department. **Grade 2** Matric (National Senior Certificate. Degree/Diploma in Nursing Science and Midwifery Plus one year post basic qualification Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) Plus; a minimum of 14 years appropriate/recognizable nursing

experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognisable PHC experience after obtaining a one year basic qualification in Primary Health Care. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Knowledge in nursing care process and procedures, nursing statutes and other relevant legal frameworks. i.e. Nursing Act, Health Act, Occupational Health & Safety Act, Patients' Rights Charter & Batho Pele Principles. Leadership, Organizational, decision making and problem solving abilities within limit of the public sector & institutional framework. Interpersonal skills including public relations, negotiating conflict handling and counselling skills Act, Public Service Act, Regulations & Labour Relations Act. Good communication, report writing, facilitation, co-ordination & leadership skills as well as computer skills.

DUTIES

: Provide quality comprehensive Primary Health care by promoting preventive, 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 & 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 Batho Pele Principles. Facilitate implementation of Ideal Clinic concept. Implement NCS within the facility. Conduct facility status determination. Update Ideal website to maintain status achieved. Capture complaints, PSI and waiting times on the website. Implement IPC within the facility. Deputize Operational Manager and take over his/her duties when not on duty.

ENQUIRIES

: Mrs NP Ngubane Tel No: 033-444 1707

APPLICATIONS

: Applications should be forwarded to: Human resource Manager, Private Bag X216, Kranskop, 3268

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

CLOSING DATE

: 09 December 2022

POST 45/290 : **PHYSIOTHERAPIST GRADE 1-3 REF NO: UNTU 19/2022 (X1 POST)**
Component: Medical

SALARY : Grade 1: R332 427 per annum
Grade 2: R389 754 per annum
Grade 3: R459 126 per annum
Other Benefits: 13th Cheque, Medical Aid Housing Allowance (Employee Must Meet Prescribed Requirement) Rural Allowance: 12%

CENTRE REQUIREMENTS : Untunjambili Hospital
: National Senior Certificate. An appropriate tertiary qualification as a Physiotherapist, Registration certificate with HPCSA as a Physiotherapist: Independent Practice. Current registration with HPCSA as a Physiotherapist: Independent Practice (2022/2023 receipt). Certificate of service endorsed by Human Resource Department. **Grade 1** Registration with HPCSA as a Physiotherapist. No experience required. **Grade 2:** Ten (10) years' experience after registration with HPCSA as a Physiotherapist. **Grade 3:** Twenty (20) years' experience after registration with HPCSA as a Physiotherapist. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes, and Abilities: Sound knowledge of Physiotherapy diagnostic & therapeutic procedures. Knowledge on use and care of equipment. Good knowledge on scope of practise, ethical codes & relevant legislation. Clinical reasoning and decision-making skills. Ability to work within a multidisciplinary team. Good organisation and time management skills. Excellent communication and interpersonal relations (Basic understanding and ability to speak a commonly spoken official language will be an addition advantage). Basic supervisory skills. Skills in management of patients with cerebral palsy/neurological conditions would be an advantage.

DUTIES : Comprehensive assessment of all patients using correct diagnostic and therapeutic techniques. Development of appropriate treatment programme for patients. Provision of appropriate mobility and seating devices to patients. Recording of clinical findings and discussions of patients files. Practice holistic management of patients by referring to appropriate disciplines. Maintain statistics for clinical and non-clinical tasks. Serve as representative on committees such as IPC, OHS, resuscitation etc. as allocated by supervisor. Participate in Quality Improvement of the physiotherapy department and institution as requested. Involvement in monitoring and evaluation programmes of the physiotherapy department such as clinical and documentation audits, leave and attendance audits, NCS, ideal hospital assessment etc. Participate in regular performance management assessment. Participate in staff development activities e.g. CPD, in-service training, case presentations etc., - Ensure safety and security of equipment and consumable resources of the department.

ENQUIRIES : Dr A Subrati Tel No: 033-444 1707

APPLICATIONS : Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268.

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must

accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

- CLOSING DATE** : 09 December 2022
- POST 45/291** : **CLINICAL TECHNOLOGIST (CARDIOLOGY) GRADE 1/2/3 REF. NO: NGWE 63/2022**
- SALARY** : Grade 1: R332 427 – R378 318 per annum
 : Grade 2: R389 754 – R445 665 per annum
 : Grade 3: R459 126 – R557 184 per annum
 : Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional.)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Clinical Technologist (Cardiology). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist (Cardiology) **Grade 1**: No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Clinical Technologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of twenty one (21) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Attributes and Abilities: Sound knowledge of echocardiology. Knowledge of general medical equipment. Good verbal and written communication skills. Interpersonal and team building skills. Ability to work under pressure and independently.
- DUTIES** : Render quality echocardiology services to patients. Perform stress ECG's, carotid Doppler and holter monitoring. Perform any other duties relevant to the work situation which may be allocated by the Supervisor. Provide relief duties as and when required and 24 hour coverage for emergencies. Participate in the teaching programme for all personnel within the department. Maintain accurate records and statistics of patients attended to.
- ENQUIRIES** : Dr. RS Moeketsi Tel No: 035 901 7260
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate

with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

: 09 December 2022

POST 45/292

: **SOCIAL WORKER REF NO: UNTU 20/2022 (X1 POST)**
Component: Medical

SALARY

: Grade 1: R269 301 per annum
Grade 2: R331 191 per annum
Other Benefits: 13th Cheque, Medical Aid Housing Allowance (Employee Must Meet Prescribed Requirement)

CENTRE REQUIREMENTS

: Untunjambili Hospital
Grade 12 or Senior Certificate. Bachelor's Degree of Social Work. Registration with the South African Council for Social Services Professions. 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. **Grade 1:** Registration with the South African Council for Social Service Profession. No experience required. **Grade 2:** ten (10) years' experience after registration with the South African Council for Social Service Profession as a Social Worker. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Sound knowledge and understanding of Human Behaviour. Time Management, Policy Development, Counselling, Tact and Diplomacy, Planning and Organising Skills. Good interpersonal relations, communication, facilitation, presentation and report writing, innovation skills. Advisory, Monitoring & Evaluation Interpretation, Policy analysis & research. Ability to work under pressure with good tact and diplomacy. Sound professional and ethical behaviour including professionalism, team orientation, reliability, integrity confidentiality, etc.

DUTIES

: Render 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. This will include the following actions:- Conduct assessment aimed at identifying conditions of individuals, groups' families and communities that justify relevant interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate effectiveness of the recommended interventions, report on progress and identify further/amended intervention to address the identified conditions Study, interpret, apply and give information on legislation and policies in the identified work field to social auxiliary workers

, Volunteers and other role players/ stakeholders Perform all the statutory functions applicable to the relevant function, compile courts Reports and attend to court enquiries and the other task emanating from the courts Produce and maintain records of Social Work interventions, process and out comes Support Social auxiliary workers and volunteers. Keep up to date with new development in the Social work and Social welfare fields. This would, inter alia, entail the following: Study Professional journals and publications in order to ensure that cognizance is taken of new developments. Monitor and study social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognizance of the latest development in the relevant fields .Undertake first level Social work research and development. Engage in continuous professional development activities as prescribed.

**ENQUIRIES
APPLICATIONS**

: Dr A Subrati Tel No: 033-444 1707
: Applications should be forwarded to: Human resource Manager Private Bag X216, Kranskop, 3268.

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

CLOSING DATE

: 09 December 2022

POST 45/293

: **FINANCE CLERK SUPERVISOR REF NO: NGWE 64/2022**
Department: Budget and Expenditure Control

SALARY

: R269 214 – R317 127 per annum. Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Three (3) to five (5) years' experience in Budget and Expenditure Control. Knowledge, Skills, Attributes and Abilities 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. Good organizational and planning skills and ability to make independent decision. Knowledge of departmental and transversal systems e.g. (BAS and Vulindlela). Ability to plan, organize, build team spirit and meet deadlines. Knowledge of MS office Software applications.

DUTIES : Authorize commitments, payments, receipts and journals on BAS. Draw, analyze and present financial reports. Monitor spending trend and institute corrective measures e.g. journaling process and virements. Manage suspense accounts and maintain debt file. Consolidate financial monthly and quarterly reports. Identify risks and institute control measures to minimize financial risks in all departments. Monitor and Assess finance staff performance as per EPMDS requirements.

ENQUIRIES : Mr. TV Nxumalo Tel No: 035-901 7043

APPLICATIONS : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

FOR ATTENTION : Mr MP Zungu

NOTE : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE : 09 December 2022

POST 45/294 : **HUMAN RESOURCES PRACTITIONER: LABOUR RELATIONS REF NO: GAM CHC 13/2022**

SALARY : R269 214 per annum. Other Benefits 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements)

CENTRE : Gamalakhe CHC

REQUIREMENTS : Grade 12 Certificate or equivalent. National Diploma/Degree in Human Resource Management/Public Administration/Management. Two years' experience in employee relations. Valid code 08 driver's license. Computer Literacy (MS Word, Excel, PowerPoint, MS Outlook) 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. Recommendation: PERSAL Training Knowledge, Skills and Competencies Extensive knowledge and understanding of Human Resource Management with emphasis on staff relations and Human Resource Development Broad knowledge and understanding of Human Resource Management legislation i.e. Labour Relations Act, Basic conditions of Employment act, Grievance and Disciplinary procedures etc. Investigating

skills Good communication skills (verbal and writing) Good report writing and presentation skills.

DUTIES : Manage the day to day functioning of Staff Relations. Promote and maintain sound staff relations within the hospital and satellite clinics. Ensure adherence to the Labour Relations Act and other legislative prescripts. Deal with grievances, discipline and misconduct cases in terms of the laid down policies and procedures. Deal with all forms of incapacity that have a negative impact on the workforce productivity. Participate in the development and implementation of staff relations strategies and policies. Investigate and preside over disciplinary enquiries. Provide expert advice to management and supervisors on the implementation of staff relations issues. Identify gaps and provide in service training and workshops to managers and staff on employee relations issues.

ENQUIRIES APPLICATIONS : Ms. Z.A. Mthembu Tel No: 039-318 1113

FOR ATTENTION CLOSING DATE : All applications should be forwarded to: The HR Manager Gamalakhe Community Health Centre Private Bag X 709, Gamalakhe, 4249
Human Resource Department
09 December 2022

POST 45/295 : **HUMAN RESOURCE OFFICER SUPERVISOR REF NO: BETH09/2022**

SALARY : R269 214 per annum, (all –inclusive package). 13th Cheque Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).

CENTRE REQUIREMENTS : Bethesda District Hospital - (Kwa Zulu - Natal)
Senior Certificate or Equivalent. 3-5 years' experience in Human Resource Practices. The following knowledge, skills, training and competencies required: Knowledge of Public Service prescripts and Human Resource Management policies. Broad knowledge of PERSAL system. Knowledge of computer software i.e. MS Word, Excel, Power Point, Outlook etc. Ability to maintain high level of confidentiality. Sound management, negotiation, interpersonal, communication (written and verbal), Problem- solving and Supervisory skills. In depth knowledge of Human Resource Practices and Labour Relations. Ability to draw and analyse PERSAL reports. Strong leadership ability.

