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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 21 OF 2019

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

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DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms N Sathege/Ms M Mahape
- CLOSING DATE** : 28 June 2019
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB 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. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POSTS

- POST 21/01** : **DEPUTY DIRECTOR REF NO: DBE/35/2019**
Branch: Teacher and Professional Development
Chief Directorate: Education Human Resources Development
Directorate: Initial Teacher Education
- SALARY** : R869 007 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification in education. Four (4) years relevant experience in teacher education, recruitment and/or bursary management, at least four (4) years should be at supervisory/managerial level; An understanding of the teacher education environment and bursary programmes for effective recruitment of new teachers as well as needs identification for teachers; In addition, the incumbent will need to have the following competencies; excellent communication skills (written and verbal), good interpersonal relation skills, ability to work independently and under pressure and adhere to deadlines, ability to organise and administer the Funza Lushaka bursary programme and large-scale advocacy programmes. Willingness to work on weekends and public holidays will be an added advantage. A valid driver's license will be a prerequisite for this post.
- DUTIES** : This role is for a middle manager who is a dynamic and innovative team player, who will ensure the proper management and administration of the Funza Lushaka bursary programme and the monitoring thereof. Oversee the modernisation of the Funza Lushaka Bursary Information Management System. Co-ordinate the development and maintenance of up-to-date databases for the Funza Lushaka bursary programme. Co-ordinate advocacy programmes of the Funza Lushaka bursary programme. Work closely with the Department of Higher Education and Training, teacher education providers, provincial education departments, other government departments and entities. Prepare relevant plans, reports and presentations. Provide analysis of provincial, HEI as well as NSFAS plans and reports. Perform provincial and visits to HEIs. Assist with special initiatives in the Directorate. Handling official correspondence and submissions. Perform other tasks as required by the Director: Initial Teacher Education.
- ENQUIRIES** : Ms M Mahape Tel No: 012 357 3291/ Ms N Sathege Tel No: 012 357 3290
- NOTE** : The successful candidate may be required to undergo a competency test and will be subjected to a security clearance.

POST 21/02 : **DEPUTY DIRECTOR REF NO: DBE/36/2019**
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Mathematics, Science and Technology (MST), E-Learning and Research

SALARY : R869 007 per annum (All- Inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification in Mathematics, Science or Technology Education, coupled with four (4) years' experience in the Basic Education sector in the relevant fields; Atleast 4 years' experience at supervisory/managerial level; Knowledge of the key challenges and their mitigating strategies aimed at improving learner performance and participation in MST subjects; In-depth knowledge of Curriculum Development processes; The ability to work with critical stakeholders within the Education Sector and to initiate and strengthen the implementation of MST interventions; Demonstrable experience in the development and implementation of policies as well as monitoring of the implementation at a National level; Knowledge and experience in the processes leading to the adoption of new MST-related subject offerings; A thorough understanding of and experience in all processes involved in project management; Management of Special Interventions and Support Programmes to provinces, districts, and schools; Ability to develop, update and implement the MST strategy with an excellent working knowledge of Government prescripts, monitoring, evaluation and reporting systems and processes; Excellent planning and organising skills, coupled with a proven ability to manage public-private partnerships with the DBE; Advanced computer applications skills and extensive experience in working with data heavy, statistical analysis of performance data; Good interpersonal relations and the ability to handle pressure and work independently under minimal supervision; A valid driver's license.

DUTIES : The successful candidate will be expected to manage and oversee special interventions and support programmes to provinces, district and schools, Curriculum Implementation, Monitoring and Support for MST and intra-and inter-sectoral collaborations. Provide professional support to provinces/district/circuit/schools in curriculum implementation. Support the implementation of the Directorate's operational plan and predetermined deliverables effectively. Provide close support to Departmental Internal Control Measures findings and implementation of recommendations of Internal Audit and Auditor-General directives. Track learner performance to inform quarterly interventions and measure the impact of monitoring and support provided to schools on learning outcomes. Measure the impact on learner outcomes of teacher development and learner-centric interventions. Monitor and support the implementation of MST Programmes and coordinate the implementation of the MST sector trilateral framework with DBE, DHET and DST. Implement, manage, oversight and impact evaluation of International, Private Sector, Non-Governmental Organisation and Provincial Education Department Cooperation Agreements.

ENQUIRIES : Ms M Mahape Tel No: 012 357 3291/ Ms N Sathege Tel No: 012 357 3290
NOTE : The successful candidate may be required to undergo a competency test and will be subjected to a security clearance.

POST 21/03 : **DEPUTY DIRECTOR (RESEARCHER): RURAL EDUCATION REF NO: DBE/37/2019**
2 year contract
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum Implementation and Monitoring

SALARY : R869 007 Part-time (6/8th) (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year relevant (NQF level 6) post matric qualification or equivalent qualification. A minimum of 4 years' relevant experience at a supervisory/middle managerial level with at least 2 of those years coordinating fieldwork and various qualitative and quantitative primary research and reporting in a substantive service delivery department. The successful candidate will have: proven experience in collecting, evaluating

and analysing qualitative and quantitative data for complex organization with at least 600 people; proven ability to produce quality assured work under pressure and manage deadlines. A valid driver's license. Experience of working in rural schools and understanding of rural context will be an added advantage.

DUTIES : The incumbent will work under the supervision of the lead Researcher to coordinate fieldwork and various qualitative and quantitative data from primary and secondary sources; contribute in the writing of high quality research reports (editing/quality control); participate in the dissemination of research findings to the sector and wider audiences through the drafting and delivery of presentation; prepare presentations, plans, reports, updates and progress reports using research information.

ENQUIRIES : Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
NOTE : All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance

POST 21/04 : **SENIOR SECRETARY REF NO: DBE/41/2019**
Branch: Social Mobilisation and Support Services
Chief Directorate: Care and Support in Schools

SALARY : R208 584 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Senior Certificate (Grade 12) or equivalent qualification, supported by relevant experience; The ideal candidate will have a good understanding of the operations of the Public Sector, ability to think clearly and concisely, be friendly, confident, work independently and accurately and be adaptable; Ability to work under pressure, multi-task and cope with high workloads is essential; general office management, communication (written and verbal) and inter-personal, planning and organising skills are required; The incumbent must have good telephone etiquette, an above-average knowledge of MS Word and be willing to learn quickly.

DUTIES : The successful candidate will be responsible for the following duties: Managing all communications – screen incoming calls and outgoing calls in the office of the Chief Director and ensuring the efficient flow of information. Receiving visitors. Arranging meetings, workshops and providing administrative support to the Chief Director. Managing the diary of the Chief Director; set up appointments, arranging travel and accommodation. Compiling and reconciling subsistence and travel claims. Managing all documents – receiving, recording, screening, quality assuring, filing and dispatching all documents (submissions and memoranda) and drafting minutes and typing of documents as required. Performing any other duties as delegated.

ENQUIRIES : Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
NOTE : The successful candidate will be required to undergo a competency test and will be subjected to a security clearance.

CIVILIAN SECRETARIAT FOR POLICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention 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** : must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception. NB: Please ensure that your application reaches this office before 17h00 on week-days.
- CLOSING DATE** : 28 June 2019
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. Faxed or e-mailed applications will not be considered. 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. 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. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

OTHER POST

- POST 21/05** : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: CSP/06/2019**
- SALARY** : R733 257 per annum (all inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor's Degree in Public Management/Business Management or equivalent qualifications. Relevant 3-5 years' experience which 3 years must be of Assistant Director Level. Knowledge of sound strategy planning process (sound knowledge of planning tools and systems applicable to public sector). Knowledge of Public Service Rules and Regulations. Project management skills. Knowledge of Government planning cycle. Understand Government policies related to strategic planning, monitoring and evaluation, outcomes approach, and those related to the departmental practice of Civilian Secretariat for Police. Developing indication and managing. Strategic thinking process. Performance management process. Ability to interpret and apply policy. Planning and facilitation skills. Communication skills. Interpersonal skills. Computer literacy. Valid driver's license. Ability to interpret and apply policy.
- DUTIES** : Facilitate the Departmental planning process by Coordinate and facilitate the consolidation & review of the department's strategic plan. Capacitate Departmental role players and Conduct capacity building workshops in strategic planning. Advise departmental strategic role players. Knowledgeable regarding planning and reporting processes aligned to the MTEF cycle. Facilitate review and approval process of strategic plan reports and manage the process of compiling the Annual report. Manage and facilitate Departmental Service Delivery Improvement Plan. Develop and facilitate the Departmental Monitoring and Evaluation systems and

ENQUIRIES

performance auditing. Coordinate and facilitate Management Performance Assessment Tool (MPAT).
: Mr BK Shiphamele Tel No: 012-393-4359/2500

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria 0001 or may be hand delivered at SANDF Recruitment Centre, Corner Visagie & Paul Kruger Street, Pretoria
- CLOSING DATE** : 28 June 2019 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 21/06** : **SELECTION CLERK REF NO: D HR ACQ 35/18/01**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Directorate Human Resource Acquisition, Pretoria.
- REQUIREMENTS** : A grade 12/NQF 4 or equivalent qualification with 1- 3 years relevant experience in HR Management. Special Requirement (skills needed): Computer competency in Micro Soft Office (Word, Excel, Power Point and Access). Knowledge and insight wrt Human Resource Legislation pertaining to recruitment. Knowledge of PERSOL. Reasoning ability. Problem solving ability. Good Interpersonal relationship skills. Good verbal and written communication.
- DUTIES** : Provide a configuration management service for the section system to the directorate. Provide a registration service and monitoring of file on the system. Provide a general administration service to Non Commissioned Officer and Military Skills Development System members. Provide administration with regards to Leave system and Subsistence and travelling (S & T). Maintenance and administration of vehicle in accordance with DOD

policy. Handle enquiries with regards to Selection and appointment of Non Commissioned Officers and Military Skills Development System members.
Lt Col N.O. Thom/Lt Col L.M. Maubane Tel No: (012 339 5783/5736/5777)

ENQUIRIES :

POST 21/07 : **RECRUITMENT CLERK REF NO: D HR ACQ 35/18/02**

SALARY : R173 703 per annum (Level 05)
CENTRE : Directorate Human Resource Acquisition, Pretoria.
REQUIREMENTS : A grade 12/NQF 4 or equivalent qualification with 1- 3 years relevant experience in Human Resource Management. Special Requirement (skills needed) Computer competency in Micro Soft Office (Word, Excel, Power Point and Access). Initiative. Analytical thinking. Reasoning ability. Problem solving skills. Credibility and good interpersonal relationship. Good verbal and written communication skills. Knowledge and insight wrt Human Resource policies pertaining to recruitment. Knowledge of PERSOL. Neatness and general good behaviour.

DUTIES : Distribute the application forms during the recruitment process. Register application forms on the registration book. Capture the application forms on the System. Check the competency of the application forms. File the application forms. Implement the recruitment plan and strategies as designed to fulfil the SANDF mandate and goal. Constantly Communicates with stakeholders. Handle general enquiries pertaining to MSDS application forms.

ENQUIRIES : Maj K.P. Mokgoko/Capt F.M. Malatji Tel No: (012 339 5718/5440/5703).

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 28 June 2019
- NOTE** : Applicants with disabilities are welcome to apply. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill/not to fill the vacant post. Although these are freelance positions, the successful candidates must be available on request and willing to work irregular hours, on weekends and on public holidays, when required. The successful candidates will enter into a contract with the GCIS that will be reviewed based on performance, and must be in possession of their own transport and appropriate computer equipment and software.

OTHER POSTS

- POST 21/08** : **FREELANCE: WRITERS REF NO -3/1/5/1 – 19/28**
Directorate: Electronic Information Resources
- SALARY** : Per assignment allocated (benefits excluded)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three-year qualification in Journalism, Communication Science and/or Public Relations. At least 2 years proven record of writing for online platforms. Journalism experience in online media. Experience in using a content management system (CMS) e.g. Drupal CMS will be an advantage. Knowledge: Ability to solicit content and liaise with various information providers of various levels. Ability to write well-researched articles within a short space of time. Ability to do minimal sub-editing of own copy. Excellent command of the English language, understand the requirements for effective writing for the web. Successful candidates will be required to sign an Oath of Secrecy.
- DUTIES** : Professional writing of web pages for GCIS websites and / or guideline documents on websites and social media. Writing comprehensive web pages on government programmes and policies. Ensure that written articles meet the needs of targeted audiences and deadlines. Sourcing and gathering of

		relevant information for web pages or guidelines. Liaise regularly with digital media managers.
<u>NOTE ENQUIRIES</u>	:	Shortlisted candidates will be required to provide a portfolio of their work
	:	Ms Estelle Greeff Tel No (012) 473 0078
<u>POST 21/09</u>	:	<u>FREELANCE: EDITORS AND PROOFREADERS REF NO -3/1/5/1 – 19/29</u>
		Directorate: Electronic Information Resources
<u>SALARY CENTRE REQUIREMENTS</u>	:	Per assignment allocated (benefits excluded)
	:	Head Office
	:	An appropriate three-year qualification in Journalism, English, Communication Science and/or Public Relations. At least 3 years' experience of editing copy. Journalism and editing experience in digital media. Knowledge: Excellent command of the English language and excellent knowledge and experience of the process of writing, editing and proof reading. Must have an eye for detail. Experience in using a content management system (CMS) e.g. Drupal CMS will be an advantage. Ability to write web pages and guideline documents. Excellent interpersonal skills. Ability to edit writers' copy, angle and re-angle stories under pressure. Successful candidates will be required to sign an Oath of Secrecy. Knowledge of other South African official languages will be an advantage.
<u>DUTIES</u>	:	Professional editing and proof reading. Web pages and guideline documents to maintain the high standard of copy, improve clarity, consistency and accuracy. Ensure that copy is edited, free of spelling and grammatical errors, written to an appropriate length and laid out correctly. Rewrite material so that it flows and adheres to the in-house style including checking facts to ensure that web pages are accurate, adhere to the copyright laws and adhere to web guidelines.
<u>NOTE ENQUIRIES</u>	:	Shortlisted candidates will be required to provide a portfolio of their work
	:	Ms Estelle Greeff Tel No (012) 473 0078
<u>POST 21/10</u>	:	<u>FREELANCE GRAPHIC DESIGNERS REF NO -3/1/5/1 – 19/30</u>
		Directorate: Electronic Information Resources
<u>SALARY CENTRE REQUIREMENTS</u>	:	Per assignment allocated (benefits excluded)
	:	Head Office
	:	An appropriate three-year qualification in Graphic Design. At least 2 years' experience in the graphic design field in social media and web environment. Knowledge: Must be proficient in the use of graphic software, providing open files in either .png or .psp. Web, social media and animation skills are required. The ability to work under pressure and meet deadlines. Should be highly motivated with an eye for detail.
<u>DUTIES</u>	:	Work as a graphic designer on various products as per briefs. Conceptualise and handle visual execution of all design briefs within a high pressure environment. Ensure overall quality control of all designed products. Applicants must be flexible and be able to work under pressure. Liaise with digital media managers.
<u>NOTE ENQUIRIES</u>	:	Shortlisted candidates will be required to provide a portfolio of their work
	:	Ms Estelle Greeff Tel No (012) 473 0078
<u>POST 21/11</u>	:	<u>DRUPAL WEBSITE CONTENT EDITORS REF NO -3/1/5/1 – 19/31</u>
		Directorate: Electronic Information Resources
<u>SALARY CENTRE REQUIREMENTS</u>	:	Per assignment allocated (benefits excluded)
	:	Pretoria
	:	An appropriate three-year qualification in Digital Media. At least 3 years' experience of updating websites. Knowledge: Excellent command of the English language and excellent knowledge and experience of the process of updating websites. Must have an eye for detail. Experience in using a content management system (CMS) e.g. Drupal CMS. Excellent interpersonal skills. Familiarity with other South African languages will be an advantage. Successful candidates will be required to sign an Oath of Secrecy.
<u>DUTIES</u>	:	Updating and reviewing web pages. Web pages to maintain the high standard of copy, improve clarity, consistency and accuracy. Ensure that copy is edited, free of spelling and grammatical errors, written to an appropriate length and laid out correctly. Rewrite material so that it flows and adheres to

- the in-house style including checking facts to ensure that web pages are accurate, adhere to the copyright laws and adhere to web guidelines.
- NOTE** : Shortlisted candidates will be required to provide a portfolio of their work.
- ENQUIRIES** : Ms Estelle Greeff Tel No (012) 473 0078
- POST 21/12** : **DRUPAL FULL STACK DEVELOPERS REF NO -3/1/5/1 – 19/32**
Directorate: Electronic Information Resources
- SALARY** : Per assignment allocated (benefits excluded)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year qualification in Information technology or related qualification. Drupal full stack (infrastructure, design, theme, configuration and custom code) senior freelancer needed anywhere in South Africa with a good internet connection. Must follow current best practices and standards compliance for development and sound security and privacy practices. Advanced skills: Candidates should have eight or more years' experience in developing using these technologies (or their ancestors where they were not available in that time frame) having been in the role of primary or lead developer: Drupal and PHP Programming, Drupal Configuration, Drupal Configuration Management with git for Revision Control and Staging, Drupal Development using a Virtual Machine running Linux (on Windows or macOS) or natively on a Linux Desktop, HTML5, CSS (and Sass) and JavaScript, Standards Compliant Development, Good Security Practices for the Development Environment (2FA, Full Disc Encryption, Password Manager). Successful candidates will be required to sign an Oath of Secrecy. Recommended skills: Candidates will use these skills to complete the work, but they can be acquired in the process of delivery. GnuPG and git code signing for an audit trail of contributions to code. GitHub and GitLab Project Management. APIs and integrating with external web services (REST, XML, JSON). Gulp for Drupal theme stack builds. Good communication and grammar skills.
- DUTIES** : Development, maintenance, support and enhancement of GCIS Drupal websites. Successful candidates will be required to work under the instruction of the appointed service provider.
- NOTE** : Examples of work presented for application should not cherry-pick from the core requirements and should present all of them in descriptive form for each of three examples of previous work that can be reference-contacted
- ENQUIRIES** : Ms Estelle Greeff Tel No (012) 473 0078

GRADUATE INTERNSHIP PROGRAMME

Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2019/2020 financial year. The Graduate Internship Programmes meant to provide work exposure to nine (9) graduates for a period of twenty (24) months. Applicants must be unemployed and never participated in an Internship Programme previously. Placement in the organisation after the Internship Programme is not guaranteed. Preference will be given to the following designated groups: People with Disabilities, Coloureds, Indians and Whites.

OTHER POSTS

- POST 21/13** : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/33**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison
- STIPEND** : R6747.75 per month
- CENTRE** : Kimberley
- REQUIREMENTS** : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.
- ENQUIRIES** : Mr M Nagel Tel No: 053 832 1378/9

POST 21/14 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/34**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Gauteng
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Mr P Gumede Tel No: 011 331 0164

POST 21/15 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/35**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Durban
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Ms N Mngadi Tel No: 031 301 6787/8

POST 21/16 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: -3/1/5/1 – 19/36**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : East London
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Mr N Pinyana Tel No: 043 722 4903 / 4914

POST 21/17 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/37**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and

Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Mr M Nagel Tel No: 053 832 1378/9

POST 21/18 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/38**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Mafikeng
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Ms B Mosadi Tel No: 018 381 7071

POST 21/19 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/39**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Polokwane
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Mr T Ravhura Tel No: 015 291 4689

POST 21/20 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/40**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Nelspruit
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES : Mr J Nkosi Tel No: 013 753 2397

POST 21/21 : **GRADUATE INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1 – 19/41**
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month

**CENTRE
REQUIREMENTS**

: Cape Town
:
: An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration; Public Management, Office Management or related equivalent qualification, as recognized by SAQA. The candidate should have understanding of the following administration related areas: Financial Management, Supply Chain, Human Resource, Asset Management, and Fleet Management. Skills required are Computer literacy, Communication (verbal and written), monitoring and research tools, ability to work independently and within a team and ability to work under pressure to meet deadlines.