DUTIES : Advise management on matters relating to Human Resource Practices. Manage day to day functioning of Human Resource Practices. Ensure that the employment practices i.e. selection, recruitment and appointment verification of qualifications, transfer are in accordance with the laid down policies and procedures, and ensure quality of work. Supervise the processing of payment of exit benefits for staff exiting the public Service and ensure the payment of all fridge benefits and allowances is done as per policies. Formulate internal policies and procedure and ensure implementation thereof. Check, approve PERSAL transaction according to delegations. Manage and maintain staff records on leave, PILLIR, Housing, Injury on duty and related matters. Prepare reports on human resource administration issues and statistics. Exercise direct control and supervision of staff and apply discipline.

ENQUIRIES APPLICATIONS : Dr T.C Ngwenya Tel No: (035) 595 3106
The Human Resources Manager, Bethesda Hospital, Private Bag X 602 Ubombo 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.

NOTE : 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 originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. 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. the reference number must be indicated in the column provided on form Z83; e.g Reference Number (Beth 09/2022). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The

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)

- CLOSING DATE** : 09 December 2022
- POST 45/296** : **HUMAN RESOURCE PRACTITIONER (HRD AND PLANNING) REF NO: BETH 8/2022**
- SALARY** : R269 214 per annum, (all –inclusive package). 13th Cheque Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE** : Bethesda District Hospital - (Kwa Zulu - Natal)
- REQUIREMENTS** : Matric certificate, Degree / National Diploma in Human Resource Management / Training Management /HRD. At least one (01) year experience in Human Resource Development. The following knowledge, Knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development In-depth knowledge of all relevant legislations, prescripts and white papers in Human Resource Management Adequate communication (verbal and written), interpersonal and problem solving skills Ability to maintain high level of confidentiality Ability to plan and prioritize in the execution of daily tasks Sound knowledge of legislation, policies and procedures Knowledge of PERSAL, Computer literacy, MS Software applications.
- DUTIES** : Coordinate the development, implementation, and evaluation of Human Resource, Employment Equity and Workplace Skills Plans. Ensure proper implementation of EPMDS for all staff. Prepare and submit monthly, quarterly and annual training reports. Co-ordinate the implementation of all training programmes. Facilitate the logistics for Institutional Health Education Training and Development Committee meetings (IHETDC) and other meetings pertaining to the scope of work.
- ENQUIRIES** : Dr T.C Ngwenya Tel No: (035) 595 3106
- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X 602 Ubombo 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.
- NOTE** : 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 originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. 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. the reference number must be indicated in the column provided on form Z83; e.g Reference Number (Beth 09/2022). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The 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)
- CLOSING DATE** : 09 December 2022

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Direct or hand deliver applications to the addresses as indicated below: - For Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg, 3200
- FOR ATTENTION** : Ms PN Mkhize
- CLOSING DATE** : 09 December 2022, (Applications received after this date will not be accepted)

NOTE

: The content of this circular must without delay be brought to the attention of all potential applicants. Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. This is a Re-advertised post, applicants who previously applied are encouraged to re-apply. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disability. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing of the employment contract and annual performance agreement. The successful candidates will be required to undergo security clearance, competency based assessment, technical assessment, SMS Pre-entry certificate (Nyukela) is a prerequisite for all SMS posts using the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> and to disclose financial interests in accordance with relevant prescripts. Candidates will be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

MANAGEMENT ECHELON

POST 45/297

: **CHIEF FINANCIAL OFFICER REF NO: DSD01/04/2022HO**
(Re-advertisement)

SALARY
CENTRE
REQUIREMENTS

: R1 308 051 per annum (Level 14), (all-inclusive remuneration package)
: Head Office, Pietermaritzburg
: Qualifications: A Bachelor's Degree (NQF -Level 7) in Accounting/ Financial Management); A minimum of 5 years' experience at a Senior Management Level in the financial management environment; A valid driver's license. Knowledge: Extensive knowledge and understanding of the Public Finance Management Act; Treasury Regulations; Generally Recognized Accounting Practice; Supply Chain Management Practices and Procedures, Instruction Notes; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act; Construction Industry Development Board; Government Immovable Asset Management Act(GIAMA)Constitution of the Republic of South Africa; Public Service Act and Regulations; Labour Relations Act, Employee Performance Management and Development System, Skills/ Core Competencies: Strategic capability and leadership; People management and empowerment; Financial management; Change management; Service delivery innovation; Programme and Project management; Team building/motivation; Problem solving and analysis; Policy analysis and development; Computer literacy; Communication, Presentation and Negotiation.

DUTIES

: Ensure effective and efficient management of Financial Accounting Services; Ensure effective provisioning of Management Accounting Services; Manage the provisioning of financial reporting and internal control services; Ensure the provision of Supply Chain Management services; Ensure the provision of infrastructure management; Ensure the development and implementation of policies; Provide leadership and strategic direction to the Chief Directorate and inputs to the Department; Manage resources of the Chief Directorate.

ENQUIRIES

: Mrs NI Vilakazi Tel No: (033 264 5402)

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

- APPLICATIONS** : Address: Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 09 December 2022 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.gov.za/documents). Applicants are advised that all fields of the new Z83 form are compulsory to complete and that the signature of the applicant is mandatory. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full, initialed and signed, such application will not be considered. The fully completed and signed Z83 must be accompanied by a detailed comprehensive CV. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive 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. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 45/298** : **CHIEF FINANCIAL OFFICER REF NO: P 08/2022**
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : R1 308 051 per annum, (all Inclusive, flexible remuneration package)

**CENTRE
REQUIREMENTS**

: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
: An undergraduate qualification in Accounting or Financial Management or Corporate Administration (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level in Financial Management; plus, Possession of a valid driver's license (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of the Republic of South African Constitution. Knowledge of the Public Service Act, Public Service Regulations and Public Finance Management Act. Knowledge of Treasury Regulations. Knowledge of the Labour Relations Act. Knowledge of the Employee Performance Management and Development System. Knowledge of Supply Chain Management Practices and Procedures. Knowledge of Construction Industry Development Board. Knowledge of Broad Based Black Economic Empowerment Act. Knowledge of Instruction Notes. Knowledge of Preferential Procurement Policy Framework Act. Knowledge of Government Immovable Asset Management Act (GIAMA). Strategic Capability and Leadership skills. People Management and Empowerment skills. Programme and Project Management skills. Financial Management skills. Change Management skills. Knowledge Management skills. Service Delivery Innovation skills. Problem Solving and Analysis skills. Client Orientation and Customer Focus skills. Communication, Presentation and Facilitation skills. Computer literacy. Driving skills. The ideal candidate should be innovative, time-frame driven and value diversity. He / she should also have integrity, be reliable and have the ability to work under pressure.

DUTIES

: Ensure provisioning of financial and management accounting services. Develop internal controls and governance services. Manage stores and assets in order to ensure safeguarding of departmental assets and consumables. Ensure the provision of supply chain management services. Ensure the development and implementation of policies. Manage the resources of the Chief Directorate.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Mr JS Mbhele Tel No: 033 – 355 8808
: Mr C McDougall
: It is the intention of this Department to consider equity targets when filling this position.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

It is the intention of the Department to promote equity (race, gender and disability) through the filling of this post(s) with a candidate(s) whose transfer/promotion/appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

- APPLICATIONS** : Applications quoting reference number must be addressed to the Head: Economic Development and Tourism. Applications must be posted to Department of Economic Development and Tourism, Private Bag X11215 Nelspruit 1200 or delivered at Nokuthula Simelane Building, N0 7 Government Boulevard Riverside Park Extension 02 Mbombela 1201
- CLOSING DATE** : 18 December 2022 at 16h15
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed new Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered, a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all Non SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to a generic managerial competency assessment; and personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: 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-entryprogramme/>.

MANAGEMENT ECHELON

- POST 45/299** : **DIRECTOR: BUSINESS REGULATIONS REF NO: DEDT 2022/23/01**
Re-advertised and applicants who applied earlier are encouraged to reapply.
- SALARY** : R1 105 383 per annum (Level 13), total cost to employer that consists of basic Salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : An appropriate SAQA recognized NQF level 07 tertiary qualification in Law with more than ten (10) years of relevant work experience, with five (05) years relevant work experience at middle management level. Admission to practice as an Attorney of Advocate in the High Court of South Africa will be added advantage. An in depth understanding of national and provincial economic policies will be an added advantage. Knowledge of the legal framework, Public Finance Management Act 01, 1999 and other relevant prescripts. Knowledge of the Mpumalanga Economic Regulator Act, 2017. Liquor Act 59 of 2003, Mpumalanga Consumer Affairs Regulations, Mpumalanga Consumer Protection Act 68 of 2008. Knowledge of Government budgeting processes. Competencies: The preferable candidate must display the following competencies at advanced competent levels: strategic capability, leadership, programme and project management, financial management, change

| | | |
|-----------------------------------|---|--|
| <u>DUTIES</u> | : | management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus and communication, honesty and integrity. |
| | : | Ensure compliance with Business Regulatory Legislations. Provide leadership in implementing consumer protection, education and awareness strategies that create an environment conducive for fair trade. Protection of consumers from unfair business practices. Provide advices and information on consumer rights and responsibilities. Handle consumer complaints and adjudicate on consumer cases. Implement business licensing and trading hour's legislation. Create awareness on the effects of liquor and gambling. Consult all relevant stakeholders on business legislations. Conduct capacity building through workshops and consumer education and awareness programmes. Capacitate municipalities to formulate and review trading by-laws. Manage the facilitation of consumer court sittings in accordance with Mpumalanga Consumer Protection and related legislations. |
| <u>ENQUIRIES</u> | : | Ms IN Phiri Tel No: 013 766 4246 |
| <u>POST 45/300</u> | : | <u>DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2022/23/02</u> |
| <u>SALARY</u> | : | R1 105 383 per annum (Level 13), total cost to employer that consists of basic salary state contribution to Government Employee Pension Fund (GEPF) and flexible portion that an employee may structure according to his/her personal needs. |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office, Mbombela |
| | : | An appropriate SAQA recognized undergraduate NQF level 07 tertiary qualification in B Com- Economics/ B Com-Business Management or Economics qualification, with five (05) years relevant work experience at middle management level in private or public sector development. An in-depth understanding of SMME development, policy formulation and implementation. Good understanding and knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy and Growth Development Strategy. Generic knowledge of the South African economic policies, priority economic sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes, regulations and procedures. Knowledge of government policies and processes, above average skills, IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite. Competencies: A preferable candidate must competently display these competencies: strategic capability, leadership, programme and project management, financial and management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, customer focus and communication, honesty and integrity. |
| <u>DUTIES</u> | : | Develop a provincial SMME strategy and ensure implementation of the strategy. Identify small business opportunities that match the small business targets for the province. Facilitate the development of enterprise development programmes framework and strategies. Explore and develop partnerships with other organisations to provide sustainable business models. Establish interventions to ensure effective implementation of the programmes. Facilitate and support the establishment of Cooperatives. Facilitate engagements with regional and national economic development agencies. Develop intervention strategies. Ensure the facilitation of access and linkages to markets for SMMEs and Cooperatives. Provide strategic management in the coordination of financial and non-financial support. Manage human and financial resources of the Directorate. Manage all governance related matters of the Directorate. |
| <u>ENQUIRIES</u> | : | Ms IN Phiri Tel No: 013 766 4246 |
| <u>POST 45/301</u> | : | <u>DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO: DEDT 2022/23/03</u> |
| <u>SALARY</u> | : | R1 105 383 per annum (Level 13), total cost to employer, consisting of basic salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs. |
| <u>CENTRE REQUIREMENTS</u> | : | Head Office: Mbombela |
| | : | An appropriate SAQA recognized undergraduate NQF level 07 tertiary qualification in Economics/ Development Studies with five (05) years relevant |

working experience in middle management level. Good understanding of the South African economy, economic data and the ability to draw inference from them. Knowledge and insight into insight of the provincial priority sectors provincially. Ability and experience in dealing proactively with a range of players across industries, academia and the public sector and the community. Knowledge of government policies and processes, above average skills in terms of IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite. Competencies: The preferable candidate must display the following competencies at advanced competent levels: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

DUTIES : To assist District and Local Municipalities to develop local economies in partnership with key stakeholders as identified by the Provincial LED Strategy and local LED Strategies. To provide project support and advice for LED projects at District and Local Municipal level. To facilitate and support the Local LED Strategy alignment, development and integration of LED, IPAP, NDP and the PGDS for customized district and local LED support. To assist the district and local municipalities to improve their ability to leverage competitive and comparative advantage for growth, to coordinate and facilitate skills development and capacity building among LED practitioners and officials at district and local municipal level. Support and assist Provincial, District and Local LED Forums. Provide strategic management in the coordination of financial and non-financial support. Manage human and financial resources of the Directorate. Manage all governance related matters of the Directorate.