ENQUIRIES

: Ms G Thopps Tel No: 021 697 0145

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

CLOSING DATE : 01 July 2019

NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: Kindly note that the post of Maintenance Officer: Magistrate court Emlazi with Ref No: 19/48/KZN advertised in Public Vacancy Circular 18 dated 24 May 2019 was wrongly advertised with the incorrect Centre: Magistrate Court Emlazi, the correct Centre should be: Magistrate Court Scottburgh and also the post of Administrative Officer: Magistrate Court Richmond with Ref No: 19/64/KZN was wrongly advertised with the incorrect Centre: Magistrate court Richmond, The correct Centre should be: Magistrate Court Izingolweni. We apologize for the inconvenience caused.

OTHER POSTS

POST 21/22 : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 69/19/EC**

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

CENTRE : Regional Office, East London

REQUIREMENTS : Three year Bachelor's degree /National Diploma in Public Administration or equivalent; 3 years management experience of which 3 years' experience in office and district administration; A valid driver's license; knowledge of public Service Regulations, and PFMA, Knowledge of departmental finance instructions, prescripts and delegations. Knowledge and experience in office and court administration will be added as advantage. Skills and Competencies: Computer literacy MS Office Excel, Presentations, Excellent communication skills written and verbal; strong leadership skills; Strategic capabilities; Report writing.

DUTIES : key Performance Areas: Exercise quality assurance service over administration duties related to all resources i.e. Finance, Human Resources, Procurement and Court operations; Co-ordinate strategic and business planning processes as well as the facilities, physical resources, information and communication related to courts; Manage assessment of physical resources; compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; manage misconduct and maladministration investigations; provide effective people management.

ENQUIRIES : Mr. P Hattingh ☎ (043) 702 7000

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

POST 21/23 : **DEPUTY-DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2019/17/MP**

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

CENTRE : Mpumalanga Regional Office
REQUIREMENTS : An appropriate Degree/ Diploma in Commerce, Accounting or Economics or equivalent qualification; Five (5) years working experience in the Supply Chain Management environment, with at least a minimum of three (3) years' experience at a managerial level; Knowledge and understanding of Procurement Policy Framework Act, BBEE and PFMA; Knowledge of Supply Chain Management Framework and Asset Management; A valid driver's licence. Skills and Competencies: People management skills; Research and analytical skills; Policy development and analysis skills; Project management skills; Financial management skills; Client orientation and customer focus skill; Presentation and facilitation skills; Communication (written and verbal) skills.

DUTIES : Key Performance Areas: Manage and maintain the Regional demand management planning; Manage the establishment and maintenance of Regional supplier database; Ensure the effective functioning of the ad-hoc specification committee; Facilitate the Regional participation in SITA new and existing transversal term contracts; Manage Regional Supply Chain Management function, facilitate monthly, quarterly and annual reporting on SCM related matters and Regional procurement statistics; Ensure effective management, control over the safekeeping, utilization and maintenance of all Regional assets including all leased assets; Assist in the development, implementation of disposal management strategy, policies and procedures; Develop and maintain a Regional acquisition, maintenance and disposal plan for asset; Provide effective people management.

ENQUIRIES : Mr. SP Shabangu ☎ (013) 753 9300
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200 Or Physical Address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.

POST 21/24 : **COURT MANAGER (X6 POSTS)**

SALARY : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office: Atlantis Ref No: 34/19/WC
Magistrate Office: Oudtshoorn Ref No: 35/19/WC
Magistrate Office: Strand Ref No: 36/19/WC
Magistrate, Aliwal North Ref No: 71/19EC
Magistrate Bizana Ref No: 70/19EC
Magistrate: Msinga Ref No: 19/66/KZN

REQUIREMENTS : Three (3) year qualification in Administration (NQF level 6) and / or National Diploma in Services Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; 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; Good communication (written and verbal); Computer literacy.

DUTIES : Key Performance Areas: Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court; 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 improvement management; Manage service level agreements.

ENQUIRIES : Ms. R Hendricks (Cape Town) ☎ (021) 462 5471
Mr. P Hattingh (Eastern Cape) ☎ (043) 702 7000

<u>APPLICATIONS</u>	: Mr J.N. Mdaka (KwaZulu-Natal) 📞 (031) 372 3000 : Cape Town: Please forward your application to: Regional Head: Private Bag X 9171, Cape Town 8000 or physical address: 08 Norton Rose House, 5 th Floor Riebeeck Street, Cape Town. : Kwazulu-Natal: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban : East London: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
<u>NOTE</u>	: Separate application must be made and quoting the relevant reference number.
<u>POST 21/25</u>	: <u>FAMILY COUNSELLOR SUPERVISOR GRADE 1 REF NO: 54/19/FA/WC</u>
<u>SALARY</u>	: R384 228 – R 445 425 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>	: Office of the Family Advocate: Cape Town : Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Professional registration with the SACSSP; A minimum of five (5) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP: Social Work supervisory will be added as an advantage; Knowledge and experience in Mediation; Court experience in leading Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children's Act (inclusive Hague Convention on International Child Abduction); A valid drivers' license. Skills and Competencies: Supervisory skills; Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	: Key Performance Areas: Supervise the work of Family Counsellors; Conduct mediation and/or inquiries as part of a multi – disciplinary team in matters relating to parental responsibility and rights, especially but not limited to care, contact and guardianship, child abduction and related Family Law disputes; Quality assure and evaluate information, recommendation made in the best interests on 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, alternatively ensure that Family Counsellors are doing so; Report on the performance of the Family Counsellors in the office of the Head of Office.
<u>ENQUIRIES APPLICATIONS</u>	: Adv. N Britz 📞 (021) 426 1216 : Quoting the relevant reference number, direct your application to: Regional Head: Private Bag X 9171, Cape Town, 8000 or physical address: 08 Norton Rose House, 5 th Floor Riebeeck Street, Cape Town.
<u>FOR ATTENTION NOTE</u>	: Mr. M Ketelo : 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. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.
<u>POST 21/26</u>	: <u>ASSISTANT DIRECTOR: IT COMPLIANCE AND RISK REF NO: 19/75/ISM</u> Contract appointment ending 30 September 2020
<u>SALARY</u>	: R376 596 plus 37% per annum in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: National Office: Pretoria : A National Diploma in Information Technology or equivalent qualification at NQF6; 3 years' experience in an IT environment with at least 1 year focus on IT Governance and IT Risk; IT Compliance, IT Audits; Knowledge of IT Governance related methodologies, standards, processes (COBIT, ITIL, etc.).Skills and Competencies: Computer literacy: MS office suite; Effective

- communication; Interpersonal relations; Problem solving and decision making; Analytical thinking; Electronic document filling and document management Report writing: Initiative and creativity: Able to work as part of a team as well as individually.
- DUTIES** : Key Performance Areas: Coordinate IT Risk management that includes risk assessment and risk mitigation plan monitoring; Manage IT Compliance monitoring against frameworks, policies and procedures; Coordinate Internal and External IT Audits including monitoring of audit resolutions action plans; Assist with the coordination on the overall implementation of IT Governance (frameworks, implementation roadmaps).
- ENQUIRIES APPLICATIONS** : Ms. M. Qhamakoane 📞 (012) 357 - 8646
- Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 21/27** : **ASSISTANT DIRECTOR: RECRUITMENT, APPOINTMENT AND MOBILITY REF NO: 19/67/KZN**
- SALARY** : R376 596 - R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office Durban
- A three (3) year National Diploma/Degree in Human Resource Management or relevant field; Three (3) years' experience in Human Resources and one (1) year supervisory experience; Driver's license. Skills and Competencies: Basic project management skills; Computer literacy (MS Office, Intranet and Internet); Basic training skills; Communication skills;(verbal and written); Numerical skills; Interpersonal relations; Problem analysis and solving; Planning and organizing; Knowledge of PERSAL system.
- DUTIES** : Key Performance Areas: Provide effective and efficient office support services including information and document management; Compile statistics and reporting on Human Resource Administration function; Manage the Recruitment and Selection function; Manage all appointments, probations and grade progressions; Manage staff mobility (transfers); Maintain the approved staff establishment; Manage the utilization of Casual Employees.
- ENQUIRIES APPLICATIONS** : Mr M J. Fakude 📞 (031) 372 3000
- Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
- POST 21/28** : **ASSISTANT DIRECTOR: BUDGET REF NO: 67/19EC**
- SALARY** : R376 596 - R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, East London
- Relevant three year tertiary qualification in in Commerce, Accounting or relevant equivalent qualification; A minimum of three (3) years working experience in a financial accounting/management environment, of which a minimum of 1 year should be at supervisory/junior management level; A valid driver's license; Knowledge of management and financial controls; Comprehensive knowledge of the PFMA and Treasury Regulations Skills and Competencies: Planning and organizing, Problem solving skills, Ability to work under pressure and meet tight deadlines; Computer literacy (MS Office); Administrative and Organizational Skills; Sound Interpersonal Relations; Communication skills; Accuracy and attention to detail, Investigation and analytical skills.
- DUTIES** : Key Performance Areas: Ensure effective management of Budget staff; Deal with budget related matters; Assist with the costing of operational budget requirement needs of the Region; Monitor and report on spending trends; Conduct training and make presentations; Staff management and coaching.
- ENQUIRIES APPLICATIONS** : Mr. P Hattingh 📞 (043) 702 7000
- Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

- POST 21/29** : **ADMINISTRATION OFFICER REF NO: 19/73/SA**
State Attorney
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mahikeng
- REQUIREMENTS** : 3 year Degree/National Diploma in Office Management or Administration or equivalent qualification NQF6;2-3 experience in administration and finance; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Sound interpersonal relations; Communication skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to work in a team and under pressure.
- DUTIES** : Key Performance Areas: Perform a budget administrative services; Render office administrative functions; Manage the payments of accounts and control inventory; Procure goods, services and manage assets for the office; Collate and analyze monthly statistics and perform human resources related functions; Provide effective people management.
- ENQUIRIES** : Mr. E. Seerane Tel No: (012) 315 1780
- APPLICATIONS** : Quoting the relevant reference number, direct your application to :Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 21/30** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1 REF NO: FTC/2019/03/GP**
Contract appointment ending 30 September 2019
- SALARY** : R257 592 – R298 614 per annum plus 37% lieu of benefits. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Johannesburg
- REQUIREMENTS** : Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Knowledge and experience in Mediation; Court Experience in rendering expert Evidence; 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 drivers' license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- 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 forensic 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; Report on the performance to the Head of Office.
- ENQUIRIES** : Ms. R Moabelo 📞 (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 OR Physical Address: Regional Office –Gauteng ; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruijs street, Johannesburg
- POST 21/31** : **STTE ACCOUNTANT REF NO: 19/83/MAS**
- SALARY** : R257 508 – R303 339 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE** : Master of the High Court: Pietermaritzburg

- REQUIREMENTS** : An appropriate 3 years Degree/ National Diploma in Financial Accounting/ Financial Management; A minimum of 1 year relevant experience in Internal Control/ Financial Accounting/ Auditing and/ or internship; Knowledge of Financial Provisioning and/ or administration procedures and processes; Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations and other legislative prescripts. Skills and Competencies: Computer literacy (Ms Word, Excel, BAS, SCM and Persal Systems); Planning and organizing skills; Interpersonal relations; Communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Ability to analyze and solve problems.
- DUTIES** : Key Performance Areas: Administer and maintain the Guardian's Fund books, registers and compile reconciliation statements ;Draw and update the EFT register cashbook and main ledger; Compile statistics report by recording work done on a daily, weekly and monthly basis; Handle internal and external as well as public enquiries ;Oversee verification of applications received and ensure daily payments and monitor the Guardian Funds cash inflow and outflow ;Represent Master's office in relations with the stakeholders ;Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. S. Maeko ☎ (012) 315 1996
: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 21/32** : **HUMAN RESOURCE PRACTITIONER SERVICE BENEFITS REF NO: 19/91/HR**
- SALARY** : R257 508– R303 339 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: A 3 year Degree or National Diploma at NQF 6 in HR or equivalent qualification; Minimum of 1 year experience in Human Resource Management, more specifically Service Benefits within the Public Service; Knowledge of relevant HR prescripts; Knowledge of and experience in policy development, monitoring and evaluation. Skills and Competencies: computer literacy (Ms Word, Excel and Power point); Good Organizing skills; Analytical and decision making skills; Conceptualization skills; Communication skills (verbal and written); Confidentiality, tact and discretion when dealing with people; Good intuition and understanding of people's qualities; Attention to detail.
- DUTIES** : Key Performance Areas: Research in respect of service conditions and benchmarking with other institutions; Advise management and Departmental clients in respect of service benefits; Analyze statistics, compile report and draft correspondence (letters, memoranda ,circular and reports);Develop and Maintain HR database.
- ENQUIRIES APPLICATIONS** : Ms. Qhamakoane ☎ (012) 357 8591
: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.

DEPARTMENT OF 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 : 02 July 2019 at 16:00

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83(Section A and B compulsory) should be accompanied by a recently updated, comprehensive CV as well as recently certified copies(Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Certified copy of a copy will not be accepted 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. 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). Where applicable, candidates will be subjected to a skills/knowledge test. 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. 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. Successful candidates will be expected to sign a performance agreement.

MANAGEMENT ECHELON

POST 21/33 : **DIRECTOR: ESSA DEVELOPMENT MANAGEMENT REF NO: HR4/19/06/01HO**

SALARY : R1 005 063 per annum (all inclusive)

CENTRE : Directorate: ESSA Development Management, Head Office

REQUIREMENTS : Three (3) year degree (NQF 7 and SAQA recognized) in Public / Business Administration / or Management / Information Technology / Computer Science (Software Development, Website Design, Database Management, Network and Infrastructure Support). Valid driver's license. Five (5) years Middle Management experience. Three (3) years functional experience in Public Employment Services / Public Operations. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Social Plan Guidelines, PFMA, Public Service Act, Information and Communication Technology, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Skills Development Act, Standard Operating Procedure, Business Process Improvement. Skills: Planning and organizing, Communication, Computer literacy, Analytical, Interpersonal, Leadership, Project Management.

DUTIES : Plan, organise, coordinate and control the development and implementation of ESSA systems and processes in conjunction with Organisation Development. Coordinate the implementation of Public Employment Services delivery improvement programmes. Manages the development, implementation and maintenance of electronic systems in conjunction with the ICT service provider to support the Public Employment Service

computerized services delivery. Manage the improvement and maintenance of ICT processes to ensure sustained and computerised service delivery. Manage all resources of the Directorate.

ENQUIRIES : Mr. Sagren Govender Tel: (012)309 4141
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

OTHER POSTS

POST 21/34 : **COUNSELLOR REF NO: HR4/4/10/190**

SALARY : Grade 1: R579 147 - R642 765 (OSD)
Grade 2: R662 190 – R734 928 (OSD)
Grade 3: R750 024 – R832 398 (OSD)

CENTRE : Labour Centre: Vredebbug
REQUIREMENTS : Four (4) year B Psych qualification or a 4 year B Psych equivalent Qualification. Valid Drivers licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrics (Independent practice). **Grade 1:** 0 (zero) to 6 years experience gained after registration. **Grade 2:** 8 years relevant experience gained after registration. **Grade 3:** 16 year's relevant experience gained after registration. Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Counselling, Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

ENQUIRIES : Ms. Z Maimane Tel No: (021) 441 8125
APPLICATIONS : Chief Director: Provincial Operations: PO, Box, 872, Cape Town, 8000 or hand delivery to NO: 9 long Street, corner, Riebeek and Long Street
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape.

POST 21/35 : **ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/1/110**

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

SALARY : R470 040 per annum

CENTRE : Provincial Office: Eastern Cape

REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus Three (3) years relevant tertiary qualification in Social Sciences (Psychology,) Public/ Business Administration Management. Two (2) years supervisory experience. Three (3) years functional experience in Public Employment/ Public Administration /Management Services. 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 : Provide operational and technical support to labour centres for the delivery of effective work- seeker registration services. Facilitate the training of ESSA end users (internal and external) on work-seeker registration service. Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.

ENQUIRIES : Ms. KD Mogotloane Tel No: (043) 701 3074
APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or Hand deliver at Department of Labour, No.3 Hill Street, East London

FOR ATTENTION : Sub-directorate: Human Resources Management, East London.

POST 21/36 : **ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/1/12**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Diploma/ Degree qualification in Public Management / Business Management / HRM / Operational Management/ Nursing Diploma (3years) Degree. Three (3) years' experience in claims/ Medical insurance processing environment on senior claim assessor/ supervisor level. Knowledge: Public Service Regulations, DOL and Compensation Fund business strategies and goals Directorate goals and performance requirements Compensation Fund Services, PFMA and Treasury Regulations, Relevant Stakeholders, Customer service(Batho Pele principles), Fund values, Required IT Knowledge, Fund IT Operating system, Public Services Act Technical knowledge. Skills: Required Technical Proficiency, Business Writing, Required IT, Strategic Leadership, Programme and Project Management, Financial Management, Change management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organising, Problem Solving and Analysis, Decision Making, Accountability, People management and Empowerment (Including developing others), Client Orientation and Customer Focus Communication, Work Ethic and Self-Management, Risk Management and Corporate Governance.

DUTIES : Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

ENQUIRIES : Ms. C Mbaba Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery at University Drive Provident House, Mmabatho.

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

POST 21/37 : **ASSISTANT DIRECTOR: UI OPERATIONS REF NO: HR4/4/10/117**

SALARY : R470 040 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three years relevant tertiary qualification in Administration, Public Management/Business Administration/Operations Research/Business Administration/Finance. Valid driver's license. Two (2) years supervisory experience. Two (2) years functional experience. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contribution Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Basic Condition of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA) Public Service Regulation (PSR), Public Service Act (PSA), Operations Systems. Skills: Communication (both verbal & written), Management, Listening, People Management, Numeracy, Computer literacy, Time Management, Customer Relations, Analytical.

DUTIES : Manage employer's declaration & maintain the database. Monitor the provision of assessment, validation and adjudication of claims. Manage registry Services for beneficiary Services. Monitor and ensure that all appeals are processed effectively and efficiently in the Province. Manage resources (Human, Financial, Equipment's/ Assets) in the section.

ENQUIRIES : Ms. Z Maimane Tel No: (021) 441 8125
APPLICATIONS : Chief Director: Provincial Operations: PO, Box, 872, Cape Town, 8000 or hand delivery to NO: 9 Long Street, corner, Riebeeck and Long Street

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape.

POST 21/38 : **ASSISTANT DIRECTOR: FINANCIAL PLANNING REF NO: HR4/19/06/02**

SALARY : R376 596 per annum
CENTRE : Directorate: Financial Management, Head Office
REQUIREMENTS : Three (3) year tertiary qualification in Accounting / Financial Management. Two (2) years Supervisory experience. Two (2) years functional experience in

financial management. Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, Treasury Regulations and the Budget Guidelines, Governmental Accounting, Basic Accounting systems, PERSAL. Skills: Computer literacy, Analytical, Communication, Interpersonal Relations, Presentation, Planning and organisation.

DUTIES : Facilitate the process of compilation of Medium Term Expenditure Framework. Facilitate the allocation of budget including the capital budget. Consolidate and monitor roll over funds. Facilitate the process of compilation of the Estimate of National Expenditure and Adjusted Estimates of National Expenditure. Facilitate the compilations of the interim Financial Statements quarterly and Appropriation Statement during the Year – End process. Manage resources in the sub – directorate.

ENQUIRIES : Mr. D Kyle Tel No: 012 309 4298

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 21/39 : **WORKSHOP TEAM LEADER: WOOD, METAL AND TEXTILE (X2 POSTS)**

SALARY : R376 596 per annum

CENTRE : SEE, Seshego Factory, Polokwane Ref No: HR4/19/06/05 (X1 Post)

Siverton Factory -Pretoria Ref No: HR4/19/06/06 (X1 Post)

REQUIREMENTS : Qualification in one of the following: Occupational Certificate: Carpenter/ or Furniture Upholstery (NQF Level 04) / Occupational Certificate: Welder (NQF Level 04) Occupational Certificate: Sewing Machine Operator (NQF Level 02) / N6 Clothing Production (NQF 06) / National Diploma: Clothing. Three (3) years functional experience in wood or steel or textile environment and two years supervisory experience. Valid driver's licence will be an added advantage. Knowledge: Manufacturing principles/procedures, Technical design /development, Supervision/management, Disability Act and policies, First Aid, Knowledge of BCEA, OHSA, UIF and COIDA. Skills: Technical, Planning and organizing, Communication, Computer, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Stakeholder management, Project management.

DUTIES : Control all workshop technical aspects within the Factory. Manage workshop panning, manufacturing process and material costing. Monitor the maintenance of machinery and tools. Ensure compliance to Occupational Health and Safety within the factory.

ENQUIRIES : Ms. A Pretorius Tel No: (012) 843 7300

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 21/40 : **WORKSHOP TEAM LEADER: TEXTILE REF NO: HR4/19/06/07**

SALARY : R376 596 per annum

CENTRE : Sheltered Employment Enterprise, Rand Factory

REQUIREMENTS : Qualification in one of the following: Occupational Certificate: Sewing Machine Operator (NQF Level 02) / N6 Clothing Production (NQF 06) / National Diploma: Clothing. Three (3) years functional experience in textile environment and two years supervisory experience. Valid driver's licence will be an added advantage. Knowledge: Manufacturing principles/procedures, Technical design /development, Supervision/management, Disability Act and policies, First Aid, Knowledge of BCEA, OHSA, UIF and COIDA. Skills: Technical, Planning and organizing, Communication, Computer literacy, Analytical, Facilitation, Interpersonal, Leadership, Innovative, Stakeholder management, Project management.

DUTIES : Control all workshop technical aspects within the Factory. Manage workshop panning, manufacturing process and material costing. Monitor the maintenance of machinery and tools. Ensure compliance to Occupational Health and Safety within the factory.

ENQUIRIES : Ms. A Pretorius Tel No: (012) 843 7300

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 21/41 : **SENIOR ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR 4/4/1/91**

SALARY : R316 791 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : National Diploma / B Degree in Risk Management / Internal Audit / Compliance Management. Two to three years working experience in the field of risk management. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contribution Act, Labour Relations, Basic Conditions of Employment, Batho Pele principles, Public Services Regulations and Act, Public Financial Management Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Computer literacy, Interviewing, Communication, Listening.

DUTIES : Ensure the implementation of public risk management framework. Conduct audits and measure compliance with legislation and relevant prescript. Ensure the provision of risk management services to Labour Centres. Conduct investigation into fraud and corruption. Provide supervisory support to the section.

ENQUIRIES : Mr. S Nduli, Tel No: (043) 701 3326
APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or Hand deliver at Department of Labour, No.3 Hill Street, East London

FOR ATTENTION : Sub-directorate: Human Resources Management, East London.

POST 21/42 : **SENIOR INTERNAL AUDIT: IT AUDITS REF NO: HR 4/19/06/22HO**

SALARY : R316 791 per annum
CENTRE : Internal Audit, Head Office
REQUIREMENTS : Three (3) years tertiary qualification in B Com IT Management / Informatics / Information Systems / BSc IT / Computer Science / Information Systems. Two (2) years Information Technology Audit functional Audit experience. Valid drivers' license. Registration with the Institute of Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA). Knowledge: Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, IT Audit frameworks (for e.g. COBIT, ITIL, ISO2700 etc.), Ability to research and apply IT control concepts in audit assignments, King Report on Corporate Governance III, Internal audit concepts, frameworks and methodologies, Principles relating to Governance, Risk Management and control frameworks, Framework for managing performance information, ISACA Standards, Departmental internal audit activity charter, audit and risk committee charters, International Professional Practices Framework (IPPF) of the Institute of Internal Auditors, (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Communication (written and verbal), Computer literacy, Leadership, Good Interpersonal, Presentation, Teammate, Data analytics (ACL, IDEA, Teammate analytics), Ability to work with minimal supervision.

DUTIES : Plan the allocated Information Technology audit assignment. Conduct Information Technology audit engagements in accordance with audit programmes. Render administrative support to the Internal Audit within the Department of Labour. Supervise the resources in the section.

ENQUIRIES : Mr. BS Mahlangu, Tel: (012) 309 4781
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

NATIONAL SCHOOL OF GOVERNMENT

National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education Institution.



- APPLICATIONS** : Principal: National School of Government, Private Bag X759, Pretoria, 0001
National School of Government by hand at ZK Matthews Building, 70
Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not
be accepted.
- FOR ATTENTION** : Ms L Raseroka, HR Unit
- NOTE** : Applications must consist of: A fully completed and signed Z83 form; a recent
comprehensive CV; contactable referees (telephone numbers and email
addresses must be indicated); the relevant reference number must be quoted
on the application. Foreign qualifications must be accompanied by an
evaluation certificate from the South African Qualification Authority (SAQA).
All non-SA citizens must attach a certified copy of proof of permanent
residence in South Africa. Candidates are required to submit certified copies
of their identity document and qualifications before the interviews. During the
interview the shortlisted candidates might be required to write a technical
exercise test that is relevant to the post. The National School of Government
reserves the right not to make an appointment. Correspondence will be
limited to shortlisted candidates only.
- CLOSING DATE** : 28 June 2019 at 16h00

OTHER POST

- POST 21/43** : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS & POLICY CO-
ORDINATION /NSG09/2019**
- SALARY** : commencing at R376 596 per annum plus competitive benefits cost to
company (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : B Degree or equivalent in Labour Relations/ Industrial Relations/ Human
Resources or equivalent. 3 – 5 years' experience in Labour Relations of
which 1 year on a supervisory level. Knowledge: In depth knowledge of the
Public Service Act & Regulations, Labour Relations Act, and relevant MPSA
Directives and Determinations. Advanced knowledge of the legislative
frameworks in the public service. Advanced knowledge of Departmental
Policies and procedures. Advanced knowledge of policy development
practices. Ability to understand, interpret and apply policy initiatives
emanating from government and linking it to Labour Relations.
Competencies/ skills: Basic Numeracy skills. Good analytical skills. Good
written and verbal communication skills. Listening skills. Planning, organizing
and execution skills. Investigation skills. Interest based conflict resolution
skills. Conciliation and Mediation skills. Presentation and facilitation skills.
Good report writing skills. Problem solving skills. Negotiation and influencing
skills. Interpersonal skills. Good computer literacy skills in the MS Office
Suite. Interpersonal proficiency. Language proficiency. Good time
management skills. Technical skills. Coaching and mentoring skills. Quality of
work. Delegation and empowerment. Research, analysis and interpretation
skills. Policy formulation & implementation skills. Personal Attributes:
Acceptance of responsibility, Sense of judgement, Reliability, Client focused,
Trust worthy, Enthusiastic, Confident, Attention to details, Innovative, creative

and proactive, Flexibility, Ability to work independently and as part of a team, Ability to maintain high levels of confidentiality, Demonstrated ability to maintain objectivity.

DUTIES

: Facilitate the provision of employee/ labour relations services and to implement related support systems. Facilitate the development of departmental policy and guidelines related to labour matters, disputes, grievances and disciplinary processes. Render unbiased and specialised advisory service in the organisation on all labour related policies, agreements, strategies, procedures and legislation. Facilitate collective bargaining and labour dispute resolution and prevention matters which includes conciliations and arbitrations. Conduct preliminary investigations, resolutions and referral of complaints, grievances and misconduct cases. Facilitate mediation/conciliation meetings and prepare the necessary documents and bundles. Analyse investigation reports and compilation of recommendation reports. Facilitate disciplinary hearings and ensure implementation of sanctions. Facilitate consultation and negotiations processes. Monitor the implementation of arbitration awards and collective agreements. Facilitate strike management within the department. Facilitate processes to build capacity on Labour Relations in the department, which includes training of investigating and presiding officers and training of employees at large on labour relations matters. Conduct advocacy and awareness campaigns on labour relations matters. Promote and strengthen the trust relationship with organised labour by engagements with internal shop stewards. Facilitate the provision of policy co-ordination services and implement systems that support policy development practices. Develop and maintain protocols and guidelines for policy development and approval processes. Consult with relevant stakeholders on sources of authority and legislative frameworks applicable in relevant policies and the impact thereof on other policies and frameworks. Co-ordinate the development, review and implementation of NSG policies, standard operating procedures and strategies in accordance with specific relevant legislative prescripts. Provide presentation readiness support at policy forum, Departmental Bargaining Chamber and SMS Manco levels. Support policy dialogue in the department by coordinating departmental policy forum meetings and policy advocacy sessions. Ensuring that the NSG has access to policy material through correct versions for circulation to all staff. Provide advice and support to internal units on policy development and approval matters. Submit approved labour relations reports, within a predetermined reporting structure. Assist in co-ordination of compliance reporting with regard to HRM&D & MPAT requirements. Ensure compliance with relevant legislative frameworks, directives applicable to labour relations. Ensure that qualitative monthly, quarterly and annual reports are submitted timeously (statistically & advisory). Manage labour relations records and ensure records are captured, archived and correctly recorded. Generic junior management functions: Planning, organise and reporting processes in the unit including preparation of inputs to the Directorate and departmental reports. Management of the activities of the section including performance and development of personnel within the unit. Manage human resources and assets of the unit.

ENQUIRIES

: Ms Z Lamati, (012) 441-6019
In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mogoto Tel No: (012) 441 6017

NATIONAL TREASURY

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

CLOSING DATE : 28 June 2019 at 12:00 pm
NOTE : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the full name of the position on the subject line of the email under each advert. Kindly note: applications that are not compliant with the above requests will not be considered (non-negotiable). The National Treasury no longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts.

OTHER POSTS

POST 21/44 : **SENIOR SYSTEMS ANALYST: SYSTEMS INTEGRATION REF NO: S063/2019**

Division: Asset and Liability Management (ALM)

Purpose: Analyse systems, design programmes, and test and document software in line with specified user requirements and provide support and maintenance on the continuous functioning of software and ensure compliance to governance.

SALARY : R869 007 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum National Diploma/ Degree in Information Technology as recognised by SAQA, A minimum 4 years' experience obtained in Software development language certification C# and Net plus, Knowledge of the Version Control Tools and developing web services, Knowledge of Microsoft SQL (Stored procedures, reporting services); Knowledge of Integration and Jobs automation tools, Knowledge of SDLC methodologies.

DUTIES : ICT Governance: Develop and cultivate knowledge harvesting of software development in line with best practices, Research and recommend software tools for implementation, Recommend programme interventions to improve productivity and software development, Establish maintenance procedures and control governing software development practices System Analysis Design: Liaise with stakeholders to refine requirements for new system developments and implementation, Conduct analysis, determine user requirements and technical system design, and inform stakeholders on performance related issues pertaining to software specifications and implementation, Consider business requirements of technical designs for a targeted environment, focusing on existing systems and potential risks, Specify system interfaces and rules pertaining to accessibility, security and operational controls in line with set contingency plans, Record standards, methods and tools Programming / Software Development: Design software programs and align to technical design specifications on web-based and windows-based systems for automation, Integrate systems SDLC to affect change of the configuration and release management of application software, Develop a coding and decoding process and listing a description of the program and instructions aligned to the database tables, Prepare release notes for software into the environment Quality Assurance: Review plans and enhance systems for amendments in the detection of defects, Initiate testing of codes and syntax in the configuration of program results for correctness

and enable disaster recovery testing, Review and refactor program code to improve system performance Operational Management of systems: Implement systems that are aligned and supported by end-user's tools, Advise users on systems, products and diagnose problems, Develop a platform for engagements of end-users and service providers, on all systems related problems, Encourage the establishment of relationships and networking with stakeholders, Obtain diagnostic data to assist in the investigation and resolution of systems and related problems, Record and documented system incidents and keep stakeholders informed of the status of functionality of systems.

ENQUIRIES : Ms Caroline Modibane on 012 315 5092
APPLICATIONS : e-mail to Recruit.ALM@treasury.gov.za.

POST 21/45 : **ANALYST DEVELOPER: SYSTEMS INTEGRATION REF NO: S064/2019**
 Division: Asset and Liability Management (ALM)
 Purpose: Assist in the design, programming and testing of document software in alignment with user requirements and maintain support to stakeholders pertaining to software.

SALARY : R376 596 per annum (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Degree/ National Diploma in Computer Science as recognised by SAQA, A minimum 3 years' experience in in software development, Knowledge of C#, VB and ASP.Net, Knowledge of Version Control Tools and developing of web services, Knowledge of Microsoft SQL (Stored procedures, reporting services), Knowledge of OO analysis and design (UML Modelling), Knowledge of formal SDLC methodologies (e.g. RUP) and SOA.

DUTIES : ICT Governance: Assist with the development and cultivation of software knowledge development in line with best practices, Research and recommend software tools for development, Assist with recommendations on issues of programming software development, Assis with the establishment and maintenance of processes and controls on the governance of software development System Analysis and Enhancement: Liaise with stakeholders and vendors to align proposed requirements for reports on system enhancements, Assist with the analysis of user requirements in the establishment of functional and technical system design, Provide feedback to stakeholders on performance and utilisation of software specifications for implementation, Assist with the translation of business requirements and technical designs in alignment with existing systems and potential risk, Document standards, methods and tools, Assist with the preparation of workshops and presentations to stakeholders, to review proposed technical designs and specifications Programming / Software Development / Business Intelligence: Assist with the development of software programs in alignment with proposed technical specifications, Assist with the development of web-based and windows-based systems, Assist with the automation of system processes using the standard scheduling tool for integration, Assist with the provision of technical and functional support of SDLC to effect change, configuration and release management of application software, Document decoding of development processes and listing description of program, instructions on database and tables on procedural and modular processes, Prepare release notes for software into the pre-production and production phase, Utilise version control software of programs Quality Assurance and End-User Support: Asist with the review of test plans cases for enhancement of systems to resolve defects, Assist with the testing of coding to ensure that logic and syntax are aligned with program results, Review and refactor program code to improve system performance, Assist stakeholders and vendors in the preparation of quality assurance during testing and conduct disaster recovery, Assist with the installation of systems for end-user and advice on systems, products and services, Assist with the initiation of diagnosis and problem resolutions, Assist with the interface of end-users and service providers and document problems, progress and diagnostic information for error resolution and incident analysis, Assist and contribute in the establishment and stakeholder relationships internal and externally Problem Management: Assist with the obtaining of diagnostic data in the investigation and resolution of system defects, Investigate unresolved incidents against existing problems and errors, Assist with incidents and

ENQUIRIES
APPLICATIONS

problems finding in systems and document findings, Initiate awareness with stakeholders on status of systems and services, Assist with the review of changes in coding that negatively affect system performance.
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:
:
Ms Caroline Modibane on 012 315 5092
e-mail to Recruit.ALM@treasury.gov.za.

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.



- APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.
- FOR ATTENTION** : Ms N.P Mudau
- CLOSING DATE** : 05 July 2019 at 16H00
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

OTHER POSTS

- POST 21/46** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT: OFFICE OF THE DIRECTOR-GENERAL REF NO: 2019/150**
- SALARY** : R869 007 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service).
- CENTRE** : Head Office
- REQUIREMENTS** : A three year tertiary qualification in public administration, social sciences; economic sciences, management sciences or equivalent qualification and extensive experience in administration; Knowledge of applicable legislation, norms and standards related to the management of the Office, including the Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations 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; tender processes; advanced communication; strategic management; financial management; advanced interpersonal and diplomacy skills; programme and project management; A valid Drivers' license; prepared to travel; willing to adapt work schedule in accordance with professional requirements; security clearance.
- DUTIES** : The provision of administrative management processes in Office of the Director General. Accompany and provide support to the Director-General in key strategic committees, forums and meetings. Manage and assess reports of committees on behalf 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; effectively manage, monitor and track information related to the Office of 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. Manage the administration of the Office of the Director General. Manage administrative matters related to senior managers who report directly to the Director General as required. Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements of the Office of the Director-General. Develop and manage office management systems, support the security profile of the Office. Ensure proper budgeting and utilization of the budget by monitoring & reporting expenditure. 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: 012406 1544
- POST 21/47** : **STATE ACCOUNTANT: PROPERTY BUDGET MANAGEMENT REF NO: 2019/151**
(24 Months Contract)
- SALARY CENTRE REQUIREMENTS** : R 257 508 per annum
: Head Office
: Appropriate Degree or National Diploma in Financial Management, Accounting or equivalent qualification. Relevant experience in budgeting and planning. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Have skills in analytical thinking; budgeting. Have the following personal attributes: Interpersonal skills; Hardworking; Assertive; Self-motivated; Approachable; Trustworthy and Innovative.
- DUTIES** : Assist in consolidation of budget costing and funding inputs from regions and head office; Assist with the monthly budget review meetings, assist with the allocation of funds to executing units, administer budget allocation schedules; follow up, analyse and verify budget inputs and costing with line managers and capturing of budget allocations on SAGEx3, Assist with the compilation of the monthly expenditure report, assist with the analysis of the expenditure patterns and report on deviations, inform the executing units of the incorrect allocation of expenditure, ensure effective flow of information within the directorate; assist with the reconciliation of the expenditure from WCS and SAGE and with the verification of the Day to Day Maintenance services on PMIS.
- ENQUIRIES** : Ms. M Dlova Tel No: (012) 406 1255

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

CLOSING DATE : 28 June 2019 at 16:00
NOTE : DRDLR requests applicants to apply manually by submitting applications on form Z83 obtainable from any Public Service department that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Reasonable accommodation shall apply for People with Disabilities (including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post). All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and/or competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and the appointment is subject to a positive security clearance outcome. 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, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only attach course certificates applicable to the post requirements. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondents will be entered into with short-listed candidates within three months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application.

OTHER POST

POST 21/48 : **SENIOR PROJECT OFFICER: LAND ACQUISITION REF NO: 3/2/1/2019/247**

Directorate: Strategic Land Acquisition

This is a re-advertisement, applicants who applied previously must reapply.

SALARY : R316 791 per annum (Level 08)
CENTRE : North West (Dr Kenneth Kaunda District)
REQUIREMENTS : An appropriate 3 year Bachelor's Degree/National Diploma in Economic or Natural Science. 2-3 years' relevant working experience. Job related knowledge: Understanding and interpretation of Budget Management, Project Management, Departmental land reform programmes, legislation and procedures, Understanding of the value-added development of communities. Job related skills: Project Management, Financial Management, People Management, Performance Management, Conflict resolution, Facilitation, Capacity building and good negotiation, Map reading, analysis and interpretation. A valid driver's license. Willing to travel and work irregular hours.