ENQUIRIES : Ms IN Phiri Tel No: 013 766 4246

POST 45/302 : **DIRECTOR: SECTOR DEVELOPMENT REF NO: DEDT 2022/23/04**
Re-advertised and applicants who applied earlier are encouraged to reapply.

SALARY : R1 105 383 per annum (Level 13), total cost to employer consisting of basic salary, state contribution to Government Employee Pension Fund (GEPP) and flexible portion that an employee may structure according to personal needs.

CENTRE : Head Office, Mbombela

REQUIREMENTS : An appropriate SAQA recognized undergraduate NQF level 07 tertiary qualification in Economics with more than ten (10) years of relevant work experience, with five (5) years at middle management level in private or public sector development and policy formulation and implementation. Good understanding and knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy and Growth Development Strategy. Generic knowledge of the South African economic policies, priority economic sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes, regulations and procedures. Competencies: The preferable candidate must display the following competencies at advanced level: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

DUTIES : Provide strategic leadership and technical support in the formulation and implementation of the province's economic growth and development path. Provide strategic direction and leadership in sectors reforms and coordinate the development of the priority sectors in Mpumalanga. Identify development, growth and beneficiation opportunities and advise on improving the competitiveness of the sectors in Mpumalanga. Support and participate in all relevant provincial and national structures. Lead and facilitate dialogues in all priority sectors across departments. Assist all producers, manufactures and exporters to access domestic and international markets.

ENQUIRIES : Ms IN Phiri Tel No: 013 766 4246

DEPARTMENT OF HEALTH

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

CLOSING DATE

: 09 December 2022

NOTE

: 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. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications) N.B. Applicants are advised to apply as early as possible to avoid disappointments.

ERRATUM: Kindly note that the posts were posted in Public Service Vacancy Circular 43 dated 11 November 2022, the post of Director: Institutional Performance Management (Provincial Office, Mbombela-Nelspruit) with Ref. No: MPDoH/Nov/22/37, the Requirements: is an undergraduate qualification (NQF Level 7) as recognized by SAQA in Epidemiology / Public Health / Health Policy and Management or related qualifications. A postgraduate qualification in Public Health / Monitoring & Evaluation, Measurement, Epidemiology and Health Policy and Management will be an added advantage. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's license. Director: Special Project (Provincial Office, Mbombela-Nelspruit) with Ref No: MPDoH/Nov/22/39, the Requirements: is an undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Administration / Public / Project Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's license and Director: Corporate Services (Provincial Office, Mbombela-Nelspruit) with Ref. No.: MPDoH/Nov/22/40. The closing date has been extended to 09 December 2022.

OTHER POSTS

| | | |
|----------------------------|---|---|
| <u>POST 45/303</u> | : | <u>MEDICAL SPECIALIST GRADE 3: CATARACT SURGEON REF NO: MPDOH/NO/22/45</u> (Replacement) |
| <u>SALARY</u> | : | R1 534 356 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE</u> | : | Tonga Hospital (Ehlanzeni District). |
| <u>REQUIREMENTS</u> | : | Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Cataract Surgeon. At least ten (10 years appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in a normal Specialty (2022). Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy. |
| <u>DUTIES</u> | : | Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality clinical services, supervision of junior colleagues and provide outreach services to surrounding primary healthcare facilities. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with all categories of staff and other stakeholders. Participate in the analysis, formulation and implementation of clinical guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/304</u> | : | <u>CHIEF EXECUTIVE OFFICER REF NO: MPDOH/NOV/22/46</u> (Replacement) |
| <u>SALARY</u> | : | R908 502 per annum, (all-inclusive remuneration package) |
| <u>CENTRE</u> | : | Sabie Hospital (Ehlanzeni District) |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification (NQF Level 7) in a Health related field as recognized by SAQA. Registration with relevant Professional Council plus a Degree / Diploma in Health Management. Five (5) years' experience in health management service environment. Valid driver's license. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus. |
| <u>DUTIES</u> | : | To plan, direct co-ordinate and manage the efficient and effective delivery of health / medical and administrative support services at the hospital within the prevailing legal and statutory framework through working with the key executive management team at the hospital, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the |

institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes, development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 45/305** : **DEPUTY MANAGER NURSING (PN-A8): COMPREHENSIVE HAS CLINICAL MANAGEMENT & TREATMENT (CCMT) REF NO: MPDOH/NOV/22/48**
- SALARY** : R881 961 – R992 634 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Provincial Office, Mbombela (Nelspruit)
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) that allows registration with the South African Nursing Council' (SANC) as a Professional Nurse (2022) plus Diploma / Degree in Health Service Management (Nursing Administration). A minimum of nine (9) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate / recognisable experience at management level. A seven (7) years' minimum clinical experience in the field of HIV, AIDS, STIs and TB. An accredited certificate in HIV Management will be an added advantage. Knowledge of Public Finance Management Act, Division of Revenue Act and other relevant financial prescripts. Drivers' license. Key Competencies: Knowledge of Data Management systems such as, Tier.net, WebDHIS. Sound and in-depth knowledge of relevant prescripts. Application of the legislative framework governing the Public Service e.g., Public Service Act, PFMA, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Promotion of Access to Information Act, Skills development Act and various bargaining council regulations. Skills requirements: Presentation skills, People Management skills, Financial Management skills, Time Management, Report writing skills, Co-ordination skills, Strategic planning skills and Research skills. Sound knowledge, skills and experience in Monitoring and Evaluation. Excellent verbal and written communication skills. Ability to work independently and under pressure.
- DUTIES** : Manage and coordinate the CCMT Sub-directorate. Manage the resources allocated to the Sub-directorate. Develop, monitor and review HIV clinical guidelines and policies. Liaise with stakeholders on all HIV clinical and treatment programmes. Monitor and develop quality HIV treatment standards. Provide technical support to Districts and sub-districts.

| | | |
|-----------------------------------|---|---|
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/306</u> | : | <u>DEPUTY MANAGER NURSING (PN-A8): PRIMARY HEALTH CARE REF NO: MPDOH/NOV/22/49</u> (Replacement) |
| <u>SALARY</u> | : | R881 961 – R992 634 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE REQUIREMENTS</u> | : | Mbombela South Sub-district (Umjindi) (Ehlanzeni District) Senior Certificate (Grade 12) or equivalent qualification plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) that allows registration with the South African Nursing Council' (SANC) as a Professional Nurse (2022) plus Diploma / Degree in Health Service Management (Nursing Administration). A minimum of nine (9) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate / recognisable experience at management level. Knowledge of Primary Health Care, Knowledge of support services with relevant to people management, Facility management and supervision, Good Communication skills, Strong Leadership managerial, organisational strategic, operational and contingency planning skills, independent decision making, problem- solving skills and interpersonal skills. Computer literacy (MS Word, Excell and Power point), Valid drivers license. |
| <u>DUTIES</u> | : | Efficient and effective strategic leadership of the sub-districts Primary Health Care Services, management of personnel administration, support and supervise the Assistant Manager PHC and Operational Managers, human resource management and training, disciplinary procedures, labour relations. Manage sub-district budget, support in the maintenance of Ideal Clinic and OHSC Accreditation for PHC facilities. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za |
| <u>POST 45/307</u> | : | <u>DEPUTY MANAGER NURSING (PN-A8): MENTAL HEALTH AND SUSTANCE ABUSE REF NO: MPDOH/NOV/22/50</u> (Replacement) |
| <u>SALARY</u> | : | R881 961 – R992 634 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE REQUIREMENTS</u> | : | Provincial Office, Mbombela (Nelspruit) Senior Certificate (Grade 12) or equivalent qualification plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) that allows registration with the South African Nursing Council' (SANC) as a Professional Nurse (2022) plus Diploma / Degree in Health Service Management (Nursing Administration). A minimum of nine (9) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate / recognisable experience at management level in Mental Health Services. Core competencies: Knowledge of mental health services, communication skills, financial management, planning and organisation, monitoring and evaluation. Project management. Registration with relevant health regulatory body of South Africa. Basic computer literacy. A Valid driver's licence and be prepared to travel. |
| <u>DUTIES</u> | : | Coordinate and Support the existing strategy in line with Mental Health Act 17 of 2002, policies and guidelines. Develop a Comprehensive strategy to combat substance abuse, Coordinate and support the provision of the forensic mental health services. Coordinate the establishment of the mental health community services in the province. Ensure effective communication and collaboration with all stakeholders in order to maintain existing mental health services. Provide technical support to districts on matters relating to mental health. Monitor program performance using available tool and innovative method to |

| | | |
|----------------------------|---|---|
| | | strengthen the program. Develop monitoring framework that will provide for participation of all stakeholders. Develop and implement the strategies in line with provincial policies, guidelines and ensure integration with other programs. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/308</u> | : | <u>DEPUTY MANAGER NURSING (PN-A8) REF NO: MPDOH/NOV/22/51</u> (Replacement) |
| <u>SALARY</u> | : | R881 961–R992 634 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE</u> | : | Mapulaneng Hospital (Ehlanzeni District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of nine (9) years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 4 years of the period referred to above must be appropriate / recognizable experience in management level. Must be computer literate and able to work with MS Office packages including email. Knowledge of nursing care and procedures, nursing statutes and other relevant legal framework. Nursing Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Patient's Right, Batho Pele Principles, Leadership, management, planning, organizing, decision making, delegate, problem solving, discipline, control. Clinical competencies and policy formulation skills, knowledge of nursing care delivery approach. Good verbal and written communication skills, mentorship and supervisory skills. Computer literacy, DHIS and TIER.NET. Knowledge and understanding of Human Resource and Financial Management. Valid driver's licence. |
| <u>DUTIES</u> | : | Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the hospital. Work effectively and amicably at management level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues including report writing. Ability to direct a multidisciplinary team so as to ensure good nursing care. Development and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Advocate and ensure the promotion of nursing ethos and professionalism. Manage human and financial resources. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/309</u> | : | <u>MEDICAL OFFICER GRADE 1-3 REF NO: MPDOH/NOV/22/52</u> (Replacement) |
| <u>SALARY</u> | : | R858 528–R1 424 286 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE</u> | : | Witbank Hospital (Gert Sibande District) |
| <u>REQUIREMENTS</u> | : | MBCbB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Grade 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a |

recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

- DUTIES** : Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. 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). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 45/310** : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/NOV/22/53**
(Replacement)
- SALARY** : R858 52 – R924 876 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Matikwana Hospital (Ehlanzeni District)
- REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. **Grade 1:** No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities

| | | |
|----------------------------|---|---|
| | | within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. |
| <u>DUTIES</u> | : | Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. 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). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/311</u> | : | <u>DENTIST GRADE 1 REF NO: MPDOH/NOV/22/54</u> (Replacement) |
| <u>SALARY</u> | : | R833 340 – R924 876 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE</u> | : | Evander Hospital (Gert Sibande District) |
| <u>REQUIREMENTS</u> | : | Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA 2022) as Dentist. A valid work permit will be required from non-South Africans. SA Qualified employee - No experience required after registration with the HPCSA as Dentist (Independent Practice). Foreign Qualified employee - Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Dentist (Independent Practice) for foreign qualified employees. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's license. |
| <u>DUTIES</u> | : | Render clinical dental services at all health facilities in the District, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |

| | | |
|-----------------------------------|---|---|
| <u>POST 45/312</u> | : | <u>SENIOR LEGAL ADMINISTRATION OFFICERMR-6: LEGISLATION AND CONTRACT DRAFTING REF NO: MPDOH/NOV/22/47</u> (Replacement) |
| <u>SALARY</u> | : | R797 901 - R1 192 677 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE REQUIREMENTS</u> | : | Provincial Office, Mbombela (Nelspruit) An undergraduate qualification (NQF Level 7) in a Law (LLB) as recognized by SAQA. At least eight (08) years' appropriate post qualification legal experience at health management service environment. Valid driver's license. Technical competencies: Applied public law, legislative analysis, review and drafting skills, contract drafting and management. |
| <u>DUTIES</u> | : | Coordinate the provisioning of general legal advice and legal documents. Manage and coordinate the drafting of primary and secondary local legislation. Manage legal advisory services. Manage provision of legal opinion. Manage interpreting and provision of advice on departmental laws and regulations. Manage state liaison with state attorneys, state law advisors and other relevant stakeholders on legal matters. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za. |
| <u>POST 45/313</u> | : | <u>DEPUTY DIRECTOR: SALARY ADMINISTRATION REF NO: MPDOH/NOV/22/55</u> (Re-Advertisement) |
| <u>SALARY</u> | : | R766 584 per annum, (all-inclusive remuneration package) |
| <u>CENTRE</u> | : | Provincial Office, Mbombela (Nelspruit) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Internal Audit / Finance / Accounting / Financial / Human Resource Management, Public Administration and Public Management with at least 3 to 5 years' experience of which three (3) years must be at supervisory level (ASD). Extensive knowledge of PERSAL and at least must have three PERSAL courses. Knowledge and understanding of the Public Sector, Financial Administration relating to the listed duties and the provisions of the PFMA and Treasury Regulation. Knowledge of costing of Compensation of Employee budget, PFMA, Treasury Regulation and other prescripts related to payroll. Ability to develop and apply policies. Computer literacy. Planning, organising, communication (verbal and written), numeracy and accuracy skills. People Management and Leadership skills. A good understanding of BAS, PERSAL and other Computer Systems. The incumbent must have advanced Microsoft application skills. |
| <u>DUTIES</u> | : | Manage payment of salaries on the payroll system. Manage salaries on PERSAL. Manage payroll services. Manage income tax reconciliation. Manage PESRAL / BAS interface. Manage compensation of employees. The successful candidate will: manage payroll/salaries related procedures in the Department. Manage debt collection process, evaluate organisational needs, develop long-term institutional goals, and establish budgets and direct resources to ensure budget guidelines are met. Ensure that all outstanding inter-departmental salary receivables are followed up and cleared and reconciled. Clear PERSAL exceptions. Prepare and submit monthly and bi-annual tax reconciliation. Supervision of payroll reports. Respond to audit finding. Develop and implement financial management policies. Manage deductions and claims process. Manage service termination procedures. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za. |
| <u>POST 45/314</u> | : | <u>CLINICAL PSYCHOLOGIST GRADE 1 REF NO: MPDOH/NOV/22/56</u> |
| <u>SALARY</u> | : | R745 785 - R819 921 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE</u> | : | Themba Hospital (Ehlanzeni District) |

| | | |
|----------------------------|---|---|
| <u>REQUIREMENTS</u> | : | Appropriate qualification as a Psychologist, registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Competencies, Knowledge / Skills / Experience required: Psychotherapeutic and clinical knowledge in patient assessment, diagnosis and treatment across the lifespan. Ethical and legislative framework of practice. Departmental guidelines and policies. Evidence based psychological practice. Understanding of broader community, cultural, contextual and socio economic factors which impact mental health. Ability to work within a multidisciplinary team. Good organization and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issue. |
| <u>DUTIES</u> | : | Ensure the rendering of clinical psychologist services to hospital facilities. Ensure the development of training material and provide training in mental health to the wider MDT. Part of a multidisciplinary team. Outreach to regional and district hospitals and PHC Participation in the development of psychological services in the region. Participation in academic activities. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/315</u> | : | <u>ASSISTANT MANAGER NURSING (PN-B4): PHC HIV/AIDS/STI REF NO: MPDOH/NOV/22/57</u> (Replacement) |
| <u>SALARY</u> | : | R642 942 – R723 624 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE</u> | : | Mbombela South Sub-district (Umjindi) (Ehlanzeni District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (10) years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2022). At least six (6) years of the period referred to above must be appropriate/recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least three (3) years of the period referred to above must be appropriate/recognisable experience at management level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. A valid driver's License. |
| <u>DUTIES</u> | : | Supervise and Support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Demonstrate and basic understanding of HR and financial policies and practices. Must have the following skills: Administrative skills. Good interpersonal skill. Planning and organizational skills. Good written and communication skills. Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa |

| | | |
|-----------------------------------|---|--|
| | | Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. Departmental Online Application System: www.mpuhealth.gov.za. |
| <u>APPLICATIONS</u> | : | |
| <u>POST 45/316</u> | : | <u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/NOV/22/58</u> (Replacement) |
| <u>SALARY</u> | : | R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE REQUIREMENTS</u> | : | Louis Clinic (Nkangala District Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy. |
| <u>DUTIES</u> | : | Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za. |
| <u>POST 45/317</u> | : | <u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/NOV/22/59 (X18 POSTS)</u> |
| <u>SALARY</u> | : | R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE</u> | : | Nkwalini Clinic Mthimba Clinic Lows Creek Clinic Justicia Clinic Lillydale Clinic Hluvukani CHC Thokozane Clinic Skukuza Clinic Driekoppies Clinic Tonga Bock C Clinic Schulzendal Clinic |

| | | |
|-----------------------------------|---|--|
| | | <p>KaMdladla Clinic Sihlangu Clinic Dludluma Clinic Mbangwane Clinic Harmony Hill Clinic Kiwi Clinic (Ehlanzeni District)</p> |
| <u>REQUIREMENTS</u> | : | <p>Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.</p> |
| <u>DUTIES</u> | : | <p>Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.</p> |
| <u>ENQUIRIES</u> | : | <p>Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.</p> |
| <u>APPLICATIONS</u> | : | <p>Departmental Online Application System: www.mpuhealth.gov.za.</p> |
| <u>POST 45/318</u> | : | <p><u>ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/NOV/22/60</u> (Replacement)</p> |
| <u>SALARY</u> | : | <p>R588 378– R682 089 per annum, (Depending of years of experience in terms of OSD).</p> |
| <u>CENTRE REQUIREMENTS</u> | : | <p>Piet Retief Hospital (Gert Sibande District)</p> <p>Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of eight (8) years appropriate / recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.</p> |
| <u>DUTIES</u> | : | <p>Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain</p> |

constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 45/319 : **CONTROL ENGINEERING TECHNICIAN REF NO: MPDOH/NOV/22/61**
(Replacement)

SALARY : R491 403 per annum, (plus service benefits)
CENTRE : Nkangala CE Workshop (Witbank) (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus National Diploma in Clinical/Electronic Engineering or equivalent. Be Computer literate. A valid driver's license. A minimum of six (6) years' experience in clinical engineering of which two (2) years in supervisory level.

DUTIES : The job purpose is to manage, support and develop and quality checks on medical equipment as part of a safe, cost effective and sustainable healthcare. Manage Clinical Engineering workshop in the district. Analyze and report on trends for planning & quality management purposes. Development and implementation of HT guidelines and policies. Supervise and coordinate training of CE staff, students and users. Supervision of repair and maintenance of medical equipment. Adhere and implement occupation health and safety act in the workplace and clinical equipment.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 45/320 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): TB REF NO: MPDOH/NOV/22/62**
(Replacement)

SALARY : R464 466 – R522 756 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Mbombela Sub-District (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Extensive Knowledge and understanding of Primary Health Systems, Key policies and National Health Programmes including HIV and AIDS STIs, DS-TB, DR-TB and relevant government policies and prescripts. Experience in TB and Ototoxicity management will be an added advantage. Professional competence and knowledge of the TB data collecting tools, EDR web and Tier.Net (TB module in Tier). Excellent written and verbal communication. Presentation, Facilitation, problem solving, conflict management and time management skills. Willingness to travel and work overtime, when required. Valid driver's license.

DUTIES : Coordinate the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in Health care facilities and in the Community. Plan and coordinate all TB, TB and HIV management and TB Data management capacity building activities within the sub-district. Oversee implementation of the TB Control Programme in the sub-district in line with the National Guidelines and Protocols. Provide support

to all facilities to implement TB Control Guidelines correctly. Monitoring and evaluation of programme performance and outcomes through data management and oversight electronic reporting systems i.e. TB Phase 6 in Tier .net and the Electronic DR-TB Register (EDRweb). Facilitate the implementation of the National strategy for finding the missing TB patients. Coordinate laboratory services and communication with the laboratories. Conduct supervisory support visits to health facilities, NGOs laboratory services, private health care facilities, mining industry to provide guidance and exercise oversight in TB management. Collate and validate TB performance data from facilities and private sector health care services (mines, DCS etc). Support health care facilities to obtain the necessary supplies for diagnosis and treatment of TB at all times. Support facilities to implement and sustain TB and HIV integration service. Facilitate collaboration with all Stakeholders within the district in the provision of quality TB management services.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 45/321 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED PSYCHIATRIC REF NO: MPDOH/NOV/22/63**
(Replacement)

SALARY : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Amajuba Memorial Hospital (Gert Sibande District)
: Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Psychiatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Psychiatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 45/322 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/NOV/22/64 (X2 POSTS)**
(Replacements)

SALARY : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).

| | | |
|----------------------------|---|--|
| <u>CENTRE</u> | : | Barberton Hospital (Ehlanzeni District) and Evander Hospital (Gert Sibande District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Operating Theatre Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. |
| <u>DUTIES</u> | : | Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Operating Theatre Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/323</u> | : | <u>PROFESSIONAL NURSE GRADE 1 (PN-B1): SURGICAL WARD (ORTHOPAEDIC) REF. NO.:MPDOH/NOV/22/65</u> (Replacement) |
| <u>SALARY</u> | : | R400 644– R464 466 per annum (Depending of years of experience in terms of OSD). |
| <u>CENTRE</u> | : | Barberton Hospital (Ehlanzeni District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Orthopaedic Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. |
| <u>DUTIES</u> | : | Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Orthopaedic Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report |

patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 45/324 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/NOV/22/66**
(Replacement)