DUTIES : Screen potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project file(s) from Regional Manager/Deputy Director: Land Acquisition. Make arrangements with the farmer/land owner for farm assessment. Conduct farm assessment in conjunction with Department of Agriculture, Forestry and Fisheries (DAFF), Persons with Disabilities in Agricultural and Rural Development (PDARD) and Municipalities (Stakeholders). Prepare presentation for the District Screening Committee for approval of planning funds. Conduct farm visits to locate the property and to confirm land claim status. Implement land acquisition project procedures within relevant Policy and programme guidelines. Recapitalisation and Development Programme (RADP) and Proactive Land Acquisition Strategy (PLAS). Facilitate the appointment of service providers to conduct

relevant studies. Engage in the land price negotiations process. Prepare submissions for approval by relevant committees. Liaise with relevant role-players/stakeholders with regards to land acquisition projects support requirements. Liaise with land acquisition and warehousing at National Office to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to the presidential enquiries, ministerial tasks and queries. Liaise with the office of the Public Protector to investigate and respond to the queries within 7-14 days. Liaise with the bank (land bank) to investigate and determine the settlement amount for rescue purposes. Obtain mineral rights information on identified property from the Department of Minerals. Consult with Eskom on electricity related matters.

ENQUIRIES
APPLICATIONS

: Mr K Sebitiele Tel No: (018) 388 7115
: Applications can be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

NOTE

: Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

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

APPLICATIONS

- : Applications should be posted to the addresses as indicated below or Hand delivered as indicated below:
- Isilimela Hospital** - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji Tel No: 047 564 2805
- St Lucys Hospital** - Post to: Human Resource Office, St Lucy's Hospital, P.O St Cuphberts, Tsolo, 5171. Enquiries: Ms Mayikana Tel No: 047 532 6259.
- St Barnabas Hospital** - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase – Tel No: 047 555 5300
- St Elizabeth Regional Hospital** - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza – Tel No: 039 253 5012.
- Nyandeni Sub District** - Post to Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Ms Daniso – Tel No: 047 555 0151
- Nelson Mandela Academic Hospital** - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4469
- Canzibe Hospital** - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to Hospital, Ngqeleni Enquiries: Ms Solwandle – Tel No: 047 562 8812 /7
- OR Tambo District Office** - Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma Tel No: 047 502 9000.
- Nelson Mandela Academic Hospital** - Post to: The Human Resources Manager, Department of Health, Nelson Mandela Academic Hospital, Private Bag X5152, Mthatha, 5099 or hand-deliver to: Main Registry, Sissons Rd, Nelson Mandela Academic Hospital, Mthatha. Mrs N. Calaza Tel No: 047 502 4320
- Bedford Hospital** - Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, Bedford, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms. L H Slatsha Tel No: 046 685 0046.
- Mnquma Sub District** - Post to: HR Office, Mnquma Sub-district, 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms. N Tengwa Tel No: 047 491 0740.
- Madwaleni Hospital** - Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr. Fenguza Tel No: 047 573 8900/1/2.
- Fort Beaufort Hospital** - Post to: Human Resource Office, Fort Beaufort Hospital. Hand delivery: No 5 Bell Street, Fort Beaufort, 5720, Enquiries: Mr. Zethu Tel No: 046 645 1111.
- Nompumelelo Hospital** - Post to: Nompumelelo Hospital Private Bag x13 Peddie 5640. Enquiries: Ms. Tsako Tel No: 040 673 3321.
- Raymond Mhlaba Sub District** - Post to: Human Resource Office, Raymond Mhlaba Sub District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720, OR P.O. Box 967, Fort Beaufort, 5720: Enquiries: Mr. Dyomfana Tel No: 046 645 1892.
- Tower Psychiatric Hospital** - Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Ms. H Potgieter Tel No: 046 645 1122.
- Mbhashe Sub District** - Post to: Human Resource Section, to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 OR Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms. X Bushula Tel No: 047 489 2417/16.

Amathole District - Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms. N Nene Tel No: 043 707 6748/57.

Butterworth Hospital - Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms. P Mtshemla Tel No: 047 401 9000.

Cala Hospital - Post to: Human Resource Office, Cala Hospital, Private bag X 516, Cala, 5455 or hand delivery to Drully Lane Street, Cala, 5455. Enquires: Ms Z Sentile – Tel No: 047 874 8000

Mjanyana Hospital - Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, Idutywa, 5000. Enquiries: Ms SS Naku Tel No: 047 874 8000.

Frontier Regional Hospital - Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, Queenstown, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo – Tel No: 045 808 4272

Chris Hani District Office - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel No: 045 807 1110/1101.

Cradock Hospital - Post to: Human Resource Office, Cradock Hospital, Private bag X55, Cradock 5460 or hand delivery to Cradock Hospital, 5880. Enquires: Ms F Danster – Tel No: 048 881 2123.

Komani Hospital - Post to: Human Resource Office, Komani Hospital, Private Bag x 4043 Queenstown 5320. Enquiries: Mrs A Sokutu Tel No: 045-858 8400.

Glen Grey Hospital - Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142, Lady Frere, 5410 or hand delivery to Glen Grey Hospital, 5410. Enquiries: Mr S Khumalo Tel No: 083 585 7576.

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

Settlers Hospital - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires: Ms S Diva Tel No: 046 602 5046.

Fort England TB Hospital - Post to: Human Resource Office, Fort England Hospital Private Bag X1002, Grahamstown 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, Grahamstown 6139. Enquiries: Mr. Dyalvane Tel No: 046 602 2300.

Camdeboo Sub-District: Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaf Reinet 6280. Or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr MT Buyelo Tel No: 049 893 0031.

PZ Meyer Hospital - Post to: Human Resources Office PZ Meyer TB Hospital, P.O. Box 497 Humansdorp 6300 or hand deliver to: HR Office, PZ Meyer Hospital, Off Johnson Street, Graslaagte Humansdorp 6300. Enquires: Mr N Sompontsha. Tel No: 042 291 2064

Joe Gqabi District Office - Post to: Human Resource Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750 or Hand deliver to: HR Office, Joe Gqabi District Office. Enquiries: Mr J.S Ndzinde – Tel No: 051 633 9629.

Aliwal North Hospital - Post to: Human Resource Office, Aliwal North Hospital, Private Bag x1004, Aliwal North 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklane Street Aliwal North, Enquires: Ms Fourie - Tel No: 051 633 7700.

Empilisweni District Hospital - Post to: Human Resource Office, Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver to: HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo Tel No: 051 611 0037.

Steynsburg Hospital - Post to: Human Resource Office, Steynsburg Hospital, Private Bag X03, Steynsburg, 5920 or Hand deliver at the HR Office, 1 Henning Street, Steynsburg. Enquiries: Ms L.Jood Tel No: 051 633 9617.

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

Elundini Sub-District Office (Hlangalane Clinic) - Post to: Human Resource Office, P Bag X1129, Mount Fletcher, 4770 or Hand deliver at the HR Office, Elundini Sub-District Office, Police street. Enquiries: Mrs Du Plessis Tel No: 039 257 2400.

Bisho (Head Office) Post to: HR Office, Department of Health (Head Office) Private Bag X 0038, Bisho 5605 or Hand delivered to: Department of Health, Office no D53, UIF Building, Phalo Avenue Bisho 5606.

Empilweni TB Hospital – Post to: Human Resource Office, Empilweni TB Hospital, Private Bag X 6060, Port Elizabeth 6200 or Hand delivery to No 1 Mati Road New Brighton Port Elizabeth 6200. Enquiries: Tel No: 041 406 7607 / 36

Dora Nginza Hospital – Post to: HR Office Doran Nginza Hospital Private Bag X 11951 Algoa Park 6005 or hand delivery to: Room DG71 Admin Building 1st Floor Dora Nginza Spondo Street Zwide Port Elizabeth 6201. Enquiries: Mr Johaar Tel No: 041 406 4435

Orsmond TB Hospital - Post to: Human Resource Office, Orsmond TB Hospital, P.O. Box 246, Uitenhage, 6320 or hand delivered to Human Resource Office, 1 John Dissel Drive, Allanridge, Uitenhage. Enquiries Mrs C Bekker Tel No: 041-988.

Jose Pearson Hospital- Post to: Human Resource Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6014 or Hand delivery to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp, Port Elizabeth 6015 Enquiries: Ms Klassen Tel No: 041 372 8000.

Elizabeth Donkin Hospital – Post to: Human Recourses Section, Elizabeth Donkin Hospital, Private Bag X 6024, Port Elizabeth 6001. Enquiries: Mr E Felkers Tel No: 041 585 2323.

Mt Ayliff Hospital - Post to: P/Bag X504, Mount Ayliff Hospital, 4735 or Hand Delivery No .8 Ntsizwa Street Mt Ayliff 4735 Enquiries: Mrs O Mjoka Tel No: 039 254 0236.

Cecilia Makiwane Hospital - Post to: Cecilia Makiwane Hospital: Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecelia Makiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mncotsho Tel: 0437082118.

Nkqubela Hospital - Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Langeni Tel No: 043 761 2131.

Buffalo City Metro Office - Post to: Human Resources Office, Private Bag X9015, East London, 5201 or hand deliver to: Human Resource Office, 19 Shelford Road, Woodbrook, East London, 5201. Enquiries: Ms H Hlulani, Tel No: 043 708 1700

Livingstone Tertiary Hospital - Post: Human Resources Office, Livingstone Tertiary Hospital, Private Bag X60572, Greenacres, Port Elizabeth. Hand Delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6001 Enquiries: Ms. Du Preez Tel No: 041 405 2647.

Midlands Hospital – Post to: The Human Resource Office, Midlands Hospital, P/BAG X696, Graaf-Reinet, 6280 or Hand deliver at: Human Resource Office, Midlands Hospital, Graaf-Reinet. Enquiries: Ms M Human Tel No 049 807 7739.

Nessie Knight Hospital -Post to: Human Resource Office, Nessie Knight Hospital, P/Bag X420, Qumbu, 5180 or hand delivery to Sulenkama Admin Area-Nessie Knight Hospital-Qumbu, Enquiries: Ms O.N Sotsako- Tel No: 047 553 6007/8/9.

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, 5 Downing Street, Port Elizabeth 6001. Enquiries: Ms T. Mpitimpiti Tel No: 041 408 8509

Sunday's Valley Hospital - Post to: Human Resource Office, Sunday's Valley Hospital, P.O. Box 68. Kirkwood. 6120 or Hand deliver at Sunday's Valley Hospital, Kirkwood. Enquiries: Ms T. Fekema Tel No: 042 2300 406/432/567.

Aberdeen Hospital - Post to: The Human Resource Office, Aberdeen Hospital, P.O. Box 172, Aberdeen, 6270. Or Hand deliver to: Human Resource Office, Aberdeen Hospital, Aberdeen. Enquiries: Mr S.M. Magxiva Tel No: 049 846 0391.

CLOSING DATE

: 28 June 2019

NOTE

: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. 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. People with disabilities and youth are encouraged to apply for these posts. Additional Note: The filling of these posts will be in line with the Annual Recruitment Plan 2019/20. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district.

OTHER POSTS

POST 21/49

: **ASSISTANT DIRECTOR: PROFESSIONAL SECRETARIAT REF NO: ECHEALTH/AD-PS/HO/01/06/2019**

SALARY CENTRE REQUIREMENTS

: R376 596 – R443 601 per annum (Level 09)

: Bisho – Head Office

: A National Diploma/ Degree in Business Administration/Public Management/Office Administration coupled with 5 years' relevant experience in Professional Secretariat / committee environment of which 3 years must be at supervisory level. Sound knowledge of all applicable legislation, Public Services Act, Public Service Regulations, Public Finance Management Act etc. High levels of confidentiality, sound customer care and relevant technical skills. Computer literacy and excellent typing skills. To be in possession of own transport /car is essential, the candidate will be required to travel across the province. A valid driver's license.

DUTIES

: Provide an effective and efficient Secretariat/committee support service with high levels of confidentiality. Draft a schedule for departmental meetings. Coordination of meetings and departmental events. Manage conference venues and appropriate equipment. Recording of quality minutes according to MPAT standards for Executive Management (MEC, SG, DDGs and GMs). Keep clear proper records of minutes as per the department's filing index for easy access for audit purposes. Improve information flow and effective communication through decision circular/action list and follow up on the resolutions. Provide quarterly reports. Manage and monitor budget. Ensure monitoring, motivation, development and retention of subordinates. Provide advice on procedural and policy matters to staff.

ENQUIRIES

: Mrs P Nazo Tel No: (040) 608 1247 / 1332

POST 21/50 : **ASSISTANT DIRECTOR: RESEARCH REF NO: ECHEALTH/AD-RES/HO/02/06/2019**

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

REQUIREMENTS : Matric plus a National Diploma/Degree in Health Related Qualification coupled with 3 years' experience in a health research environment. Knowledge of statistical packages, Data analysis and report writing experience. Sound understanding of government wide evaluation systems and health research processes. Knowledge of public service act, relevant regulations and legislation. Management skills (including financial). Communication skills. Driver's licence and willingness to travel. A team player with the ability to work independently without supervision. Advanced computer literacy. A valid driver's licence.

DUTIES : To conduct and coordinate priority research (including the Annual Antenatal HIV survey). To monitor research conducted in the province and compliance. To participate on the development/review of research policies and guidelines. To develop research protocols as determined by the department. Coordinate the research activities in the province. Conduct priority programme evaluation studies (including the post influenza vaccination campaign).

ENQUIRIES : Mr ZP Merile Tel No: (040) 608 0856

POST 21/51 : **ASSISTANT DIRECTOR: FINANCIAL IMPROVEMENT SERVICES REF NO: ECHEALTH/AD-FIS/HO/03/06/2019**

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

REQUIREMENTS : Matric plus a National Diploma/ Degree in Finance/Accounting/Internal Audit with 5 years' experience in public financial management environment of which 3 years must be at supervisory level. Knowledge of the PFMA & its Treasury Regulations, SCM policies and procedures. Departmental Financial Reporting Framework and GRAP. Computer literacy- Knowledge of Microsoft Office, Excel, MS Word, PowerPoint and BAS. Valid Driver's. Licence. Good communication skills (verbal and writing). Willingness and commitment to work beyond normal working hours to meet deadlines will be an added advantage.

DUTIES : Assist in the co-ordination of the audit process in the department. Facilitate the distribution of (requests for information) RFIs to relevant managers and make follow ups. Submission of documentation IRO, RFIs to Auditor General within specific time frames. Engage relevant role players within the department to consolidate responses and supporting documentation for queries raised by Auditor- General. Provide relevant inputs for preparation of interim Financial Statements and Annual Financial Statements. Compile working papers for different elements of financial statements. Assist in monitoring and reporting progress in respect of the implementation SCOPA resolutions, FMCMM, AIP, Audit and Portfolio Committees' recommendations related to financial management and AOPO. Collect POE in respect of the aforementioned as and when required to do so. Deliver the information to AGSA as and when required to do so.

ENQUIRIES : Mr M Noah Tel No: (041) 608 1259

POST 21/52 : **ASSISTANT DIRECTOR: HR PLANNING, RECRUITMENT AND INFORMATION REF NO: ECHEALTH/AD/HRPRI/LTH/04/06/2019**

This is a re-advertisement. Those who applied before are encouraged to apply again

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : Matric plus a National Diploma/ Degree in Human Resources Management or Public Administration/Management or equivalent coupled with 3 years' experience in Human Resources Management /Administration of which 3 years must at be supervisory level. Competencies: In-depth knowledge of PERSAL, public service human resource practices. In depth knowledge of Human Resources policies and regulations i.e. Public Service Act, Public Service Regulations, Basic conditions of Employment Act. White Paper on Transformation of the Public Service, Employment Equity Act, Skills

Development Act, etc. Sound Communication and Information Management skills. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer Skills. A valid driver's license.

DUTIES : Develop and guide implementation and maintenance of HR Plan and EE Plan. Check alignment of HR Plan with the recruitment strategy. Monitor and ensure maintenance of HR information system (PERSAL). Monitor information on PERSAL. Provide PERSAL reports for decision making. Manage optimum utilization of the PERSAL functionality. Provide PERSAL control functions. Perform regular audits on Profiles. Facilitate and co-ordinate audit queries and responses. Supervise the rendering of recruitment and appointments services. Facilitate interviews and appointments of candidates on PERSAL. Provide guidance to line managers on HR practices/policies related to the functional area.

ENQUIRIES : Ms. Du Preez Tel No: (041) 405 2647.

POST 21/53 : **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: ECHEALTH/AD-EW/ORTDO/05/06/2019**

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : OR Tambo District Office
REQUIREMENTS : Matric plus a Degree in Social Work, Psychology or relevant qualification coupled with 3 years' experience in Employee Wellness which at least 3 years must be at supervisory level. Communication Skills, Computer Skills, Presentation and report writing skills. Computer Literacy. A valid driver's license.

DUTIES : Facilitate, coordinate and support implementation of EWP policies, plans and Programs. To facilitate the provision of professional assistance to employees who's Personal, work related challenges may have a potential of affecting their job performance. Facilitate, coordinate and support the provision of interventions through presentation of life skills programs and awareness as means of prevention. Assist in conducting research in hazards that may have a potential of causing risks in the workplace and interventions thereof. Assist in the establishment of District Disability structure and its activities. Assist in the management of HIV/AIDS & TB in the workplace. Coordinate Wellness activities. Coordinate Disability activities. Assist in coordinating Occupational Health and Safety. Coordinate Health calendar events. Information Management. Assist in Coordination of Incapacity and IOD (Injury on Duty).

ENQUIRIES : Mr S Stuma Tel No: (047) 502 9000

POST 21/54 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: ECHEALTH/AD-LR/ORTDO/06/06/2019**

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : OR Tambo District Office
REQUIREMENTS : Matric plus a National Diploma/ Degree in Labour Law / Labour Relations / Human Resource Management/ Public Management/or equivalent qualification coupled with 3 years' experience in the field of which at least 3 years must be at supervisory level in the field of Labour Relations /related field. Knowledge of Departmental Policies on Labour Relations, Public Service Act, Basic Conditions of employment Act PCSBC, and GPSSBC Resolutions. Conflict Resolution capabilities and confidentiality. Negotiations and research skills innovative and change management. Be able to give basic counselling. Knowledge of PERSAL. Computer Literate. A valid driver's license.

DUTIES : Assist the institutions in drafting notices of disciplinary hearing. Facilitate the finalization of disciplinary cases. Represent the employer in DC and chairing disciplinary cases as required Handling of CCMA of bargaining council cases, Conflict Management. Give guidance on incapacity cases and abscondment. Compile Monthly Report, Quarterly reports, Annual Reports. Compile Statistics and submit to the relevant offices. Advise the Management on labour Matters. Strike Management. Co-ordinate the departmental labour relations policy as contained in the labour relations Act, and amend as necessary. Ensure the effective implementation of labour relations policy.

Provide guidance and advice on labour relations procedures at all levels of management within the complex. Facilitate consultation and collective negotiation between employers, employees and trade unions in respect of health personnel. Manage procedures relating to personnel grievances in order to resolve employer and employees' differences. Manage the disciplinary measures in the complex in such a manner that strict disciplinary levels are maintained. Intervene in the event of industrial action so as to minimize production loss. Report on the state of industrial relations within the complex.

ENQUIRIES : Mr S Stuma Tel No: (047) 502 9000

POST 21/55 : **ASSISTANT DIRECTOR: SOFT SERVICES REF NO: ECHEALTH/AD-SS/DORA/07/06/2019**

SALARY : R376 596 – R443 601 per annum (Level 09)

CENTRE : Dora Nginza Regional Hospital

REQUIREMENTS : Matric plus a National Diploma/ Degree in Hospitality or related qualification coupled with 3 years' experience of which 3 years must be at supervisory level working experience in a hospital Soft Services Environment. Knowledge of Food Services Management, Occupational Health and Safety, Public Finance Management. Supply Chain Management, HR Management, Labour Relations and Public Administration. A valid license.