SALARY : R400 644– R464 466 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Piet Retief Hospital (Gert Sibande District)
: Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advance Midwifery Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Midwifery and Neonatal Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 45/325 : **CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/NOV/22/67 (X15 POSTS)**

SALARY : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Balfour CHC (Gert Sibande District)
: Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work.

| | | |
|-----------------------------------|---|--|
| <u>DUTIES</u> | : | Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. |
| | : | Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/326</u> | : | <u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/NOV/22/68 (X3 POSTS)</u> (Replacements) |
| <u>SALARY</u> | : | R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE REQUIREMENTS</u> | : | Nelspruit CHC, Zwelisha Clinic and Sandrivier Clinic (Ehlanzeni District) Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. |
| <u>DUTIES</u> | : | Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |

| | | |
|-----------------------------------|---|--|
| <u>POST 45/327</u> | : | <u>CLINICAL NURSE PRACTITIONER (PN-B1) GRADE 1: PHC REF NO: MPDOH/NOV/22/69</u> (Replacement) |
| <u>SALARY</u> | : | R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE REQUIREMENTS</u> | : | Mmamethlake Hospital (Nkangala District) Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022) plus a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in PHC). Current registration with the SANC as a Professional Nurse. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills. |
| <u>DUTIES</u> | : | Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Perform 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. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Participate in quality improvement programs. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations. Ensure adherence to Batho Pele Principles and Patient Right Charter. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/328</u> | : | <u>LECTURER GRADE 1 (PN-D1): WITBANK HOSPITAL SUB-CAMPUS REF NO: MPDOH/NOV/22/70 (X3 POSTS)</u> (Replacement) |
| <u>SALARY</u> | : | R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE REQUIREMENTS</u> | : | Mpumalanga College of Nursing, Kabokweni Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's license. |
| <u>DUTIES</u> | : | Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing |

standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 45/329 : **ASSISTANT DIRECTOR: LEGAL ADVISORY SERVICES REF NO: MPDOH/NOV/22/71**
(Replacement)

SALARY CENTRE REQUIREMENTS : R393 711 per annum, (plus service benefits)
: Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 or equivalent qualification plus LLB Degree with 3 – 5 years appropriate post qualification legal experience in the capacity of an in-house legal advisor and legislative drafting. Specialized knowledge of the legislation drafting process and legislation administered by the Department, knowledge of government procurement systems and South African Legal System, knowledge of the Constitution of Republic of South Africa, Public Finance Management Act (PFMA), Treasury Regulation, PPPFA, PAJA, PAIA. Knowledge of the litigation process and drafting / reviewing of contracts. Skills and competencies: Interpersonal skills, strategic capability and leadership skills, Legal research and drafting skills, problem solving and dispute resolution skills. Communication skills (written and verbal), report writing skill, ability to work under pressure, Computer literacy. Valid driver's license.

DUTIES : To render legal services. Drafting of legal opinions and attending to a variety of legal matters pertaining to the Department. Handle litigations on behalf of the Department. Liaise with State Attorney on litigation matters. Draft, advise and amend contracts on behalf of the Department. Management and administration, drafting and interpreting legislation. Prepare monthly reports for and on behalf of the Director. To render legal advice, guidance and opinions to MEC, Top Management and Department at large in respect to matters relating to legislation drafting and other legal matters. To provide legal opinions in other matters pertaining to the Department. Handle litigations on behalf of the Department. Draft, review contracts for the department. Drafting of contract.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 45/330 : **ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/NOV/22/73**
(Replacement)

SALARY CENTRE REQUIREMENTS : R393 711 per annum, (plus service benefits)
: Sabie Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Financial / Accounting with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 8) within Financial / Accounting Management Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting

| | | |
|----------------------------|---|--|
| | | System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Analytical skills. A valid driver's licence. |
| <u>DUTIES</u> | : | Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resource and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/331</u> | : | <u>LEGAL ADMINISTRATION OFFICER GRADE 4-5 (MR-4-5): LEGISLATION AND CONTRACT DRAFTING REF NO: MPDOH/NOV/22/72</u> (Re-Advertisement) |
| <u>SALARY</u> | : | R324 681 - R525 747 per annum, (Depending of years of experience in terms of OSD) |
| <u>CENTRE</u> | : | Provincial Office, Mbombela (Nelspruit) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 or equivalent qualification plus LLB Degree with 5 – 8 years appropriate post qualification legal experience in the capacity of an in-house legal advisor and legislative drafting. Specialized knowledge of the legislation drafting process and legislation administered by the Department, knowledge of government procurement systems and South African Legal System, knowledge of the Constitution of Republic of South Africa, Public Finance Management Act (PFMA), Treasury Regulation, PPPFA, PAJA, PAIA. Knowledge of the litigation process and drafting / reviewing of contracts. Skills and competencies: Interpersonal skills, strategic capability and leadership skills, Legal research and drafting skills, problem solving and dispute resolution skills. Communication skills (written and verbal), report writing skill, ability to work under pressure, Computer literacy. Valid driver's license. |
| <u>DUTIES</u> | : | Draft and or amend legislation administered by the Department and pilot it through legislature. Comment on draft legislation of other Departments on behalf of the Department, Scrutinize legislation which requires amendment for which the Department is affected. To render legal advice, guidance and opinions to MEC, Top Management and Department at large in respect to matters relating to legislation drafting and other legal matters. To provide legal opinions in other matters pertaining to the Department. Handle litigations on behalf of the Department. Draft, review contracts for the department. Drafting of contract. Prepare monthly reports for and on behalf of the Director. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |

| | | |
|--|---|--|
| <u>POST 45/332</u> | : | <u>SENIOR STATE ACCOUNTANT REF NO: MPDOH/NOV/22/74</u> (Replacement) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R331 188 per annum, (plus service benefits) Elsie Ballot Hospital (Gert Sibande District) Senior Certificate / Grade 12 plus six (6) years relevant experience or Diploma / Degree in Finance / Logistics / Procurement / Supply Chain / Accounting / Financial Management plus three (3) years relevant experience. Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting, Supply Chain Management and Financial Accounting. The ability to interpret and apply financial policies, procedures and prescripts. Ability to compile reports on non-compliance and presentation thereof. Knowledge of contract management policies, prescripts and procedures. Knowledge of inventory, assets, irregular expenditure, commitments and accruals. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance processes, medium term expenditure framework, budgeting, accounting practices. Knowledge of Transversal systems BAS, LOGIS, PEIS, and PERSAL. Knowledge of Revenue/Debt and basic bookkeeping functions. Computer literacy (Microsoft Excel, Word). Communications skills in both verbal and written language. |
| <u>DUTIES</u> | : | Financial Accounting \ Supply Chain \ internal control systems of the institutions to ensure compliance, credibility thereof. Ensure the utilisation of the Departmental compliance assessment tools. Evaluate all Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Revenue/Debt systems and procedures in the facility. Fleet management and procedures followed in the facility. Assets management in the institution and ensure that all assets are correctly accounted for on accounting systems of the department. Execute MTEF, In Year Monitoring, Financial Reporting (Operational \ Demand Plan costed) and Financial Planning in collaboration of Cost Centre Management. Management of employees in Financial Structure reporting to the post, complying to all prescripts in this regard. Monitor Compensation of Employees cost and salary transactions by working closely with Human resource Management. Report any discrepancies found and assist to implement corrective measures. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/333</u> | : | <u>SENIOR LABOUR RELATIONS OFFICER REF NO: MPDOH/NOV/22/75</u> (Replacement) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R331 188 per annum, (plus service benefits) Rob Ferreira Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus Diploma / Degree in Labour Relations / Human Resource Management / Labour Laws / Industrial Relations / Law with three (3) experience in Labour Relations. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Computer literacy. Valid driver's license. Computer literacy. |
| <u>DUTIES</u> | : | Assist and rendering labour relation support. Administer dispute and prevention. Administer misconduct cases within the institution. Deal with grievances. Assist management with disciplinary procedures. Conduct workshops and training on labour relation matters. Provide reports on misconduct cases. Co-ordinate matters pertaining to labour relations, policies and agreements. Administer all matters pertaining to incapacity and inefficiency (officials), as well as employee behaviour (official) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Create and maintain database and PERSAL records in regard of misconduct and incapacity. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |

| | | |
|----------------------------|---|---|
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/334</u> | : | <u>SOCIAL WORKER GRADE 1: MENTAL HEALTH NHI GRANT REF NO: MPDOH/NOV/22/76 (X9 POSTS)</u> (3 Months Contract) (Renewable Contract) |
| <u>SALARY</u> | : | R269 301 – R312 186 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE</u> | : | Mbombela Sub-district (2) Nkomazi Sub-district Mbombela South (Umjindi) Sub-district Bushbuckridge Sub-district (Ehlanzeni District) Chief Albert Luthuli Sub-district Msukaligwa Sub-district (Gert Sibande District) Emalahleni Sub-district and Steve Tshwete Sub-district (Nkangala District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus Degree in Social Work. Registration with the South Africa Council for Social Services Profession (SACSSP) as a social worker. Interest in the field of mental health. Knowledge of appropriate policies and legislation good communication skills, decision making skills, problem solving and basic computer literacy. Valid driver's licence. |
| <u>DUTIES</u> | : | Provide social work service to mental health Care User and their families. Psychosocial assessment/screening of mental health care users and their families in regard to their circumstances. Home visits to trace family members. Intervention through casework, group work and community work function as member of the multi professional team. Assist with court referrals. Engage in continuous professional development and in-service training. Compile report and comprehensive record keeping. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/335</u> | : | <u>PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/NOV/22/77</u> (Replacement) |
| <u>SALARY</u> | : | R269 214 per annum, (plus service benefits) |
| <u>CENTRE</u> | : | Mbombela South Sub-district (Umjindi) (Ehlanzeni District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree in Human Resource, Administration / Public Management. Extensive knowledge of Persal and at list must have three Persal courses including interpreting Persal reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's license will serve as an added advantage. |
| <u>DUTIES</u> | : | Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager. |

| | | |
|----------------------------|---|--|
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/336</u> | : | <u>CHIEF ADMINISTRATION CLERK: AUXILIARY SERVICES REF NO: MPDOH/NOV/22/78</u> (Replacement) |
| <u>SALARY</u> | : | R269 214 per annum, (plus service benefits) |
| <u>CENTRE</u> | : | Ermelo Hospital (Gert Sibande District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate / Grade 12 plus three (3) years' experience in Auxiliary Services or Diploma (N6/7) / Degree in Public Administration / Management or equivalent qualification. Knowledge of PFMA, Public Service Act, regulations and other prescripts. Knowledge of office management. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel, PowerPoint and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and infection Control. Valid driver's license is essential. Good communication skills (written and verbal). |
| <u>DUTIES</u> | : | Implement policies and processes on office support services. Facilitate and render general office support services (Porter, Mortuary, Switchboard services, Security services and Messenger Services). Ensure compliance to National Core Standards and ideal assessment tools. Leave matters and overtime management. Provide advice to floor supervisors. Ensure security services are in their post 24/7, and the Control Room is always active. Make rounds and monitor security services, mortuary, porter, switchboard and messenger services are performing the required duties and meeting deadlines. Take responsibility for movement or transfer of corpses from various referral facilities in collaboration with the wards and your supervisor. Be actively involved in budgeting and budgetary control for these units. Ensure saving measure are put in place. Apply disciplinary measures when necessary. Order, receive and distribute materials and equipment for the units under your control. Manage performance and development of staff. Attend meetings and give feedback. |
| <u>ENQUIRIES</u> | : | Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018. |
| <u>APPLICATIONS</u> | : | Departmental Online Application System: www.mpuhealth.gov.za . |
| <u>POST 45/337</u> | : | <u>PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/NOV/22/79</u> (Replacement) |
| <u>SALARY</u> | : | R268 584 – R311 361 per annum, (Depending of years of experience in terms of OSD). |
| <u>CENTRE</u> | : | Embhuleni Hospital (Gert Sibande District) |
| <u>REQUIREMENTS</u> | : | Senior Certificate/ Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with SANC as Professional Nurse. A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. |
| <u>DUTIES</u> | : | Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably |

with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 45/338 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/NOV/22/80 (X2 POSTS)**
(Replacements)

SALARY : R217 854 – R245 409 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Evander Hospital (Gert Sibande District) and Klarinet CHC (Nkangala District) Senior Certificate / Grade 12. Registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2022). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behavior.

DUTIES : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Applications may be hand-delivered or couriered to: The Provincial office, Recruitment, South African Police Services, No. 4 Ehmke Street, Nelspruit, 1200

CLOSING DATE : 09 December 2022 at 16:00

NOTE : Only the official application form (available on the SAPS website 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 45/339** : **SECURITY OFFICER**
- SALARY CENTRE** : R128 166 per annum (Level 03)
 : Provincial Head Office MP 17/11/22 (X24 Posts)
 : Nelspruit Garage MP 18/11/22 (X4 Posts)
 : Middelburg Garage MP 19/11/22 (X12 Posts)
 : Middelburg Armourers, MP 20/11/22 (X3 Posts)
 : Middelburg District Office MP 21/11/22 (X1 Post)
 : KwaMhlanga VSS MP 22/11/22 (X5 Posts)
 : Komatipoort VSS MP 23/11/22 (X2 Posts)
 : Ermelo VSS MP 24/11/22 (X2 Posts)
 : White River VSS MP 25/11/22 (X6 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** : Lieutenant Colonel Todani and Capt. Nkosi Tel No: (013) 762 4318/4898
- POST 45/340** : **GENERAL WORKER**
- SALARY CENTRE** : R107 196 per annum (Level 02)
 : Amsterdam SAPS MP 1/11/22

Bethal SAPS 2/11/22
 Delmas SAPS MP 3/11/22
 Ekulindeni SAPS MP 4/11/22
 Embalenhle SAPS MP 5/11/22
 Evander SAP SMP 6/11/22
 Hartebeeskop SAPS MP 7/11/22
 Hazyview SAPS MP 8/11/22
 Kinross SAPS MP 9/11/22
 Lothair SAPS MP 10/11/22
 Malelane SAPS MP 11/11/22
 Mbuzini SAPS MP 12/11/22
 Mhluzi SAPS MP 13/11/22
 Phola SAPS MP 14/11/22
 Waterval Boven SAPS MP 15/11/22
 White River SAPS MP 16/11/22

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 Todani and Capt. Nkosi Tel No: (013) 762 4318/4898

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security).
- FOR ATTENTION** : Mrs. P. Mphahlele
- CLOSING DATE** : 02 December 2022
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at this level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates. Applications submitted using the old Z83 form will not be accepted. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. No faxed, e-mailed or late applications will be accepted. All shortlisted candidates will be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification.

OTHER POSTS

- POST 45/341** : **DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT**
REF NO: DD/PIM/2022
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs)
- CENTRE** : Kimberley
- REQUIREMENTS** : Applicants must be in possession of an appropriate Bachelor's Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Public Management/Administration, Economics, Statistics or Information Management coupled with 3-5 years' proven experience in Monitoring and Evaluation field at junior/middle management level. Competencies: The following key competencies and skills are required for the position: Sound knowledge of monitoring and evaluation principles, policy frameworks governing Monitoring and Evaluation, as well as advanced knowledge of research methodology, data management and analysis, policy development. The candidate should have well developed skills in collecting and analyzing data from varying data information systems, sources and translating these into logical conclusions. Supported by strong communication skills, facilitation skills, analytical report-writing skills. Excellent computer literacy skills with advanced proficiency in EXCEL, MS-WORD. The post requires a person with proven organizing and coordinating capabilities, coupled with strong interpersonal relationship skills and dealing with stakeholders at a strategic level, ability to work under pressure with multiple deadlines and maintaining confidentiality.
- DUTIES** : The successful candidate will be responsible for the following duties: Monitor and evaluate and track provincial performance relating to the implementation of Government and Provincial Priorities (MTSF, PGDP and SOPA). Produce high level analytical (quantitative and qualitative) performance assessment reports on the implementation Government and Provincial priorities for reporting to national and provincial reporting structures. To monitor and analyse the implementation of the Annual Performance Plans of provincial departments. To coordinate, monitor and analyse performance reporting on national and provincial data systems. Manage and contribute to the

development of an integrated monitoring and evaluation report on performance analysis. Provide guidance and support to departments on the management of Performance Information / Pre-determined Objectives towards improving audit outcomes. To triangulate data from different M&E systems, as well as external M&E systems, and secondary data sources to provide a holistic picture of the performance of government and impacts on citizens. Contribute to the consolidation of sector development indicators towards the development of an Indicator Information Database. Develop reporting and monitoring matrixes relating to service delivery priorities. Compile detail quarterly and annual progress reports on the monitoring of successes and challenges of provincial priorities, sector priorities and plans. Support and guide departments through capacity building interventions. Represent the Performance Monitoring and Evaluation component at provincial forums and structures and contribute to the strategic and operational planning of the unit.

ENQUIRIES : Ms. S. Vallabh Tel No: (053) 838 2618
CLOSING DATE : 09 December 2022

POST 45/342 : **PRINCIPAL PERSONNEL OFFICER REF NO: PPO/HRA/2022**

SALARY : R269 214 per annum (Level 07)
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of an appropriate National Diploma or Bachelor's Degree/ BTech Degree coupled with 3-5 years' experience in Human Resources Administration. Knowledge of Public Service Act and Regulations, Basic Condition of Employment Act and key legislative prescripts related to Human Resource Practices. Proven extensive knowledge of the PERSAL System. Competencies And Skills: The following key competencies and skills are required for the position: In depth knowledge of Human Resource Administration practices and procedures; Ability to analyse PERSAL reports; Good written and verbal communication skills; Analytical skills, computer literacy, (MS word, excel and powerpoint); Sound supervisory skills, excellent interpersonal skills, communication, decision making and problem solving skills; Ability to develop written reports and action plans; Ensuring attention to detail in respect tasks; Ability to plan, prioritize and execute tasks in order of importance. Ability to maintain a high level of confidentiality; Conflict resolution skills; Facilitation and presentation skills. Self-motivated, highly organised and the ability to work under pressure and to display initiative; and the ability to interpret and implement directives.

DUTIES : The successful candidate will be responsible for the following duties: Manage day to day functioning of HR practices and ensure high quality of service. Supervise, plan and co-ordinate the work activities of Personnel Officers. Supervise staff by allocating and ensuring quality of work, personnel development; assessing staff performance and apply discipline. Ensure that all records, post establishment and HRA databases are maintained and updated regularly. Facilitate and administer recruitment and selection processes which includes the coordination of advertisement of vacant and funded positions, drafting of adverts, receiving and screening of applications. Ensure the facilitation of all logistical arrangements for shortlisting and interview processes. Provide a secretariat support service at shortlisting and interview sessions. Prepare shortlisting and appointment submissions. Facilitate Pre-Employment Suitability Checks (Reference Checks, Verification of Qualifications & Vetting). Facilitate post provisioning by ensuring the accurate capturing of transactions on PERSAL (Appointments, Promotions, Grade Progression, Translation in Rank, Transfers and MMS/SMS Packages). Update and maintain personal profiles on PERSAL. Prepare submissions for Transfers/ Promotions/Relocations. Approve transactions on PERSAL according to delegations. Prepare reports on human resource administration issues and statistics.

ENQUIRIES : Mrs. P. Mphahlele Tel No: (053) 838 2373

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

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

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

MANAGEMENT ECHELON

POST 45/343 : **CHIEF EXECUTIVE OFFICER: WESTERN CAPE REHABILITATION CENTRE**
(Chief Directorate: Metro Health Services)

SALARY : R1 105 383 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in a Health/Social Science or related field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within the health care environment. Inherent requirement of the job: A valid driver's license and willingness to travel. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Strong corporate management skills within a health care environment. Policy implementation and guidelines development. Strong business orientation with proven skills and ability in the financial management of health services. Open-minded and ability to accommodate diverse views. Innovative, creative and lateral thinker. Ability to respond fast, decisively, and appropriately to rapidly changing situations. Adaptive leadership capability.

DUTIES : Exercise leadership and overall governance, within the departmental strategic priorities and frameworks of Physical Rehabilitation at WCRC, including the Orthotic and Prosthetic Centre; as well as the leadership and overall governance of physical rehabilitation across the Metro area (which includes Intermediate /Transitional Care). Overall responsibility for Clinical Governance of the Western Cape Rehabilitation Centre, Orthotic Centre and Transitional (Intermediate) Care Services in the metro, ensuring effective and efficient management of all aspects of patient care, ensuring the highest standard of care possible within the available resource framework. Overall responsibility for corporate governance, including all aspects of people management and development, Financial Management, Information Management and management of Support Services. Incumbent will be required to manage the health facilities efficiently and effectively in terms of the management framework of the public service in accordance with the strategic direction of the National/Provincial Health department. Represent the facilities appropriately in relevant internal and external governance interactions. Provide leadership support to the specific facilities and deliver quality, efficient, equitable and effective health system management within prevailing legal and statutory frameworks to the Hospital. Implement Health Policies and Protocols. Ensure effective and efficient liaison and coFinal Advert dated 26 Sept 2022 operation with all Service Providers in the geographic areas of responsibility as well as the Health Facility Board and representatives of the community, and other statutory bodies, as appropriate.

ENQUIRIES : Dr G Perez Tel No: (021) 815-8668

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 December 2022

OTHER POSTS

POST 45/344 : **MANAGER: MEDICAL SERVICES GRADE 1 (MEDICAL AND MEDICAL ANCILLARY)**
(West Coast District)

SALARY : R1 227 255 per annum, (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Plus, a non-pensionable rural allowance of 18% of the basic salary).

CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of three years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to do after hour's work. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Appropriate knowledge of managing clinical services.

DUTIES : Strategic and operational management of all health services in the Saldanha Bay Sub-district, including PHC and district hospital services. Ensure safe clinical services and acceptable practices that comply with the professional laws of the country. Establish systems to manage risks and quality in the Saldanha Bay Sub-district in order to ensure support of the patient centered experience, compliance to national core standards and ideal clinics as well as improved information management. Ensure effective and efficient utilisation of allocated human, financial, infrastructure and health technology resources and support service delivery of all the health service platforms in the Saldanha Bay Sub-district. Promote community involvement in the management of the Hospital and Clinic Services and ensure the active functioning of the Hospital Board.

ENQUIRIES : Dr AJ Hawkrige Tel No: (022) 487-9211 or Anthony.Hawkrige@westerncape.gov.za

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency testing. "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."

CLOSING DATE : 09 December 2022

POST 45/345 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS)**
(Chief Directorate: Rural Health Services)

SALARY : Grade 1: R1 156 308 per annum
Grade 2: R1 322 100 per annum
Grade 3: R1 534 356 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthetics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthetics. Experience: **Grade 1:** None after registration with the HPCSA

as a Medical Specialist in Anaesthetics. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. Inherent Requirements: Valid SA (Code EB/B) driver's licence. Participate in the after-hours call system. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff. Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Ability to read, write and speak in at least two of the three official languages of the Western Cape. Computer literacy.