DUTIES : To oversee functioning, exercise control and management of the following areas in Dora Nginza Regional: Food Services, Hygiene Services, Linen Bank Services, Grounds Maintenance, Health Care Waste Management Services and Security Services. Provide effective Hotel Services (food services, linen bank services, hygiene services, grounds maintenance). Improve and maintain good infection prevention and control measures in the hospital. Strengthen Security Services. General Management.

ENQUIRIES : Mr Johaar Tel No: (041) 406 4435

POST 21/56 : **ASSISTANT DIRECTOR: PRE AUDIT REF NO: ECHEALTH/AD-PA/AMATDO/08/06/2019**

SALARY : R376 596 – R443 601 per annum (Level 09)

CENTRE : Amathole District Office

REQUIREMENTS : Matric plus a National Diploma/Degree in Pre-Audit, Finance, Management Accounting, Finance coupled with 3 years' experience in the field of which 3 years must be at supervisory level. Extensive Knowledge of PERSAL, BAS and LOGIS Systems. Sound knowledge of PFMA, Treasury Regulations and other relevant finance prescript. Good interpersonal relations, Communication and Presentation skills, problem solving, Leadership and strategic skills. Ability to meet deadlines and work under pressure. Computer Literacy and valid driver's license. Internal audit background will be an added advantage.

DUTIES : Monitor adherence to internal controls to ensure compliance with prescripts and legislation relevant to finance. Identify risks and suggest corrective measures. Maintain updated signature specimens of authorized persons. Ensure processing of all documents within 48 hours to avoid aging of submitted documents. Monitor expenditure against budget allocation to avoid over expenditure and misallocation of items. Exercise control on effective implementation of procurement policies and procedures. Verify correctness of document prior to effecting payment. Supervise sub-ordinates. Attend and take responsibility for all Audit queries. Review and manage attendance register and leave. Document management and records management.

ENQUIRIES : Ms. N Nene Tel No: (043) 707 6748/57

POST 21/57 : **ASSISTANT DIRECTOR: PRE AUDIT REF NO: ECHEALTH/AD-PA/DO/09/06/2019**

SALARY : R376 596 – R443 601 per annum (Level 09)

CENTRE : Joe Gqabi District Office

REQUIREMENTS : A National Diploma/Degree in Pre-Audit, Finance, Management Accounting, Finance coupled with 5 years' experience in the field of which 3 years must be at supervisory level. Extensive Knowledge of PERSAL, BAS and LOGIS Systems General Recognized Accounting Practices (GRAP) and Generally Accepted Accounting Principles (GAAP). Knowledge of Public Service

		Legislation, Regulations and Policies. Strategic management skills. Ability to interpret financial prescripts and apply them. Proven communication and interpersonal skills at all levels. Knowledge of computerized Public Services financial management systems. Sound analytical and problem solving skills. Comprehensive computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Identify key risk areas for the District emanating from current operations. Maintain efficient and effective controls and achieve objectives of the department by evaluating the department's controls/objectives, to determine the Districts effectiveness and efficiency through internal auditing. Supervise and execute allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Collect information and compile reports. Supervise employees to ensure an effective internal audit service.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: 051 633 9629
<u>POST 21/58</u>	:	<u>ASSISTANT DIRECTOR: REVENUE REF NO: ECHEALTH/AD-R/DO/10/06/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 – R443 601 per annum (Level 09) Joe Gqabi District Office Matric plus a National Diploma / Degree with Finance/Management Accounting with 3 years' experience of which at least 3 years must be at supervisory level. Knowledge of the Public Finance Management Act (PFMA), generally Recognized Accounting Practices (GRAP) and General Accepted Accounting Principles (GAAP. Strategic management skills. Human resource management and empowerment skills. Proven communication and interpersonal skills at all levels. Knowledge of computerized Public Services financial management systems. Sound analytical and problem solving skills. Comprehensive computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Oversee the effective collection of all cash revenue. Maximize Revenue. Assist institutions to identify their sources of revenue. Coordinate, facilitate and monitor the billing system in the institutions. Monitor ICD 10 Coding. Co-ordinate collection of departmental debts. Implement debt policy. Manage outstanding patient accounts of the institutions. To give guidance on the write-off of the debtors that could not be traced or the recovery of payment seems to be uneconomically. Manage cash flow. To ensure that the cash flow of the institutions and district office is managed according to Treasury regulations. Ensure that custodians of government face value forms and monies are appointed in writing. Provide patient administration and registration. Monitor and assist OPD Clerks in assessing patients. Monitor registration of all patients visiting institutions. Provide patient record filing. Ensure patient files are marked and colour stickers and put to patient folders according to categories. Ensure the establishing and functioning of revenue generating committee at all institutions within the district. Management of staff. To manage Revenue efficiently and effectively by developing and implementing appropriate processes that provide for compilation, submission, monitoring, and control of revenue. To ensure that internal procedures and controls are in place for the effective, efficient, economical and transparent use of resources of the Department. To manage Revenue efficiently and effectively by developing and implementing appropriate processes that provide for the identification, collection, recording, reconciliation and safeguarding of information regarding Revenue.
<u>ENQUIRIES</u>	:	Mr J.S Ndzinde Tel No: 051 633 9629
<u>POST 21/59</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: ECHEALTH/AD-LR/DO/11/06/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 – R443 601 per annum (Level 09) Sarah Baartman District Office Matric plus a National Diploma/Degree in HR, Public Administration, Labour Law, B Comm. Law or any relevant qualification with coupled with 3 years' experience in the field of which at least 3 years must be at supervisory level. Knowledge of Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds,

- Managing Interpersonal Conflicts & Resolving problems, Planning and Organizing, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement. Good communication skills (written and verbal skills) and a good command of English language. A valid driver's license.
- DUTIES** : Supervise the administration of grievances and disciplinary processes: Carry out investigations, grievance handling and disciplinary proceedings. Attend effectively to all litigations, Prepare documentation for consultations and negotiations & Control grievance procedures and promote labour relations support during negotiations. Supervise the rendering of technical advisory services i.r.o employee services: Give guidance to employees regarding procedures and practices related to employee relation matters, Facilitate communication to employees by providing guidance and consultation regarding problem solving, dispute resolution and litigation avoidance and Provide advice and guidance on all employee relations aspects. Manage performance and all the allocated resources: Encourage team effort in the unit, Encourage production of excellent quality work, Set work targets and monitor timelines, Allocate work tasks/activities to staff and provide the necessary guidance and support, Facilitate staff training and development, Develop staff Work Plans and Personal Development Plans (PDP's), Manage daily employee performance and make Performance Assessments/review & Manage records and ensure safekeeping of assets.
- ENQUIRIES** : Ms T Mpitimpiti Tel No: (041) 408 8509
- POST 21/60** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: ECHEALTH/AD-HRA/DO/12/06/2019**
- SALARY CENTRE REQUIREMENTS** : R376 596 – R443 601 per annum (Level 09)
: Sarah Baartman District Office
: Matric plus a National Diploma/ Degree in Human Resources Management or Public Administration/Management or equivalent coupled with 3 years' experience in Human Resources Management /Administration of which 3 years must at be supervisory level. Provable knowledge of PERSAL system with extensive computer skills in Microsoft Software applications. Knowledge of Public Service Act, Public Service regulations, Labour Relations prescripts and collective agreements applicable to the health sector. Understanding of Public Finance Management Act and other finance and SCM prescripts. Ability to interpret HR policies and decisions. Planning and coordinating skills. Good communication skills, good interpersonal skill, good conflict resolution skills and good problem solving skills. A valid driver's license.
- DUTIES** : Manage the Human Resource planning and implementation functions for the institution. Manage the implementation of HR policies, systems and procedures. Development of departmental HR policies. Manage the recruitment and provision of employees in line with Annual Recruitment Plan. Manage the timeous processing of employee benefits and allowance. Manage the conditions of service and termination of exiting employees. Manage the development and implementation of the workplace skills plan. Manage the employee Performance Management and Development System and payment of performance incentives. Manage the employee wellness and employee functions in the institution. Facilitate the internal, risk register and the auditing process in the institution.
- ENQUIRIES** : Ms T Mpitimpiti Tel No: 041 408 8509
- POST 21/61** : **ASSISTANT DIRECTOR: LOGISTIC SUPPORT MANAGEMENT REF NO: ECHEALTH/AD-LSM/SBDO/13/06/2019**
- SALARY CENTRE REQUIREMENTS** : R376 596 – R443 601 per annum (Level 09)
: Sarah Baartman District Office
: Matric plus a National Diploma/Degree in Accounting, management / Supply Chain Management or relevant qualification coupled with 3 years in supply chain management environment of which 3 years would at a supervisory level. Extensive knowledge of the SCM legislation, which includes PFMA, PPPFA, treasury regulation, and practice notes. Computer literacy. Knowledge of SCM transversal system will be an added advantage. A valid driver's license is essential.

- DUTIES** : Provide procurement services including inventory services and management for the district. Ensure compliance with policies, guidelines and monitoring tools for procurement system and procedure. Monitor and manage the goods received from suppliers and resolve queries and product complaints, provide feedback on the performance of the suppliers. To submit management report on procurement issues. Ensure an efficient and effective transit and controls over warehouse stocks. Assist in the timeous payment of creditor's. Assist in the compilation of the AFS report. Management of staff discipline and performance.
- ENQUIRIES** : Ms T Mpitimpiti Tel No: 041 408 8509
- POST 21/62** : **WORKSTUDY OFFICER REF NO: ECHEALTH/WO/HO/14/06/2019 (X2 POSTS)**
- SALARY** : R316 791 – R373 167 per annum (Level 08)
CENTRE : Head Office
REQUIREMENTS : atoric plus a National Diploma/ Degree in Organizational Development/Work Study or equivalent qualification or Certificate in Organizational Development and Work Study/ Management Service with 3 years' relevant experience in the Organizational Development environment. Understanding of Visio System and Job Evaluation – Evaluate System, knowledge of the Public Service Legislative and Regulatory framework and Organizational Development principles and techniques. Self – management, time management and willingness to work extra mile. A valid Driver's Licence. Skills: Research, Analytical skills, Ability to interpret statutes, Excellent Communication skills (Verbal and written). Problem Solving skills, Interpersonal relations and Computer Literacy.
- DUTIES** : Undertake functional analysis and post establishment investigations. Facilitate and assist the department with the implementation of approved Organizational Structures. Advise institutions on effectiveness of work procedures and methods for efficiency enhancement. Establishment of staffing norms. Facilitate OD interventions. Analyse and grade jobs according to the Job Evaluation system. Develop job profile in line with the departmental organizational structures. Design, improve and re-engineer proper Business Processes. Conduct Business Processes Mapping and Develop Standard Operating Procedures for the Department. Facilitate and Co-ordinate Change Management process in the department. Render administrative services.
- ENQUIRIES** : Mr A Zweni Tel No: 041 608 9525
- POST 21/63** : **IT PRACTITIONER REF NO: ECHEALTH/ITP/HO/15/06/2019**
- SALARY** : R257 508 – R303 339 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : Matric plus N+ (International CompTIA Certification is required) ora recognised Degree / National diploma in Information Technology. All qualifications must be SAQA recognised. A minimum of three years of technical experience working in a large enterprise environment. Sound technical knowledge and experience of the following is required: PC repairs, installation and configuration of desktop operating systems (Microsoft and Linux), printer repairs, router configuration, LAN switching (installation and repair of network cabling, switch configuration and management), network protocols, setup and configuration of anti-virus and WSUS solutions, Windows and Linux server operating system setup, configuration and management. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange), and sound experience with 802.11 g /n wireless will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver license.
- DUTIES** : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Support the ECDOH transversal applications (Bas, Persal, Logis, Email etc.). Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local

area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES : Ms Gumede Tel No: 040 608 1197

POST 21/64 : **INTERNAL AUDITOR REF NO: ECHEALTH/AUD/HO/16/06/2019 (X3 POSTS)**

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

CENTRE : Bisho – Head Office

REQUIREMENTS : Matric plus a National Diploma/ Degree in Internal Auditing/ Auditing/ Financial Accounting/ Management Accounting/ Accounting with 2 years' experience in conducting internal audits. Knowledge of the Public Finance Management Act, understanding and knowledge of the Institute of Internal Auditors (IIA) standards, their applications and implementation guides, understanding of corporate governance practice, knowledge and understanding of internal audit systems and procedures and understanding of compliance and internal controls. The candidate must be in possession of a valid driver's licence and must be willing to travel extensively throughout the Province. Competencies needed: Communication (written and verbal), planning and organising skills, problem solving skills, office management and administration, computer literacy, client liaison skills, analytical and report writing skills.

DUTIES : Assist in planning audit projects in accordance with the internal audit methodology. Execute audits in accordance with the approved audit framework, raise audit findings, develop draft audit reports, discuss outcomes with the supervisor and client management, evaluate client responses to the draft audit findings and advise on remedial actions.

ENQUIRIES : Ms Gunuza Tel No: 040 608 1065

POST 21/65 : **IT PRACTITIONER REF NO: ECHEALTH/IT-PR/DORA/17/06/2019**

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

CENTRE : Dora Nginza Regional Hospital

REQUIREMENTS : A grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years practical experience or a Bachelor's Degree / National Diploma in IT /Computer Science with 1-2 years' experience in the field. All qualifications must be SAQA recognized. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Product (Active Directory, Microsoft Exchange). Knowledge of configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuration and managing printers and multi- function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment exchange server administration and TCP/ICP (Networking) and 802.11 (wireless) experiences will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. Must be in possession of a valid code 8 driver's license.

DUTIES : Repair of computer equipment e.g. Servers, pc's and printers. Installation configuration and support of Network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal application. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT Interns. Manage Information Technology Services by monitoring local area network performance. Render 1st line

technical support to users on transversal systems and network application. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Over and monitoring District ICT project, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users non request for IT requirements. Create/maintain inventory of all desk and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES : Mr Johaar Tel No: 041 406 4435

POST 21/66 : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/DORA/18/06/2019**

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Dora Nginza Regional Hospital
REQUIREMENTS : Grade 12 or equivalent with 10 years' experience or National Diploma / Degree in Supply Chain / Logistics coupled with 3 to 3 years' experience in Supply Chain Management / Logistics & Warehouses at level 5. Knowledge of Finance & Supply Chain Management Prescripts. Computer Literacy. Ability to work under pressure and tight deadlines. Extensive knowledge on LOGIS system. Driver's license. Skills: Report writing skills and presentation skills. People management. Client orientation. Communication.

DUTIES : Render warehouse support services within the institution. Overall supervision of warehouses ensuring compliance with all relevant prescripts. Drawing and interpretation of all Logis reports relating to warehouses. Conduct monthly and quarterly stock count and reporting in compliance with prescripts. Monitoring of stock levels and do ordering. Liaise with the chief users and chief user's clerk. People management.

ENQUIRIES : Mr Johaar Tel No: 041 406 4435

POST 21/67 : **ADMINISTRATION OFFICER REF NO: ECHEALTH/AO/CMH/19/06/2019**

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Cecilia Makiwane Hospital
REQUIREMENTS : Matric plus a National Diploma /Degree in Public Administration/Office Administration or equivalent with 2-3 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' license will be an added advantage.

DUTIES : Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Allocate tasks. Check and verify work of others. Guide and monitor compliance on processes, procedures and policies. Formulate work schedules. Draft memorandum. Identify problems, deficiencies and practices on policies.

ENQUIRIES : Ms P Mncotsho Tel No: (043) 709 2118

POST 21/68 : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/KH/20/06/2019**

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Chris Hani District, Komani Psychiatric Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods).

Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance.

ENQUIRIES : Mrs A Sokutu Tel No: (045)-858 8400

POST 21/69 : **ADMINISTRATION OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/AO-HRM/DO/21/06/2019**

SALARY CENTRE REQUIREMENTS : R257 508 – R303 339 per annum (Level 07)
: Chris Hani District Office
: Matric plus NQF Level 6/7 National Diploma/ Degree in HRM, Industrial Psychology or related qualification with 2-3 years relevant experience or Grade 12 or equivalent with 10 years HR administration experience. Training on at least Persal Introduction will be an added advantage. A valid Code B driver's license.

DUTIES : Administer employee conditions of service; Leave administration; Incapacity leave; Housing/ rental allowances; Resettlement, subsistence and travel allowance; Termination of service Pension administration; Leave gratuity; remunerative overtime; recruitment and selection; appointment of new appointees; transfer of employee's in/ out; confirmation of probation; MMS and SMS salary package restructuring; assist in the Auditing processes; Supervision of subordinate's i.e PMDS, Discipline, Attendance, employee wellness and development.

ENQUIRES : Ms Nyoka Tel No: (045) 807 1110/1101

POST 21/70 : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/DO/22/06/2019**
NB: This is a re-advertisement. (Those who applied before are encouraged to apply again)

SALARY CENTRE REQUIREMENTS : R257 508 – R303 339 per annum (Level 07)
: OR Tambo District, District Office
: Grade 12 with 10 years' relevant experience in the Public Sector or National Diploma/ Degree in Public Administration Management/ Accounting/ Logistics/ Supply Chain Management coupled with 0-2 years' experience in SCM. Sound knowledge of Contract Management guidelines, Public Service Purchasing/Procurement management, Public Finance Management Act (PFMA), PPPFA; Treasury Regulations and other relevant prescripts. Sound skills and competency in understanding and interpreting of Contracts and Service Level Agreements. Sound practical experience and knowledge in contract management. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Computer literacy (MS Word, email and internet). Communication skills (written and Organizational skills; Planning and decision making skills. Good interpersonal relations. Ability to work under pressure and be self- motivated. A valid driver's license.

DUTIES : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do monthly contract management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report, verify and update contract register. Maintaining lease agreement.