- DUTIES** : Ensure an efficient and cost-effective Anaesthetics service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Support to major referral centers in the Drainage area of Worcester hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.
- ENQUIRIES** : Dr C van der Westhuizen Tel No: (023) 348-1100
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Shortlisted candidates may be subjected to a practical test and/or competency test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 09 December 2022
- POST 45/346** : **PHARMACY SUPERVISOR: GRADE 1**
(Garden Route District)
- SALARY** : R858 528 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Mossel Bay Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Valid driver's license (Code B/EB). Willingness to perform relief and after-hour duties when required. Competencies (knowledge/skills): Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Proven organizational and management skills. Ability to cope under pressure and maintain a high standard of professionalism. Ability and/or willingness to register as a tutor to train pharmacist interns and/or pharmacist's assistants.
- DUTIES** : Effectively manage pharmaceutical stock through effective ordering, receipt, control and provision of stock including its safe disposal. Effectively supervise the dispensing of pharmaceuticals in line with statutory requirements. Effectively manage the human resources, finances and administrative aspects relating to the clinic pharmacy. Effectively represent the pharmacy at relevant meetings and ensuring effective lateral and vertical communication of relevant information. Effectively promote rational drug use and antibiotic stewardship. Ensure the compliance of the clinic pharmacy with relevant legislation and adherence to Good Pharmacy Practice.
- ENQUIRIES** : Dr J de G Botma, Tel No: (044) 604-6101
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be requested to perform a practical test.
- CLOSING DATE** : 09 December 2022

POST 45/347 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: GENERAL MEDICINE)**

SALARY : R464 466 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Must be willing to perform after-hour and weekend duties. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing.

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures, and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 December 2022

POST 45/348 : **CHIEF ARTISAN GRADE A (TECHNICAL SERVICES)**
Central Karoo District

SALARY : R404 052 per annum
CENTRE : Central Karoo District Office, Beaufort West
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. The following qualifications will be considered: Electrician / Electrical Fitter, Mechanical, Millwright / Fitter and Turner. A completed, full-term apprenticeship with recognized Trade Test Sealed Certificate, and minimum NQF3 in one of the trades listed. Experience: 10 years post qualification as an Artisan/Artisan Foreman level. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Prepared to travel in the entire Western Cape Province. Perform standby and overtime duties. Physically fit to perform duties and work at heights and in confined spaces. Competencies (knowledge/skills): Computer Literacy – Competent in MS Word and Excel - able to create and edit basic documents, efficiently use an email program and internet browser. Technical design and analysis knowledge. Technical report-writing and technical consulting. Production, process knowledge and skills. Thorough working knowledge of all relevant legislation, policies, and prescripts applicable to health-related Engineering. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for duties in the Central Karoo District. Manage maintenance and repair requirements for health facilities in the Central Karoo District. Ensure maintenance and repairs to plants and medical and non-medical equipment, assets, furniture in the district. Planning and scheduling of Engineering projects. Compiling of specifications for engineering projects. Management and supervision of district workshop and staff. Administrative duties related to the post.

ENQUIRIES : Ms A Jooste Tel No: (023) 414-3590

| | | |
|----------------------------|---|--|
| <u>APPLICATIONS</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency and/or computer test. |
| <u>CLOSING DATE</u> | : | 09 December 2022 |
| <u>POST 45/349</u> | : | <u>LECTURER: NURSING PROGRAMMES</u> |
| <u>SALARY</u> | : | Grade 1: R400 644 (PN-D1) per annum Grade 2: R492 756 (PN-D2) per annum |
| <u>CENTRE</u> | : | Western Cape College of Nursing (based at: Metro West Campus) |
| <u>REQUIREMENTS</u> | : | 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. Registration with SANC as an assessor and moderator. A relevant Master's degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in 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. 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. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy. |
| <u>DUTIES</u> | : | 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. Supervision of students. |
| <u>ENQUIRIES</u> | : | Ms YN Magerman Tel No: (021) 684-1202 |
| <u>APPLICATIONS</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. |
| <u>CLOSING DATE</u> | : | 09 December 2022 |
| <u>POST 45/350</u> | : | <u>ASSISTANT DIRECTOR: ADMINISTRATION (PROJECT MANAGEMENT)</u> (Chief Directorate: Emergency and Clinical Services Support) (4 Months Contract) |
| <u>SALARY</u> | : | R393 711 per annum, (Plus 37% in lieu of service benefits) |
| <u>CENTRE</u> | : | Emergency Medical Services, Pinelands Ambulance Base |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: An appropriate 3-year diploma/degree or equivalent qualification. Experience: Appropriate experience in an Emergency Medical Services (or similar) environment. Previous appropriate experience as part of a departmental vaccination campaign with proven competency in Electronic Vaccination Data System (EVDS) and related processes. Appropriate Events or project management experience in planning, coordinating and executing projects of various nature. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to travel throughout the province, stay overnight when required and work overtime. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Excellent written and verbal proficiency in at least two of the three official languages of the Western Cape. Analytical, strategic thinking, creative, problem solving, excellent organising, administrative, presentation, organisational, leadership skills and managerial capabilities; ability to manage conflict and work under pressure, with multiple deadlines and diverse teams; |

- ability to analyse, interpret and apply legislation, policies and prescripts. Knowledge of Budgeting and SCM processes and knowledge of National and Provincial instruments and legislation pertaining to Vaccinations including the Electronic Vaccination Data System (EVDS).
- DUTIES** : Management and Coordination of EMS community engagement programme inclusive of planning, budgeting, coordination and execution of strategy and projects. Project management of the EMS Vaccination programme (Vaxi-Taxi) inclusive of all planning, Monitoring and evaluation, project assurance and reporting. Workforce Planning, induction and supervision in support of addressing the project(s) needs and deliverables. Responsible for all legislative, administrative, governance and assurance of vaccinations and vaccine related documentation. Responsible for all budgeting, monitoring and evaluation and reporting as per conditions related to the conditions associated with the grant(s). Work closely with line, project, and programme managers to deliver on the project(s) objectives as determined by the EMS directorate as part of its community engagement strategy.
- ENQUIRIES** : Dr S De Vries Tel No: (021) 508-4523
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo an oral interview and/or a practical assessment.
- CLOSING DATE** : 09 December 2022
- POST 45/351** : **ASSISTANT DIRECTOR: HUMAN RESOURCES (ESTABLISHMENT AND ADMINISTRATION)**
Directorate: People Strategy
- SALARY** : R393 711 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree (NQF level 6) in public service administration, human resource management or organisation development. Experience: Appropriate experience in respect of Establishment Administration, Implementation of OD-Reports and Management of the approved post list (APL) in terms of filled and vacant funded posts. Appropriate supervisory and/or managerial experience. Inherent requirements of the job: A valid Code B/EB driver's license. Willingness to travel between Health institutions. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word, Power Point, OrgPlus, Outlook, PERSAL and Presentation skills. Skills in Research and analytical thinking, the ability to analyze information, solve problems and to prepare complex reports. Excellent interpersonal relations & conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Strong managerial and supervisory skills and ability to manage subordinates. Sound planning, time management and organizing skills.
- DUTIES** : Manage the Establishment /Organisational changes. Manage the implementation of Organisational amendments in conjunction with the approved HF2 process. Manage the implementation of Organisational Design reports. Provide Establishment Statistics. Establishment training. Manage subordinates.
- ENQUIRIES** : Mr TBR Petersen Tel No: (021) 815-8797
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short listed candidates must be prepared to do a test as part of the evaluation process.
- CLOSING DATE** : 09 December 2022
- POST 45/352** : **ARTISAN FOREMAN GRADE A (ELECTRICAL)**
(Chief Directorate: Rural Health Services)
- SALARY** : R331 188 per annum
- CENTRE** : Worcester Regional Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Certificate in Electrical Artisanhip. Experience: 5 years' appropriate post-qualification experience in the relevant field of electrical. Inherent requirement of the job: Must have a valid wireman's licence. Ability to do standby duties and work overtime and attend to unplanned callouts and emergency maintenance. Ability and willingness to be available for emergencies/mass incidents. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proficiency 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. Computer literacy in Microsoft Excel, Word and Power Point. Must be able to do fault finding and repairs on electrical/electronic equipment. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills.
- DUTIES** : Implement the operational planning of the electrical component, including preventative maintenance, repairs and report-writing. Management of budget and expenditure. Manage risks accordance to the OHS Act. Management of Human Resources.
- ENQUIRIES** : Mr C van der Westhuizen Tel No: (023) 348-1100
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisting candidates may be subjected to a practical and/or competency test as part of the interview process.
- CLOSING DATE** : 09 December 2022
- POST 45/353** : **CASE MANAGER**
West Coast District
- SALARY** : R331 188 per annum
- CENTRE** : Vredendal Hospital
- REQUIREMENTS** : 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 liaison with Hospital / Health Facility, medical aid (funders), clinicians, and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the anatomy of the human body, medical diagnoses, procedures, tests and products with excellent time management and training skills. Ability to link patient diagnoses with procedure codes and the ability to analyse and implement policies and knowledge of UPFS, Hospital Administration, Fees, Policies and procedures, ICD 10 codes/diagnostic codes, Medical Aid Act 131 of 1998 (e.g. section on Prescribed Minimum Benefits). Computer literacy (MS Word/Excel).
- DUTIES** : Efficiently and effectively communicate and update clinical information for externally funder clients. Control the correctness of the hospital patient bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of Case Management policies, protocols and procedures within the hospital. Coordinate the workflow processes between clinical and admin personnel. Supervision of patient administration, Admissions, Hospital Fees, and staff. Liaise with relevant role players in matters relating to patient administration, Hospital Fees, and Case Management.
- ENQUIRIES** : Mr RJ Meyer Tel No: (027) 213-2039
- APPLICATIONS** : The Manager Medical Services: Vredendal Hospital, Private Bag X 21, Vredendal, 8160.
- FOR ATTENTION** : Ms ME Tangayi
- NOTE** : 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. Shortlisted candidates could be subjected to a practical test.
- CLOSING DATE** : 09 December 2022

| | | |
|-----------------------------|---|--|
| <u>POST 45/354</u> | : | <u>ADMINISTRATIVE OFFICER: HUMAN RESOURCES</u> (West Coast District) |
| <u>SALARY</u> | : | R269 214 per annum |
| <u>CENTRE</u> | : | Vredendal Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management matters. Appropriate experience of PERSAL and the relevant functions. Appropriate experience in all aspects of personnel and salary administration. Inherent requirements of the job: A valid (Code B/EB) driver's license (manual) (Proof to be submitted). Willingness to travel. Competencies (knowledge/skills): PERSAL Salary and Personnel administration certificate. Interpretation and implementation of HR and Payroll Policies, procedures and practices. Knowledge of Recruitment and Selection, Staff Performance Management System, Labour Relations and Human Resource Development. Computer literacy in MS Office (Word, Excel, Outlook) and PERSAL. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. |
| <u>DUTIES</u> | : | Responsible for co-ordination, supervision and control of Personnel and Salary Administration component as well as support to supervisor. Implement and monitor the relevant policies, procedures, prescripts with regard to personnel, salary, leave and administration in general. Audit and revise leave, SPMS, PILIR, Pension documentation and assist with Recruitment and Selection. Implement and monitor all allowance, disallowance, transversal personnel practices, employment practices, conditions of service and service terminations documentation. Monitor compliance with regard to HR policies, practices and prescripts. Assist with the compilation of the monthly CMI and quarterly Human resources Audit Action Plan as well as the monitoring and evaluation of audit reports. |
| <u>ENQUIRIES</u> | : | Ms JM Hattingh Tel No: (027) 213-2039 |
| <u>APPLICATIONS</u> | : | The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160. |
| <u>FOR ATTENTION</u> | : | Ms ME Tangayi |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test. |
| <u>CLOSING DATE</u> | : | 09 December 2022 |
| <u>POST 45/355</u> | : | <u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Rural Health Services |
| <u>SALARY</u> | : | R181 599 per annum |
| <u>CENTRE</u> | : | George Regional Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: 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. Appropriate Procurement experience. Competencies (knowledge/skills): Sound theoretical knowledge and experience of the Accounting Officer System (AOS) and Supply Chain Management. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, Outlook (e-mail). Knowledge of LOGIS, ESL, and EPS systems. |
| <u>DUTIES</u> | : | Manage acquisition of goods and services, through EPS, transversal tenders and other means as prescribed in the AOS and SCM delegations. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee. Perform general LOGIS system functions pertaining to Supply Chain Management. Assistance with IFS and AFS stock take processes. Execute compliance control related to Supply Chain Management/Finance and handle queries in all aspects within the Supply Chain Management Department. Assist with all general tasks within the Supply Chain Management and Finance Department. |
| <u>ENQUIRIES</u> | : | Mr SG Zembe Tel No: (044) 808-4560 |
| <u>APPLICATIONS</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. |
| <u>CLOSING DATE</u> | : | 09 December 2022 |