ENQUIRIES : Mr S Stuma Tel No: (047) 502 9000

POST 21/71 : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/SEH/23/06/2019**

SALARY CENTRE REQUIREMENTS : R257 508 – R303 339 per annum (Level 07)
: OR Tambo District, St Elizabeth Hospital
: Grade 12 with 10 years' relevant experience in the Public Sector or National Diploma/ Degree in Public Administration Management/ Accounting/ Logistics/ Supply Chain Management coupled with 0-2 years' experience in SCM. Sound knowledge of Public Service Purchasing/Procurement management, Public Finance Management Act (PFMA), PPPFA; Treasury

<u>DUTIES</u>	:	Regulations and other relevant prescripts. Sound skills and competency in understanding and interpreting of Contracts and Service Level Agreements. Sound practical experience and knowledge in contract management. Computer literacy (MS Word, email and internet). Communication skills (written and Organizational skills; Planning and decision making skills. Good interpersonal relations. Ability to work under pressure and be self- motivated. Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do monthly contract management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report, verify and update contract register. Maintaining lease agreement.
<u>ENQUIRIES</u>	:	Mr M Nozaza Tel No: (039) 253 5012
<u>POST 21/72</u>	:	<u>FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/ANH/24/06/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 – R303 339 per annum (Level 7) Joe Gqabi District, Aliwal North Hospital
<u>DUTIES</u>	:	Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 3 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.
<u>ENQUIRES</u>	:	Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings. Ms Fourie Tel No: (051) 633 7700
<u>POST 21/73</u>	:	<u>IT PRACTITIONER) REF NO: ECHEALTH/ITP/NMAH/25/06/2019 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 – R303 339 per annum (Level 07) OR Tambo District, Nelson Mandela Academic Hospital
<u>DUTIES</u>	:	A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 3 years' practical experience or a recognized Degree / National diploma in IT/Computer Science. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license. Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on

request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES : Ms Calaza Tel no: (047) 502 4469

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICANTS : Post to: The Director: Human Resources Management, Department of Human Settlements, Private Bag X13008, Cambridge, 5206. Hand Delivery: Human Resources Section, Room 1, Steve Tshwete Building, 31 – 33 Phillip Frame Road, Chiselhurst, 5206

ENQUIRIES : Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

FOR ATTENTION : Mr Z. Ntozini

CLOSING DATE : 28 June 2019

NOTE : Department of Human Settlements is an equal opportunity and affirmative action employer. Applications must be sent in time to the correct address as indicated below to reach the address on or before the closing date to avoid your application not to be considered. Applications sent to a wrong address and or received after the closing date and those that do not comply with the requirements will not be taken into consideration. In the event of hand-delivery of applications, applicants must sign an application register as proof of submission of application. Applications must be submitted on a signed Z83 form obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV and should include three references (should be people who recently worked with the applicant) and certified copies of all required documentations (with an original certification stamp by a Commissioner of Oaths/South African Police Services not older than three (03) months. An identity document and qualifications including senior certificate, a valid driving licence must be attached if it is the requirement of the post, (expired drivers licence will be considered only if a temporal driving licence is attached). It is the applicant's obligation to have foreign qualifications assessed for equivalence by SAQ A. Non South African citizens must attach proof of permanent residence in South Africa. Applications who do not comply with the above will be disqualified. No faxed and emailed applications will be considered. Note: Shortlisted candidates shall be subject to competency assessment, screening and security vetting. It will be expected for the candidates to be available for selection interview on a date and time to be determined by the department. The Department of Human Settlements is under no obligation to fill a post after the advertisement thereof. It is our intention to promote representatively (race, gender and disability). NB: Women, Youth, and People with Disabilities Are Encouraged To Apply In Order For the Department to Meet the Equity Targets.

OTHER POSTS

POST 21/74 : **CHIEF ENGINEER: GRADE A-B REF NO: DSH03/06/2019**
Purpose: To perform and manage all aspects of varied innovative and complex engineering activities that results in progress in technology and engineering applications and provide strategic direction in the process

SALARY : R1 042 827 - R1 192 365 (OSD)

CENTRE : Head Office

REQUIREMENTS : Formal Qualifications: Matric plus a three year degree in Engineering (B Engineering/BSC (Engineering)/ NQF level 7 relevant qualification with 6 years working experience as a registered professional engineer. Must have a valid registration with Engineering Council of South Africa (ECSA) as a professional engineer. Ability and exposure in working with project management. Good verbal and written communication skills. Ability to work independently. Must have a valid driving licence.

DUTIES : Engineering design and analysis effectiveness. Perform final review and approvals or audits on new engineering designs according to design

principles or theory. Co-ordination design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by sub-ordinates. Skills And Competencies: In-depth knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, research, report writing, negotiation, networking, facilitation, computer literacy and presentation skills.

ENQUIRIES :

Ms Wendy Hartzenberg at (043) 711 9685.

POST 21/75 :

DEPUTY DIRECTOR: DESTITUTE AND VULNERABLE GROUPS AND SPU REF NO: DHS01/06/2019

Purpose: To facilitate housing opportunities for the destitute and vulnerable groups.

SALARY CENTRE REQUIREMENTS :

R869 007 - R1 023 645 (Level 12) All-Inclusive Package)
Head Office

Formal Qualifications: Matric plus a three year degree/diploma/NQF6 in Social Sciences/Public Administration/Public Management/Human Settlements with three years working experience in the relevant field or Senior Certificate with ten years working experience in the relevant field. 2 years' experience as an Assistant Director. Knowledge of the Public Service Act (PSA), Public Finance Management Act (PFMA), Housing Act and Housing Code. Good knowledge of report writing, communication, facilitation, conflict management, presentation skills. Must possess a valid driver's licence.

DUTIES :

Co-ordinate and manage the facilitation of destitute and other vulnerable people accessing housing opportunities. Liaise with local municipalities for provision of lists of destitute people (Aged, disabled, child headed homes, homeless, orphans etc) Co-ordinate and manage facilitation of military veterans accessing housing opportunities. Manage the process of receiving applications. Attend project preparation application. Facilitate pre-screening of potential beneficiaries. Liaise with department of Military Veterans and National Human Settlements. Manage confirmation of potential beneficiaries. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regards to all aspects of the work. Manage the performance and conduct of subordinates. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills And Competencies: Knowledge of Public Service Act, Public Financial Management Act, National Housing Code and Military Veterans Act of 2011 No 18. Knowledge of government policies and planning systems, information management and performance management. Good research, report writing, interpersonal relations, communication, facilitation, conflict management and presentation skills.

ENQUIRIES :

Ms Wendy Hartzenberg at 043 711 9685.

POST 21/76 :

DEPUTY DIRECTOR: SECTOR DEVELOPMENT PLANNING: REF NO DHS02/06/2019

Purpose: To facilitate the development, implementation and review of various provincial and municipal human settlements multi-year development plans in line with the relevant frameworks

SALARY CENTRE :

R869 007 - R1 023 645 (Level 12) All-inclusive package
Head Office

- REQUIREMENTS** : Formal Qualifications: Matric plus a three(3) year degree/diploma/NQF6 relevant qualification in Town and Regional Planning, Development Planning, Human Settlements Planning, with three (3) years working experience in the spatial or human sector planning field or Senior Certificate with ten(10) years working experience in the spatial or human sector planning field. 2 years' experience as an Assistant Director in the spatial or human sector planning field. Good knowledge of applicable spatial and human settlements/housing legislation and frameworks, human settlements programmes, information management, multi-year development policies and procedures. Capabilities – good research attributes, good analysis capability, report writing, negotiation, facilitation, networking, physical planning and presentation skills. Potential to work under pressure and tight deadlines. Computer literacy would be an advantage. A valid driver's licence is a must.
- DUTIES** : Facilitate the development, review and implementation of provincial and municipal multi-year human settlements development plans viz. development and review of provincial human settlements development 5 year plan (multi-year human settlements develop plan), 20 year spatial human settlements master plan and municipal housing sector plans], to advance integrated planning and sustainable development. Design process plans for the development and implementation of various multi-year human settlements plans. Populate various national and provincial planning templates.Design and develop provincial initiatives and programs for provision of support to municipalities for the establishment of suitable human settlements planning capacity for effective implementation of respective housing chapters of IDPs (Housing Sector Plans). Facilitate the establishment and maintenance of various planning databases. Facilitate of development and revision of provincial conditional grant business plans for funding human settlements projects for EC Province.Develop mechanisms for proper alignment of provincial and local government human settlements development plans and priorities to promote integrated planning. Populate planning templates required by National Department of human settlements and provincial Treasury. Assist in the synchronisation of the departmental procurement plan, budgeting plan and annual performance plan with conditional grant business plan. Liaise with the various critical stakeholders in the human settlements planning value chain. Participate and represent the Department in various human settlements and infrastructure planning to advance holistic development and sustainable human settlements. Manage the personnel, funds and resources allocated to the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by sub-directorate. Skills And Competencies: Knowledge of Public Service Act, Housing Code, Housing Act, Constitution, Local Government Systems Act, SPLUMA, Spatial planning prescripts and frameworks. Good strategic capability and leadership, analytic thinking, effective communication, negotiation, problem solving and analysis, financial management, analytical thinking and innovation and creative, knowledge and utilisation of technology, vast knowledge of various planning schemes.
- ENQUIRIES** : Ms Wendy Hartzenberg at (043) 711 9685.
- POST 21/77** : **DEPUTY DIRECTOR: SALARY ADMINISTRATION REF NO DHS 04/06/2019**
Purpose: To render salary administration services
- SALARY CENTRE REQUIREMENTS** : R733 257 - R863 748 per annum (Level 11) All-inclusive package
: Head Office
: Formal Qualifications: Matric plus a three year degree/diploma/NQF 6 in Finance, Financial management, auditing, accounting cost management with five years' experience in the field or Senior Certificate with ten years working experience in the field. 3 years' experience as an Assistant Director. Good knowledge of applicable legislation and prescripts, Treasury Regulations, Public Service Act, Public Finance Management Act, Labour Relations Act, Income Tax Act, government programmes, information management and policies and procedures. Good research, report writing, communication, financial management, communication skills. Computer literacy. Good understanding of Persal, Bas and Vulindlela Systems. Knowledge of E.filing and Easy file. Good interpersonal and communication skills a valid driver's licence is a must.

DUTIES : Facilitate the rendering of salary control and management. Ensure correct and timely responses to mandates received from Human Resource Administration. Oversee validation process to ensure the completeness and correctness of documentation (transactions). Oversee printing of IRP5's. Manage preparation on submission of monthly, bi-annual and annually tax reconciliation with prescribed time frames. Approve or obtain approval for transactions. Facilitate the rendering of rebates office services. Monitor correctness and validity of current deductions. Oversee the calculation and implementation of tax deductions. Management and clearing of all suspense accounts in the department. Oversee proper recording of transaction on the PERSAL and BAS systems. Authorise or oversee the authorisation of payments on the systems. Regularly obtain reports from the systems and scrutinise for correctness. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Manage, mentor and develop staff. Ensure that Payrolls are distributed to directorate and returned on time. Ensure that all salary payments have supporting documentation, correctly calculated, captured and approved. Manage and ensure that 3rd party deductions are paid to third parties. Skills and Competencies: Knowledge of the Public Service Act (PSA), Public Finance Management Act, Public Service Regulations, Income Tax Act, Treasury Regulations. Good strategic capability and leadership, communication, client orientation and customer focus, financial management and problem solving and analysis.

ENQUIRIES : Ms Wendy Hartzenberg at (043) 711 9685.

POST 21/78 : **DEPUTY DIRECTOR: SUPPORT TO OFFICE OF THE HEAD OF DEPARTMENT REF NO DHS 05/06/2019**

Purpose: To provide executive support to the Head of Department.

SALARY CENTRE REQUIREMENTS : R733 257 - R863 748 per annum (Level 11) All-inclusive package
: Head Office
: Formal Qualifications: _Matric plus a three year degree/diploma/NQF 6 in Public Management /Business Management with five years working experience in the field or Senior Certificate coupled with ten years' experience in the field. 3 years working experience as an Assistant Director. Knowledge of Public Service Act, National Housing Act, Public Finance Management Act and other relevant legislations. Computer literacy. Research, reporting writing, negotiation, interpersonal relations, communication, conflict management, presentation skill and working within a team. Must possess a valid driver's licence.

DUTIES : Provide technical, administrative and secretariat support services. Manage workflow control system control of return date list. Prepare draft letters and memoranda on request. Arrange meetings and take minutes/notes. Follow up on meeting resolution. Handle personal arrangements for participants/visitors (bookings). Gather information for HOD on request. Handle external enquiries. Manage HOD's diary. Provide technical and administrative support on matters pertaining to Parliament, Cabinet, Departmental and Portfolio Committees, as well as other relevant committees and structure such as FOSAD, G & A Cluster. Capture and encode submissions. Quality control of incoming and outgoing memos and submissions for correctness and completeness. Deal with internal work related queries. Gather information on issues to be discussed with HOD. Follow up on implementation of meeting resolutions, submissions and scheduled report. Maintain PSA and PFMA delegation register (delegations are developed by the assigned officials i.e. CFO and Head of Corporate Services). Dissemination of work and route letters, memos and documents. Deal with internal work related queries. Gather information on request. Initiated meetings as requested. Follow up on implementation of meeting resolutions and scheduled reports. Convey instructions of HOD and follow up of responses if required. Skills And Competencies: Knowledge of Public Service Act, National Housing Act, Public Finance Management Act, Constitution of 1996 and other relevant legislations. Research report writing, negotiation, interpersonal relations,

		communication, facilitation, analysing, conflict management and presentation skills.
<u>ENQUIRIES</u>	:	Ms Wendy Hartzenberg at (043) 711 9685.
<u>POST 21/79</u>	:	<u>CONTROL WORKS INSPECTOR: JOE GQABI REGION (ALIWAL NORTH) REF NO: 06/06/2019</u>
		Purpose: To ensure that inspectorate services are provided through the investigation of customer complaints, identification of new services, needs and requirements of new work and repairs and the management of the inspectorate component in line with relevant legislations, regulations and standards
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 - R553 677 per annum (Level 10)
	:	Aliwal North
	:	Formal Qualifications: Matric plus a three year degree/diploma/relevant NQF level 6 qualification in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with five years working experience in human settlements development or a Senior Certificate/N3 coupled with eight years working experience in human settlements development. Registration with SACPCMP will be an added advantage. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. A valid drivers' licence is compulsory.
<u>DUTIES</u>	:	Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up. Inspects, evaluate and provide input on approval of all phases of project planning life cycle, construction and improvement on work contracted by Human Settlements Departments, as requested to ensure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations, issues correction notices as required. Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, internal roads and other regional projects and programs. Assures compliances with federal, state and local codes and standards and contractual provisions. Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers and waterlines, water meters, hydrants, service line, fire lines, cross connection control devices and related utilities and structures as assigned. Inspection and certification of construction works on various project sites in the Region. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance through inter alia. Ensure that the relevant project documentation for new and existing structures is compiled through inter alia. Ensuring delivery of quality and quantity on each assigned project site. Compilation of progress and quality control related reports. Skills and Competencies: Strategic Capability and Leadership, Communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management and programme and project management. Knowledge of public finance management act and applicable legislations and prescripts.
<u>ENQUIRIES</u>	:	Ms Wendy Hartzenberg at (043) 711 9685
<u>POST 21/80</u>	:	<u>SENIOR WORKSTUDY OFFICER: ORGANIZATIONAL DESIGN AND SERVICE EXCELLENCE REF NO: DHS 07/06/2019</u>
		Purpose: To perform organisational development services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 - R373 167 per annum (Level 08)
	:	Head Office
	:	Formal Qualifications: __Matric plus a three year degree/diploma in Management Services /Organisation and Work Study/Industrial Psychology/Operations Management/ Production Management with three years working experience in the field. Knowledge of procedures and principles of developing and reviewing the organisational structure. Knowledge of job evaluation system applicable to the public sector. An analyst job evaluation certificate will serve as an added advantage. Knowledge of EQUATE and evaluate web based system will be an added

		advantage. Computer literacy and knowledge of Visio. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Provide assistance in the development service delivery model. Data collection, data capturing. Facilitate meetings and logistics on consultations. Data analysis. Provide assistance in development of the organogram. Conduct business process mapping. Develop standard operation procedures. Analyse job profile. Develop job description and advice supervisors. Maintain the job description data base. Facilitate the signing of job description. Implement Batho Pele and Culture Change programmes. Conduct awareness on Culture Change and Batho Pele. Facilitate meetings and logistics for Public Service Month. Co-ordinate Public Service Month activities. SKILLS AND COMPETENCIES: Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Job Evaluation Policy, Job Description Policy and DPSA Circulars. Research, report writing, negotiation, organizational skills, communication, facilitation, analysing and conflict management skills.
<u>ENQUIRIES</u>	:	Ms Wendy Hartzenberg at 043 711 9685.
<u>POST 21/81</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: PROCUREMENT ADMINISTRATION REF NO DSH 08/06/2019</u> Purpose: To administer the department purchase services.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 - R303 339 per annum (Level 07) Head Office Formal Qualifications: Matric plus a three year degree/diploma/NQF 6 relevant qualification in SCM, purchasing/logistics management/procurement/administration/financial management/ Financial Information Systems/Sourcing Management with three years working experience in the field or Senior Certificate coupled with six years' experience in the field. Knowledge of PFMA and Treasury Regulations. Good communication skills (written and verbal). Ability to work under pressure. Computer Literacy.
<u>DUTIES</u>	:	Ensure that requisitions are captured on Bas system. Authorises requisitions and commitment on Logis System. Ensure compliance to all the reporting areas. Maintain the commitment register. Management of accruals. Check that all the necessary documents are approved by the relevant signatures. Assess staff performance for subordinates. Skills and Competencies: Knowledge of SCM practices, procurement and purchasing procedures required. Government policies and planning systems and public service regularity framework. Good communication skills, multi-tasking and supervisory skills.
<u>ENQUIRIES</u>	:	Ms Wendy Hartzenberg at 043 711 9685.
<u>POST 21/82</u>	:	<u>ADMIN OFFICER: GOVERNMENT INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT (GICTM) REF NO: DHS 09/06/2019</u>
<u>SALARY REQUIREMENTS</u>	:	R257 508 - R303 339 per annum (Level 07) Formal Qualifications: Matric plus a recognised three-year degree/diploma/NQF level 6 relevant qualification in Information and Communication Technology plus at least 3 years working experience in ICT technical support and ICT service management, or Senior Certificate coupled with six years working experience in ICT technical support and ICT service management. Sound IT knowledge (including hardware and software) skills. Should possess the following skills: Ability to apply technical/professional skills. Knowledge of PFMA and Public Service Act and Regulations. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable, and have good verbal and written communication skills. Must have good interpersonal relations, planning and execution skills and good leadership skills.
<u>DUTIES</u>	:	Responsible for providing ICT technical service support and coordinating the Government Information Communication Technology Management by rendering an effective administrative support to the GICTM office. Ensure quality and satisfaction levels with existing ICT services. Remain high during implementation of major new ICT services and initiatives. Logging of user/employee calls and call log analysis. Provide first line support to all

departmental users. Compile reports on IT support Services. Solve issues that arise with both hardware and software from users. Provide functional and operational support on departmental computer systems. Provide administrative support services for GICTM. Ensure the effectiveness of information and documents to and from the Office. Ensuring safekeeping of all documentation in the office in-line with the legislation and policies. Provide functional support to GICTM Office: Compile and coordinate procurement plans for the unit which is aligned with the budget and monitor the expenditure and implementations of the procurement plans. Render general administrative support to the unit by collecting, analysing and collating of information as requested by the Supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the Supervisor. IT Service Management and IT Admin Support service. Skills And Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, Interpersonal Skills, Organizational Skills, Typing and Writing skills, Minute taking and reporting skills.

ENQUIRIES : Ms Wendy Hartzenberg at (043) 711 9685

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

APPLICATIONS : Post to: Head Office: The Director: Corporate Services Admin Support, Department of Rural Development and Agrarian Reform, Private Bag X0040, Bhisho, 5605. Hand Delivery: Human Resources Section, Room No: 1103, Dukumbana Building, Independence Avenue, Bhisho.

CLOSING DATE : 28 June 2019

NOTE : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

ENQUIRIES : can be directed to Ms K Mngxekeza 040 602 5062, Ms N Dwayi 040 6025122 or Mr KM Javu 040 602 5144.