POST 44/356 : **ECM SCANNING OPERATOR (ENTERPRISE CONTENT MANAGEMENT)**
(Chief Directorate: Rural Health Services)

SALARY : R151 884 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate experience in the scan centre environment/medical records. Inherent requirement of the job: Willingness to work overtime.
Competencies (knowledge/skills): Knowledge of Enterprise Content Management (ECM) Solution, knowledge of batching, preparation, scanning and quality assurance of files. Knowledge of correct processes for the handling of patient medical records. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Ability to work under pressure, independently and in a team. Computer literacy (MS Office: Word, Excel and Outlook).

DUTIES : Ensure that returned folders are processed into batches and tracked on ECM tracking tool. Prepare episode folders for scanning and scan folders. Deal with emergency requests for finalising of QA process. Ensure that electronic folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that standards are adhered to. File physical files in boxes. Support to supervisor and other departments.

ENQUIRIES : Mr C Cornelson Tel No: (044) 805-4524
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION : Ms LP Du Plessis
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 December 2022

POST 45/357 : **HOUSEKEEPING SUPERVISOR (HOUSE MOTHER / HOUSE FATHER)**

SALARY : R151 884 per annum
CENTRE : Western Cape College of Nursing (based at: Metro West Campus)
REQUIREMENTS : Minimum requirement: General Education and Training Certificate (GETC) /Grade 9 (Std7). Experience: Appropriate experience in housekeeping duties. Supervisory experience in Nursing home environment. Competencies knowledge/skills: Ability to effectively communicate in at least two of the three official languages of the Western Cape. Ability to do physical tasks. Good organising and communication skills. Ability to adhere to implement safety and hygienic standards. Ability to maintain disciplinary of Sub-Ordinates.

DUTIES : Constant supervision and control that residential areas, kitchen and campus are cleaned according to prescripts as well as serving of meals. The House Mother / House Father will provide the Head of Campus with monthly reports of the cleaning service rendered. The House Mother/House Father will arrange scheduled and unscheduled room inspections, monitoring access of students and all maintenance needs to be reported to the clerk. Adhering safety precautions and ensure that all personnel or students are well informed with regard to safety equipment. Rendering of an efficient housekeeping supervision function, i.e. supervise cleaning contact staff. Responsible for the ordering and control of cleaning and household items and equipment. The House Mother / House Father will ensure the implementation of all cost savings measures in terms of the function resorting within the portfolio. The House Mother / House Father will be responsible to refer all HR related matters concerning cleaners to the Head of Campus. Planning organising, co-ordination and monitoring residential activities.

ENQUIRIES : Mr. C Brown Tel No: (021) 831-5817
APPLICATIONS : Please submit your application to the Director: Peoples Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 December 2022

POST 45/358 : **STERILISATION OPERATOR PRODUCTION (CSSD)**
Chief Directorate: Rural Health Services

SALARY : R128 166 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum education qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate sterilizing & disinfection (CSSD) experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including Weekends, public holidays, night duty, overtime as needed and be rotated. Overtime and relief work allocated to ensure effective provision of services, according to operational needs. Competencies (knowledge/skills): Knowledge and skills regarding disinfection, decontamination, and sterilisation. Knowledge of CSSD procedures and the use of equipment (Gas/ autoclave etc). Ability to work in a team cooperatively – good interpersonal skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Effective application of the sterilisation process and techniques, promote/adhere to infection control practices, as well as health and safety regulations. Decontaminate, pack, and sterilise instruments and linen supplies. Assist with maintaining, cleaning, and testing of sterilisation equipment, washing machines, autoclaves to ensure all equipment in an optimum working condition. Using all resources/consumables cost-effectively. Monitor, control and maintain adequate stock levels, report and assist with investigations of broken equipment / lost items. Lifting and pushing heavy equipment.

ENQUIRIES : Ms LK De Goede Tel No: (044) 802-4352
APPLICATIONS : The Chief Executive officer: George Hospital, Private Bag X6534, George 6530.

FOR ATTENTION : Ms LP Du Plessis
NOTE : No payment of any kind is required when applying for these posts. Short listed candidates may be subject to competency testing.

CLOSING DATE : 09 December 2022

POST 45/359 : **HOUSEHOLD AID (WASTE MANAGEMENT)**

SALARY : R107 196 per annum
CENTRE : Red Cross War Memorial Children’s Hospital, Rondebosch
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience appropriate waste management experience in a hospital environment. Inherent requirements of the job: Compulsory shift work, flexible hours, weekends, and public holidays. Physical, mentally, and emotionally fit to provide an essential service. Competencies (knowledge/skills): Ability to participate and work as part of a team. Maintain effective relationships with staff, patients and public. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Perform the internal transportation, handling, and disposal of waste. Aiming to meet waste reduction and recycling targets. Ensure the correct and safe waste methods of waste segregation, storage, transport, and disposal of waste. Ensure that waste is collected in the prescribed containers at the point of generation. Collection of all types of waste (HCRW, Domestic Waste and Recycle Waste). Ensure that HCRW boxes are weighted correctly according to weight limit and are sealed correctly in prevention of any Health Risks. Maintain good hygienic control over equipment and waste trolleys. Ensure that all waste areas are kept neat and locked when not in use. Assure proper and adequate assistance to our Service Providers and record keeping thereof.

ENQUIRIES : Ms M Fredericks Tel No: (021) 658-5195
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 December 2022

POST 45/360 : **HOUSEHOLD AID (X2 POSTS)**
West Coast District

SALARY : R107 196 per annum
CENTRE : Swartland Hospital, Swartland Sub-district

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime, and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.

DUTIES : Renders effective, efficient, and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.

ENQUIRIES : Ms L Julius Tel No: (022) 487-9304

APPLICATIONS : The Manager: Medical Services Swartland Hospital, Private Bag X2, Malmesbury, 7300.

FOR ATTENTION : Ms A. Groenewald

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 09 December 2022

POST 45/361 : **MESSENGER**

SALARY : R107 196 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in the duties of this post in a medical records registry. Inherent requirements of the job: Must be physically fit and able to be on your feet for long periods. Must have the ability to lift heavy loads and walk all day. Must have the ability to safely operate a tow tractor/ Tow tug. Competencies (knowledge/ skills): Knowledge of folder management procedures. Good communication skills in at least two of the three official languages of the Western Cape. Basic Computer literacy.

DUTIES : Collect folders, x-rays and other case notes or items from various clinical and admin areas. Deliver folders, x-rays and other case notes or items to various clinical and admin areas. Fix broken folders and x-ray packets. Safely operate a tow tractor / tow tug.

ENQUIRIES : Mr WR Weeder Tel No: (021) 404-4056

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 09 December 2022

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 : 12 December 2022

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

OTHER POST

POST 45/362 : **ASSISTANT DIRECTOR: INVESTIGATIONS AND ADVICE REF NO: DOTP 64/2022**

SALARY : R393 711 per annum (Level 09)

CENTRE : Department of the Premier, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social and Administrative Sciences or related; A minimum of 3 years' relevant experience; A valid code B driving licence. Recommendation: Social policy expert/Children's Rights expert; LLM Degree or a Masters level Social Sciences Degree. Competencies: Knowledge in the following: Social policy; Child rights; Research methodologies; Needs, interests and rights of children; Critical issues and challenges which children face; Public budgeting for child rights realisation; Stakeholders within the sector; Management Skills: Strategy monitoring and review processes; People Management processes; Financial Management processes; Behavioural competencies: Applying Expertise and Technology; Analysing; Relating and Networking; Leading and Supervising; Skills: Conduct research and analysis; Interpret and apply relevant social policies and child rights; Understand and apply governance policies and procedures; Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.
- DUTIES** : Support the championing of child rights by applying expert research skills; Conduct research with regards to the rights, needs and interests of the children in the Western Cape; Applying qualitative and quantitative research skills including sector specific research skills in child rights research methods such as public budget monitoring and child participation research. Initiate or conduct investigations and enquiries into any matter within the scope of the Commissioner as aligned to the Western Cape Commissioner for Children Bill; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Supervise and provide guidance to level 8 staff regarding their roles and functions; Assist with the development of tools and implementation of policies and strategic frameworks; Promote lobbying on child rights issues within the Province; Develop information and advice tools on children's rights for persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Report on the activities of the Children's Commissioner.
- ENQUIRIES** : Ms D Reid - Donelle.Reid@westerncape.gov.za

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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

OTHER POST

- POST 45/363** : **OPERATOR (MACHINE): TECHNICAL SERVICES REF NO: TPW 184/2022 (X2 POSTS)**
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Administrative; Project management; Relevant systems; Bizprojects; E-Works; Basic Accounting System (BAS); MyContent; SITS; Project support. Competencies: A good understanding of the following: Procurement procedures; Applicable legislations; Skills needed: Proven computer literacy (MS Office); Written and

DUTIES

verbal communication; Record keeping; Ability to work under pressure; Ability to work independently and in a team.

: Printing, binding and copying of built drawings, reports, plans, books, flyers, laminating of documents, filing, faxing and copying of documents for internal use; Typing of letters, memos and reports on the basis of written notes; Register projects on BIZ and good record keeping; Distribution and tracking of documents; Assist with administrative tasks required from within the directorate; Ensuring documents are scanned and uploaded on MyContent; Arrange meetings, take minutes and distribute timeously; Filing of professional and technical project documentation; Efficient managing, collecting and capturing of electronic data; Manage and prepare spreadsheets to produce reports on projects; Check invoices for correctness, bank details and possible double payments; Capture and process payments and claims accurately and immediately on correct systems and in accordance with relevant prescripts; Address enquiries from consultants, contractors and technical staff in a friendly and effective manner; Ensure proper record keeping of all payments, claims, copies and supporting documentation.

ENQUIRIES

: Ms G Kuhn at Tel No: (021) 483 9971