MANAGEMENT ECHELON

POST 21/83 : **CHIEF DIRECTOR: VETERINARY SERVICES REF NO: DRDAR 01/06/2019**

SALARY : R1 189 338 - R1 422 012 per annum (Level 14)
CENTRE : Head Office (Bhisho)

REQUIREMENTS : A qualification at NQF Level 8 as recognized by SAQA in Veterinary Science (B.V.Sc, B.V.M.Ch or equivalent) and registration with the SA Veterinary Council. At least 5 years' experience in Senior Management Services. Knowledge of Veterinary and Agricultural related legislation; Public Service Legislation and Regulations and Policies. Must possess the following core competences: Strategic Management and Leadership, People Management and Empowerment. Programme and Project Management, Financial

		Management, Change Management. Must possess process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. A valid driver's license Code (EB) is essential. Candidates will be subjected to a SMS competency assessment.
<u>DUTIES</u>	:	Manage and coordinate the provisioning of animal health services and compulsory community service. Manage and coordinate the implementation of animal health services and compulsory community service. Manage and coordinate the strategies of dipping of cattle. Manage and coordinate the strategies of the animal vaccination and treatment. Manage and coordinate the implementation of sheep scab control. Provide services of export facilitation and veterinary public health services: Provide strategies for registration of export establishments. Coordinate and manage the monitoring of the registration of export establishments. Manage and co-ordinate the inspection of compliance. Manage and co-ordinate the registration of abattoirs. Manage and co-ordinate inspections of abattoirs for compliance. Provide plan to monitor illegal slaughtering. Provide the veterinary diagnostic and analytical services: Provide and maintain support services to animal health and VPH. Process samples for animal diagnosis of diseases. Conduct surveillances for prevalence of animal diseases. Manage the allocated resources of the Chief Director in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential; provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Management of assets.
<u>ENQUIRIES</u>	:	Ms K Mngkezeza Tel No: 040 602 5062
<u>POST 21/84</u>	:	<u>DIRECTOR: RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT REF NO: DRDAR 02/06/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 005 063 – R1 183 932 per annum (Level 13)
	:	Head Office (Bhisho)
	:	A qualification at NQF level 7 as recognized by SAQA in Public Administration/ Forensic Investigation/ Finance & Legal Studies. Post grad studies on Criminal Justice and Forensic Investigation will be an added advantage. At least 5 years' relevant experience at middle or senior managerial level·Knowledge of Risk, Anti- Corruption, Integrity Management regulatory framework. Must possess the following core competences: Strategic Management and Leadership, People Management and Empowerment. Programme and Project Management, Financial Management, Change Management. Must possess process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. A valid driver's license Code (EB) is essential. Candidates will be subjected to a SMS competency assessment.
<u>DUTIES</u>	:	Manage the development of Risk, Anti-corruption and Integrity Management governance tools. Develop and monitor implementation of the departmental policies and plans, including risk registers. Monitor the implementation of the departmental code of ethics. Identify units with challenges in the implementation of the plan. Facilitate capacity building workshops. Conduct investigations on fraud and corruption perpetrated against the Department. Report on the risk, fraud, anti-corruption and integrity management. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the sub-directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the resources.
<u>ENQUIRIES</u>	:	Ms K Mngkezeza Tel No: 040 602 5062

<u>POST 21/85</u>	:	<u>DIRECTOR: STRATEGIC PLANNING REF NO: DRDAR: 03/06/2019</u>
<u>SALARY</u>	:	R1 005 063 – R1 183 932 per annum (Level 13)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	NQF level 7 as recognized by SAQA in Public Management/ Social Sciences. At least 5 years' relevant experience at middle or senior managerial level. Must possess the following core competences: Strategic Management and Leadership, People Management and Empowerment. Programme and Project Management, Financial Management, Change Management. Must possess process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. A valid driver's license Code (EB) is essential. Candidates will be subjected to a SMS competency assessment.
<u>DUTIES</u>	:	Provide strategic planning that support services to the department: Develop the Five Year Strategic Plan which is aligned to the PDP and NDP vision 2030. Interpret Executing Authority priorities and strategic direction on commercialization of the agriculture and rural development sector. Develop a Results-Chain Model of planning in the Department. Facilitate strategic and performance planning sessions of the Department. Co-ordinate the development of departmental strategic and operational plans with a view to an integrated approach to and linking of priorities and budgetary requirements to outputs and outcomes. Ensure external alignment of departmental strategic and operational planning. Facilitate the implementation of strategic and operational plans. Identify gaps and conduct research to strengthen the departmental strategic planning process. Manage the monitoring and evaluation of strategy implementation: Develop and maintain monitoring and evaluation framework. Develop and maintain systems to ensure the timeous submission of quality progress reports across all the spheres of the department. Provide support to the all components in setting-up policy implementation monitoring & evaluation, and reporting systems. Provide technical support across the department. Develop and implement monitoring and evaluation principles and practices. Conduct Evaluation of service delivery focusing on outcomes and impacts. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential; provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Management of assets.
<u>ENQUIRIES</u>	:	Ms K Mngxekeza Tel No: 040 602 5062
<u>POST 21/86</u>	:	<u>CHIEF ENGINEER GRADE A: (2 POSTS)</u>
<u>SALARY</u>	:	R1 042 827 - R1 192 365 per annum (OSD)
<u>CENTRE</u>	:	Amatole District Ref No: DRDAR: 04/06/2019 OR Tambo District Ref No: DRDAR: 05/06/2019
<u>REQUIREMENTS</u>	:	A recognized BSc degree in Agricultural Engineering or Civil Engineering, with 6 (six) years post qualification experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a registered professional Engineer. Programme or project management course will be an added advantage. Knowledge of local government sector / municipalities and municipal electrification programme would also be an added advantage Computer literacy; presentation, communication, liaison, coordination, planning and organizing skills are considered. Code EB driver's license is compulsory.
<u>DUTIES</u>	:	Coordinate and approve the planning, design, preparation of specifications and tender documents, contract management and construction supervision for the development of agricultural infrastructure in the district as professional engineer. Perform final review and approvals or audits on new engineering designs according to design principle of theory. Co-ordinate design efforts and integration across disciplines to ensure integration with current

technology. Pioneering of new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES :

Ms K Mngxekeza Tel No: 040 602 5062

OTHER POSTS

POST 21/87 :

DEPUTY DIRECTOR: EXPORT CONTROL & VETERINARY PUBLIC HEALTH REF NO: DRDAR 06/06/2019

SALARY :
CENTRE :
REQUIREMENTS :

R869 007 – R1 023 645 (Level 12)
Head Office/ DOHNE
A qualification at NQF level 8 in Veterinary Science on in veterinary medicine. The incumbent must be registered with the South African Veterinary Council (SAVC) as a Veterinarian in accordance with the Veterinary and Para-Veterinary Professions Act, 1982 (Act 19 of 1982). At least 6 years' appropriate experience as a Veterinarian in the Public Service. Knowledge of the Meat Safety Act, 2000 (Act No. 40 of 2000), Animal Disease Act, 1984 (Act No. 35 of 1984), Principles of Export Certification, Veterinary Procedural Notices, EU Directives and working knowledge of the PFMA, Animal Welfare Legislation such as "Animal Protection Act and Performing Animal Protection Act." Experience in auditing of food and export establishments will be an added advantage. The incumbent must be computer literate and have a valid driver's license. Candidates will be subjected to a competency assessment.

DUTIES :

Manage the implementation of the Meat Safety Act No. 40 of 2000 and other relevant legislation in the Province in order to promote safety of meat and meat products. This entails, amongst others, keeping of an updated database of registered abattoirs and meat inspection personnel, evaluation of abattoir plans, overseeing and monitoring implementation of Independent Meat Inspection process. Facilitate export of animals and animal products through regular auditing of export establishments and export certifying State Veterinary Offices in the Province. Perform administrative and related functions, which would include, but not limited to, timeous compilation and submission of monthly and quarterly reports, including risk reports, avian influenza surveillance data and export listing data to DAFF, operational plans and annual performance plans. Manage all Veterinarians that are responsible for Export Control and other related matters at Districts.

ENQUIRIES :

Ms K Mngxekeza Tel No: 040 602 5062

POST 21/88 :

DEPUTY DIRECTOR: AGRICULTURAL EDUCATION, TRAINING AND QUALITY ASSURANCE REF NO: DRDAR: 07/06/2019

SALARY :
CENTRE :
REQUIREMENTS :

R869 007 – R1 023 645 per annum (Level 12)
Head Office
A qualification at NQF 7 level in Agricultural Education/ Quality Assurance. Master's degree an added advantage. A minimum of 5 years' appropriate experience of which 3 years should be at managerial level and within the AET fraternity. Thorough knowledge and understanding of the Skills Development Act, Skills Levies Act, SAQA Act, HET / FET Acts and AET Strategy of 2005. Good understanding of the different education bands and the manner in which it functions. Knowledge of the management of training institutions, Strategic Leadership abilities. Creative and analytical thinking as well as problem solving abilities. Excellent communication and presentation skills. A valid driver's license is essential. Candidates will be subjected to a competency assessment.

DUTIES :

Co-ordinate training needs assessments that are used for accessibility, responsiveness and quality education and training for agriculture and rural development towards sustainable rural development livelihood. Manage

stakeholder formation as stipulated in the AFFET Strategy that co-ordinate and harmonize education and training policies. Evaluate and enhance agricultural training, education and formation in the Province. Co-ordinate Tertiary Education Institutes in order to prevent duplication. Ensure adequate coverage of all aspects of Agric business and production in education and training. Liaise with Institutions of Higher Learning. Manage departmental training institutions. Liaise with Agric Seta, national departments and the Provincial Agric Education and Training Forum Facilitate the implementation of the Agricultural Education Training Strategy. Provide a conducive environment to enhance service delivery by monitoring of budget for the AET & QA sub-directorate and translating policies and priorities into implementation as follows: Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/89 : **DEPUTY DIRECTOR: VETERINARY SERVICES REF NO: DRDAR: 08/06/2019**

SALARY CENTRE REQUIREMENTS : R869 007 – R1 023 645 per annum (Level 12)
 : Amatole District
 : An appropriate qualification at NQF Level 7 in Veterinary Science (B.VSc or B.VMch) and registration with the SA Veterinary Council. A valid driver's license. A minimum of five years at Assistant Director Level in the field of veterinary services. Knowledge of the animal disease act, animal health act, PFMA, BCOEA and Labour Relations Act and computer literate. Dispose of dynamic communication, negotiation and interpersonal skills. A valid driver's license is essential. Candidates will be subjected to competency assessment.

DUTIES : Facilitate implementation of Animal Disease Act (Act 35 of 1984), Meat Safety Act (Act 40 of 2000) and Animal Disease Surveillance and Control. Enforce compliance with Animal Disease Act 35 of 1984 and Meat Safety Act 40 of 2000. Responsible for implementation of primary health care programme and mentoring of State Veterinarians on compulsory community service. Play a leading role animal identification and livestock improvement. Handle administrative functions emanating from these activities including HR and financial management.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/90 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DRDAR: 09/06/2019**

SALARY CENTRE REQUIREMENTS : R733 257 – R863 748 per annum (Level 11)
 : Alfred Nzo
 : A qualification at NQF 7 level in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Auditing. At least 3 years' relevant experience at supervisory/ management level (Assistant Director Level). Ability to interact at both strategic and operational level. Thorough knowledge of Supply Chain Management, Asset Management, Tender Procedures, Procurement Procedures, Fleet Services and Logistics. Understanding of the public service regulatory framework such as the PFMA and Treasury Regulations. Good interpersonal, negotiation, people management and empowerment skills. A valid driver's license (Code EB) is essential. Candidates will be subjected to a competency assessment.

DUTIES : Responsible for Supply Chain Management, Asset Management, Acquisition, Contracts Management, Demand Management, Logistics and Disposal. Render advisory services to the Departmental Bid Evaluation Committee. Advise management on SCM best practices. Generate management reports related to SCM for senior management and other relevant organs of state. Human Capital and Financial Management of the unit.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/91 : **DEPUTY DIRECTOR: CONTRACTS AND SUPPLIER PERFORMANCE REF NO: DRDAR: 10/06/2019**

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

<u>CENTRE REQUIREMENTS</u>	: Head Office : A qualification at NQF 7 level or equivalent qualification in Law/ LLB. At least 5 years' relevant experience, of which at least three years must be at an Assistant Director level. Specialisation in Contract Management is Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Valid Drivers' License. Note: Admission as an Attorney or Advocate will be an added advantage. Competencies: Knowledge of policy development and implementation. Knowledge of relevant organisational and government structures. Knowledge of relevant legislation. Knowledge of SCM regulations, practice notes, circular and policy frameworks. Knowledge of BBBEE Act 53 of 2003. Knowledge of contract management in the public sector environment and knowledge of PFMA and Treasury regulations. Experience in the management of major contracts and Project management. Accountability and Ethical conduct. Good communication skills. Client orientation and customer focus. Problem solving and analysis.
<u>DUTIES</u>	: Development of standard service level agreements and contracts. Ensure that the activities outlined in the contracts are performed after the contract is awarded. Monitor and evaluate implementation in terms of contract and ensure that all contracts are legally vetted. Manage and oversee all departmental contracts and ensure compliance. Identify and manage contract risks. Monitor supplier performance. Maintain the defaulting suppliers register. Manage the effective, economical and efficient utilization of the Sub Directorate's physical, financial and human resources.
<u>ENQUIRIES</u>	: Ms K Mngxekeza Tel No: 040 602 5062
<u>POST 21/92</u>	: <u>DEPUTY DIRECTOR: BUDGET REPORTING REF NO: DRDAR: 11/06/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R733 257 – R863 748 per annum (Level 11) : Head Office : A qualification at NQF 7 level in Commerce/Accounting/Economics/Public Finance/Management Accounting or equivalent. A minimum of 3 years' experience in the management of the budget process and reporting, procurement policies and procedures, administrative and organisational skills and labour prescripts. Sound understanding of basic accounting principles. Sound knowledge and understanding of the PFMA. Ability to conduct financial analysis, prepare reports and financial proposals related to the Department's strategic and operational plans. Strong analytical skills. Good interpersonal relations. Ability to work effectively with officials across all levels within the Department. Strong computer skills, especially Excel, Word and the specific management accounting system in the Province/Department. Ability to organise multiple and complex tasks. Ability to analyse figures and provide financial solutions to the Department. Strong managerial skills. Ability to manage a team of people. Strong attention to detail. Communication skills (writing, verbal and reading). 2 or more years' managerial experience in the post that is related to the duties above.
<u>DUTIES</u>	: Plan and manage the annual budget process in accordance with both National and Provincial frameworks. Develop Focus Plans and a Management Accounting Calendar for the Department, Rendering budget process advice. Preparing budget and briefing presentations and workshops. Allocating the financial resources to competing priorities. Communicating the allocated budget to all stakeholders within the Department at different intervals. Coordinating, overseeing and managing budget compilation in line with the PFMA/Treasury Regulations and Treasury Guidelines. Ensuring alignment between the Annual Performance Plan (APP) and the Departmental budget. Confirming that the Department's budget and programmes on the system are in line with the Budget Statement. Providing expenditure projections after the tabling of the budget, in terms of Section 40 of the PFMA. Formulate and implement a costing methodology approach and funding model options for the Department including, but not limited to, activity-based costing etc, Manage the preparation of the following expenditure reports. Monthly expenditure report (both programmes and infrastructure) for the different units within the Department and for Departmental Executive Committees. Monthly revenue and expenditure reports for external stakeholders. Managing the preparation of the appropriation statement for inclusion in the Annual Financial Statements

(AFS). Render advice on expenditure and revenue management. Coordinate inputs to monthly/quarterly financial and non-financial information, Research and analyse in-year expenditure and revenue trends. Monitor the compliance issues in line with the PFMA, Treasury Regulations and Divisions of Revenue Act. Ensure that the Department has and maintains an efficient and effective system of budget, cash flow management and expenditure reporting, Assist the Financial Accounting Unit in relation to the cash management activities by confirming budget and rendering advice.

ENQUIRIES :

Ms K Mngxekeza Tel No: 040 602 5062

POST 21/93 :

DEPUTY DIRECTOR: PERSONNEL PRACTICE REF NO: DRDAR: 12/06/2019

SALARY CENTRE REQUIREMENTS :

R733 257 – R863 748 per annum (Level 11)
(Head Office)

A qualification at NQF 7 level or equivalent qualification in Human Resources or related field. Minimum 3 years' as an Assistant Director level in similar environment. Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Valid Drivers' License. Competencies: In depth knowledge of legislative framework that governs the Public Service. Specialisation in Performance Management. Applied Strategic Thinking. Knowledge of policy development and implementation. Knowledge of relevant organisational and government structures. Good communication skills. Client orientation and customer focus. Problem solving and analysis.

DUTIES :

Develop and review the Departmental PMDS Policy. Manage and monitor implementation of performance management development system. Establish partnerships with Departmental programmes to execute relevant PMDS Processes. Implement systems and processes to ensure that Departmental programmes meet the PMDS objectives in line with the PMDS policy and DPSA directives. Provide support to programmes with regards to PMDS implementation. Provide strategic guideline to the planning, managing and implementation of PMDS. Ongoing capacitation of employees and management on the policy. Facilitate the awarding of performance incentives. Monitor adherence to the incentive policy framework. Provide technical advice and support during the moderation processes: Prepare and consolidate reports. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation. Manage and monitor implementation of performance management development system. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES :

Ms K Mngxekeza Tel No: 040 602 5062

POST 21/94 :

PRODUCTION SCIENTIST: SOIL SCIENCE (GRADE A) REF NO: DRDAR: 13/06/2019

SALARY CENTRE REQUIREMENTS :

R618 732 – R666 540 per annum (OSD)
Amatole

A qualification at NQF level 7 in Agriculture having majored in Soil Science. Compulsory registration with SACNASP as a Professional. At least three (3) years appropriate post qualification experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.

DUTIES :

Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.

ENQUIRIES :

Ms K Mngxekeza Tel No: 040 602 5062

POST 21/95 : **PRODUCTION SCIENTIST (GRADE A): DIARY REF NO: DRDAR 14/06/2019**

SALARY : R618 732 – R666 540 per annum (OSD)

CENTRE : DOHNE

REQUIREMENTS : A qualification at NQF level 7 in Agriculture – Animal Science majoring in dairy science. Compulsory registration with SACNASP as a Professional scientist. Qualification at NQF 8 will be an added advantage. At least three (3) years appropriate post qualification experience in the dairy industry or feed industry. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.

DUTIES : Responsible for providing academic support to the animal health training, research and continuing education in the area of animal science. To run the dairy in accordance with prescripts and ensure productivity. Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including student management, HR and Financial Management.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/96 : **PRODUCTION SCIENTIST (GRADE A): PASTURE SCIENCE REF NO: DRDAR 15/06/2019**

SALARY : R618 732 – R666 540 per annum (OSD)

CENTRE : Alfred Nzo District

REQUIREMENTS : A qualification at NQF level 7 in Agriculture having majored in Livestock/ Pasture Science. Compulsory registration with SACNASP as a Professional scientist. At least three (3) years appropriate post qualification experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis.

DUTIES : Develop and implement scientific methodologies, policies, systems and procedure. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/97 : **PRODUCTION SCIENTIST (GRADE A): ANIMAL SCIENCE REF NO: DRDAR 16/06/2019**

SALARY : R618 732 – R666 540 per annum (OSD)

CENTRE : DOHNE

REQUIREMENTS : A qualification at NQF level 7 in Agriculture having majored in Animal Science. Compulsory registration with SACNASP as a Professional scientist. Candidates with an NQF 8 qualification will be an added advantage. At least three (3) years appropriate post qualification experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis,

presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential. Candidates will be subjected to a competency assessment.

DUTIES : Responsible for providing academic support to the animal health training, research and continuing education in the area of animal science. To run the farm facility and responsible for animal production. Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including student management, HR and Financial Management.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/98 : **STATE VETERINARIAN (X7 POSTS)**

SALARY : R733 257 – R863 748 per annum (Level 11)
CENTRE : Amatole Ref No: DRDAR: 17/06/2019
 Western District Ref No: DRDAR: 18/06/2019
 Alfred Nzo District Ref No: DRDAR: 19/06/2019
 OR Tambo District Ref No: DRDAR: 20/06/2019
 Chris Hani Ref No: DRDAR: 21/06/2019 (X3 Posts)

REQUIREMENTS : An appropriate qualification at NQF Level 7 in Veterinary Science (B.VSc or B.VMch) and registration with the SA Veterinary Council. A valid driver's license. Knowledge of the animal disease act, Act 35 Of 1984, PFMA, BCOEA and Labour Relations Act and computer literate. Dispose of dynamic communication, negotiation and interpersonal skills. A valid driver's license is essential. Candidates will be subjected to competency assessment.

DUTIES : Facilitate implementation of Animal Disease Act (Act 35 of 1984), Meat Safety Act (Act 40 of 2000) and Animal Disease Surveillance and Control. Enforce compliance with Animal Disease Act 35 of 1984 and Meat Safety Act 40 of 2000. Responsible for implementation of primary health care programme and mentoring of State Veterinarians on compulsory community service. Play a leading role animal identification and livestock improvement. Handle administrative functions emanating from these activities including HR and financial management.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/99 : **CONTROL ANIMAL HEALTH TECHNICIAN REF NO: DRDAR: 22/06/2019**

SALARY : R470 040 – R553 677 per annum (Level 10)
CENTRE : Amatole District

REQUIREMENTS : An appropriate qualification at NQF 7 in Animal Health. Proof of Registration with the South African Veterinary Council. At least 6 years' appropriate experience of which 3 years must be at Chief or Senior Animal Health Technician level. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Knowledge of Animal Health Extension Methodology and Project Planning. Self-management, Financial management, People management, Change management, conflict management, Customer focus and responsiveness, Planning and organizing, Communication, presentation, Interpersonal skills, Advanced computer skills, A valid driver's license (Code EB), Candidates will be subjected to a competency assessment.

DUTIES : The successful candidate will be responsible for the co-ordination and management of animal Health activities in terms of the Animal Health Diseases Act (Act 35 of 1984). Manage the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis through. Vaccinations for animal diseases, inspections of livestock for the presence of controlled and notifiable diseases. Perform campaigns and other activities aimed at eradicating the spread of animal diseases, manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement Identify challenges and shortcomings in Animal Health Extension and take initiative in resolving them Coordinate and facilitate in

		Animal Health Extension Services. Coordinate the training of Animal Health Technicians. Provide guidance to Technicians and advisors. Ms K Mngxekeza Tel No: 040 602 5062
<u>ENQUIRIES</u>	:	
<u>POST 21/100</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: DRDAR: 23/06/2019</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6/7 in National Diploma/Degree in Industrial Engineering / Operations Management / Management Services / Industrial Psychology and a Job Evaluation Certificate, 3 years relevant experience at supervisory level, ability to interact at strategic and operational level, extensive knowledge of Organization Design, Organizational Functionality Assessment (OFA) & tools, Business Process Mapping and Tools, Job Evaluation System and Tool (EVALUATE), Performance Management, Problem Solving and Decision Making. Good understanding of the Public Service Regulatory Framework, people management and empowerment and good interpersonal skills. Ability to work with Microsoft Outlook, PowerPoint, MS Word, Visio, Excel and other relevant software packages. A valid driver's license is essential. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Review and redesign departmental Organisational structure, facilitate the processes in conducting a diagnosis analyses and compile diagnostic reports, develop and maintain organizational structures, consult proposed functional and post structures with internal and external stakeholders, compile OD reports, implement and maintain post establishment, conduct Business Processes Mapping (BPM) and develop Standard Operating Procedures (SOPs), identify and priorities processes to be mapped, conduct business process modelling, analysis and improvement, facilitate the development of job descriptions and maintain a database thereof, Co-ordinate and ensure implementation of Job Evaluation System, identify all positions that are due for a job evaluation process, conduct job analysis, present preliminary results to the relevant Job Evaluation Structures, generate reports. Manage the allocated resources of the unit in line with legislative and Departmental Policy Directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Ms K Mngxekeza Tel No: 040 602 5062
<u>POST 21/101</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DRDAR: 24/06/2019</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in HR Management / Public Management. At least 3-5 years' relevant experience of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resource Administration, Performance Management, Human Resource Development, Employee Relations and Wellness Programmes. Good understanding of the Public Service Regulatory Framework. Experience in working on PERSAL System. People management and empowerment skill, good interpersonal skill. Ability to work with Microsoft Outlook, PowerPoint, MS Word, Excel and other relevant software packages. A valid driver's license is essential. Computer literacy. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Co-ordinate recruitment and selection processes. Manage human resource benefits. Monitor the processing of allowances. Manage human resource provisioning services in relation to (Relocations, Transfers, Grade Progressions, Translations and Secondment, Structuring of MMS / SMS packages, Probations etc). Develop and implement best practice policies and models for HR Provisioning. Provide guidance and support to District Offices and line managers on recruitment and HR matters. Ensure compliance with HR policies and other related legislation/s. Ensure data acquisition, analysis, information management and reporting in terms of Employment Practices. Manage HR Registry services. Manage the resources of the unit.
<u>ENQUIRIES</u>	:	Ms K Mngxekeza Tel No: 040 602 5062

POST 21/102 : **ASSISTANT DIRECTOR: LOGISTICS (RATU) REF NO: DRDAR: 25/06/2019**

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : A qualification at NQF 7 level in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Auditing/Public Management majoring in Supply Chain Management or Public Procurement. At least 3 years' relevant experience at supervisory level. Computer skills in Microsoft Office Applications. Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts. Traceable working experience in Procurement, Transport, LOGIS and BAS. Knowledge of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, B-BBEE and BAS and LOGIS systems and other relevant prescripts. Knowledge of office procedure and Bid Administration, Decision making, Background in procurement or competencies in administration of bids. Computer skills, Problem solving, writing skills, Creativity, highly motivated, Good understanding of Logistics and or Transport management processes and ability to work under pressure. A valid driver's license (Code EB) is essential.

DUTIES : Management and control of LOGIS. Monitor supplier registration on LOGIS. Provide training to staff on the LOGIS system. Ensure that LOGIS is integrated into all systems of the department Monitor commitments and re-commitments on the systems. Facilitate implementation of LOGIS within the department. Management and control of the departmental transport. Management and the handling of accidents, damages to vehicles, stolen vehicles, theft and losses. Management and control of purchasing stores, equipment and services. Management and control of contract administration. Compile and analyse management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Ensure the effective and efficient supervision of staff.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/103 : **ASSISTANT DIRECTOR: CORPORATES SERVICES REF NO: DRDAR: 26/06/2019**

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : DOHNE
REQUIREMENTS : A qualification at NQF level 6 in Human Resources Management / Public Management. At least 3-5 years' experience in human resources, of which 2 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resources Administration, Performance Management, Human Resources Development, Employee Relations and Wellness Programmes. Good understanding of the Public Service Regulatory Framework. Experience in working on PERSAL system. People management and empowerment skill. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer literacy.

DUTIES : Provide HRM, HRD, Employee Relations, Employee Health and Wellness Services in the District / Centre. Facilitate the recruitment process. Process applications for service benefits and exists within the Districts. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Provide HRM & Development advice to management and staff in the District / Centre. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports, staff procurement, training and development, service conditions, appointments, staff exits and transfers. Manage Corporate Services in respect to ICT and Office Services.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

- POST 21/104** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT**
- SALARY CENTRE** : R376 596 – R443 601 per annum (Level 09)
: Western Ref No: DRDAR: 27/06/2019
: OR Tambo Ref No: DRDAR: 28/06/2019
- REQUIREMENTS** : A qualification at NQF 7 level in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Auditing/ Public Management majoring in Supply Chain Management or Public Procurement. At least 3 years' relevant experience at supervisory level. Computer skills in Microsoft Office Applications. Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts. Traceable working experience in Procurement, LOGIS and BAS. Knowledge of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, B-BBEE and BAS and LOGIS systems and other relevant prescripts. Knowledge of office procedure and Bid Administration, Decision making, Background in procurement or competencies in administration of bids. Computer skills, Problem solving, writing skills, Creativity, highly motivated, Good understanding of Logistics management processes and ability to work under pressure. A valid driver's license (Code EB) is essential.
- DUTIES** : Ensure effective Bid Administration services through compilation of bid documents, notification, and invitation and evaluation of bids/quotations/proposals. Continuous evaluation and monitoring of the appropriateness and effectiveness of departmental policies with regard to Acquisition management. Analyse bids and proposals, ensure that the specifications are legal, and comply with government policies. Provide support to all departmental bid committees. Render support to the monitoring and implementation of internal control systems in order to meet delivery expectations. Ensure that proper and adequate processes are in place to update and maintain the bid processes in line with appropriate legislation. Provide strategic support, advice and guidance to all Responsibility Managers to ensure compliance with Supply Chain Management regulations. Management of staff.
- ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062
- POST 21/105** : **ASSISTANT DIRECTOR: COMPLIANCE REF NO: DRDAR: 29/06/2019**
- SALARY CENTRE** : R376 596 – R443 601 per annum (Level 09)
: Head Office
- REQUIREMENTS** : B-degree (NQF level 7) or equivalent qualification with Internal Auditing / Auditing and Accounting or related subjects as majors. 3 to 5 years' appropriate experience in Internal Audit. Membership of Institute of Internal Audit (IIA). Proficiency in the MS Office Package (Word, PowerPoint and Excel). Valid driver's license. Note: Relevant Post Graduate Diploma; registration as CIA; knowledge of TeamMate and ACL will be added advantages. Competencies: Candidates must possess extensive knowledge of Auditing and an in-depth knowledge of the International Standards for Professional Practice of Internal Auditing. Knowledge of the Treasury Regulations and Public Finance Management Act (PFMA). Good interpersonal and communication skills. Effective Report writing skills. Planning and organizing skills. Project management and communication skills.
- DUTIES** : Evaluate the internal control systems, risk management and governance process of the department. Plan the audit projects. Develop adequate audit programmes. Execute audit programme by gathering all relevant data. Coach, lead, train and supervise the audit team. Document all audit findings and provide supporting evidence. Compile audit reports and discuss with the client. Conduct internal audits in compliance with the International Standards for professional Practice of Internal Auditing. Perform follow up reviews to ensure that agreed action plans have been implemented. Build relationships with clients, external auditors, and other assurance providers.
- ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062
- POST 21/106** : **SENIOR AGRICULTURAL ADVISOR REF NO: DRDAR: 30/06/2019**
- SALARY** : R376 596 – R443 601 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Mpofu
	:	A qualification at NQF level 7 in Agriculture. Compulsory Registration with SACNASP. At least 3-5 years' appropriate experience in the field of extension and advisory services. Knowledge of Agriculture Extension Methodology and Project Planning, Change management, Conflict management, Customer focus and responsiveness. Planning and organizing skills, Communication skills, Presentation skills, Interpersonal skills. Computer skills. A valid driver's license is essential. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Coordinate the implementation of all strategic agricultural and rural development programmes. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Ms K Mngxekeza Tel No: 040 602 5062
<u>POST 21/107</u>	:	<u>SENIOR AGRICULTURAL RESEARCHER REF NO: DRDAR: 31/06/2019 (2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 – R443 601 per annum (Level 09)
	:	OR Tambo (RATU)
	:	A qualification at NQF level 7 in Social Science/ Developmental Studies/ Agriculture. At least 3-5 years' appropriate experience in the field of appropriate technologies and rural development. Knowledge of Appropriate Technologies Methodology and Project Planning, Change management, Conflict management, Customer focus and responsiveness. Planning and organizing skills, Communication skills, Presentation skills, Interpersonal skills. Computer skills. A valid driver's license is essential. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Undertake research activities. Engage and provide advice to stakeholders on identified research themes. Analyse research findings and make recommendations that inform policy and decision making. Compile Research Briefs and write Articles for Publications and undertake Research for Best Practice. Represent RATU's interest in multi-player research projects and disseminate research findings to stakeholders. Develop and maintain data bases.
<u>ENQUIRIES</u>	:	Ms K Mngxekeza Tel No: 040 602 5062
<u>POST 21/108</u>	:	<u>VETERINARY PUBLIC HEALTH OFFICER (2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 – R373 167 per annum (Level 08)
	:	Alfred Nzo District Ref No: DRDAR: 32/06/2019
	:	Joe Gqabi Ref No: DRDAR: 33/06/2019
	:	Relevant National Diploma in Environmental Health or equivalent qualification. Registration with the relevant South African Professional Statutory Body. A valid driver's license (code EB) is compulsory. Computer literacy. Relevant experience in meat inspection is recommended.
<u>DUTIES</u>	:	Ensure meat hygiene and food safety through: auditing and monitoring of abattoirs and facilities processing animal products and by-products; making recommendations regarding the registration, upgrading and repair of existing facilities; providing basic training to meat inspection staff, slaughter personnel and quality control officers. Collect samples for surveillance projects on identified diseases in animal products. Execute law enforcement in accordance with the Meat Safety Act. Assist in the promotion of awareness regarding meat hygiene and food safety through investigating and controlling illegal slaughtering in collaboration with the relevant authorities and advise the public regarding informal slaughtering of animals. Provide training, technical assistance and health education to communities on meat hygiene and food safety. Liaison with internal and external stakeholders. Perform administrative and related functions, which would, inter alia, entail the following: Populate databases. Compile and submit monthly, quarterly, annual reports, portfolio of evidence lists, letters and notices. Provide inputs to the operational plan for veterinary public health.
<u>ENQUIRIES</u>	:	Ms K Mngxekeza Tel No: 040 602 5062

- POST 21/109** : **NETWORK CONTROLLER REF NO: DRDAR: 34/06/2019**
- SALARY** : R316 791 – R373 167 per annum (Level 08)
CENTRE : DOHNE
REQUIREMENTS : A qualification at NQF level 6 in Information and Communication Technology. At least minimum of three to five years' relevant experience. Good communication skills, Report writing, Ability to conduct research. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license is essential.
- DUTIES** : Implement and monitor service level agreements. Render first line technical support to users on transversal systems and network applications. Develop and manage the updating of a user's database. Advise and empower users on fault reporting and ICT issues. Ensure compliance with the Information Security System and relevant policies and procedures.
- ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062
- POST 21/110** : **SENIOR ADMIN OFFICER; (LAND CARE) REF NO: DRDAR: 35/06/2019**
- SALARY** : R316 791 – R373 167 per annum (Level 08)
CENTRE : Head Office
REQUIREMENTS : A 3-year degree/National Diploma in Public Management/ Public Administration/ Project Management plus three (3) years relevant experience, or Grade 12 plus 6 years relevant experience. Computer literacy. Knowledge of BAS and LOGIS and A valid driver's license is essential, good communication skills.
- DUTIES** : Monitor implementation of departmental projects. Be responsible for a variety of administrative duties related to provisioning service. Perform a supporting function to other technical staff of the directorate. Prepare and submit consolidated monthly and quarterly management reports and performance reports. Provide logistics support functions. Monitor budget expenditure patterns as well as monthly projection for the unit. Supervise administrative officers.
- ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062
- POST 21/111** : **SENIOR HUMAN RESOURCE PRACTITIONER: HR PROVISIONING REF NO: DRDAR: 36/06/2019 (2 POSTS)**
- SALARY** : R316 791 – R373 167 per annum (Level 08)
CENTRE : Head Office
REQUIREMENTS : A qualification at NQF level 6 in Human Resource Management. At least 3 years' relevant experience in human resource management. Good understanding of Human Resource Development / Management enabling legislation in particular the PSA, BCEA, EEA, LRA, PFMA and PSR. Excellent communication, facilitation, presentation, writing, computer, financial management skills. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license will be an added advantage.
- DUTIES** : Appointment of employees on PERSAL. Relocations, Transfers and Secondments. Structuring of MMS/ SMS packages. Facilitate the Implementation of PMDS i.e. administrative process. Dealing with Provisioning services. Preparation and maintenance of HR Admin Reports. Implementation of Job Evaluation results and upgrades. Facilitate the recruitment process. Implement and ensure compliance with policies and procedures. Liaise with Customers and stakeholders. Provide HR advice to management and staff in the District. Maintain and administer PERSAL information.
- ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062
- POST 21/112** : **SENIOR HUMAN RESOURCE PRACTITIONER: HRD, PMDS & LABOUR RELATIONS REF NO: DRDAR: 37/05/2019**
- SALARY** : R316 791 – R373 167 per annum (Level 08)
CENTRE : Joe Gqabi
REQUIREMENTS : A qualification at NQF level 6 in Human Resource Management. At least 3 years' relevant experience in human resource management focusing on

		employee training, performance management and labour relations. Good understanding of Human Resource Development / Management enabling legislation in particular the PSA, BCEA, EEA, SDA, LRA, PFMA and PSR. Excellent communication, facilitation, presentation, writing, computer, financial management skills. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Advice management/ employees on the handling of labour related matters. Prepare and consolidate Work Place Skills Plan (WSP) for the district. Facilitate the Implementation of PMDS and Training of district employees. Preparation and maintenance of HR Admin Reports. Implement and ensure compliance with policies and procedures. Liaise with Customers and stakeholders. Provide HR advice to management and staff in the District. Maintain and administer PERSAL information.
<u>ENQUIRIES</u>	:	Ms K Mngxekeza Tel No: 040 602 5062
<u>POST 21/113</u>	:	<u>SENIOR LABOUR RELATIONS PRACTITIONER</u>
<u>SALARY CENTRE</u>	:	R316 791 – R373 167 per annum (Level 08)
	:	OR Tambo Ref No: DRDAR: 38/06/2019
	:	Head Office Ref No: DRDAR: 39/06/2019
	:	DOHNE Ref No: DRDAR: 40/06/2019
	:	Western District Ref No: DRDAR: 41/06/2019
	:	Chris Hani Ref No: DRDAR: 42/06/2019
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in HR Management majoring in Labour Relations/ Labour Law/ Social Science with Labour Relations/ Law. An NQF 7 qualification in Labour Relations/ Law will be an added advantage. At least 3 years' practical proven experience in Employment Relations environment. A good understanding of Labour legislation, policy and procedure applicable to the Public Service. Knowledge of disciplinary, grievance and dispute resolution procedures. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Represent the department at disciplinary and conciliation hearing. Advice management/ employees on the handling of labour related matters. Conduct audits, surveys on compliance with labour relations legislation. Coordinate training, workshops and meetings for the component. Coordinate the submission and consolidation of prescribed reports. Conduct research related to employment relations in the Department and present proposals to improve relationships at all levels in the organisation.
<u>ENQUIRIES</u>	:	Ms K Mngxekeza Tel No: 040 602 5062
<u>POST 21/114</u>	:	<u>CHIEF PERSONNEL OFFICER: SERVICE CONDITIONS</u>
<u>SALARY CENTRE</u>	:	R316 791 – R373 167 per annum (Level 08)
	:	Western District Ref No: DRDAR 43/06/2019
	:	OR Tambo Ref No: DRDAR 44/06/2019
	:	Joe Gqabi Ref No: DRDAR 45/06/2019
<u>REQUIREMENTS</u>	:	B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Human Resource Management, Public Administration or a relevant discipline. 4 years' appropriate experience in conditions of service of which at least 2 years at a supervisory level. Proficiency in the MS Office Package (Word, PowerPoint and Excel). A valid driver's license. Competencies: Excellent writing skills and grounded knowledge of PERSAL system.
<u>DUTIES</u>	:	Administering of Human Resource Conditions of Service Administration in the Sub-directorate. Dealing with pensions, retirements and early retirements. Keeping of records of retirements. Facilitate appointment and transfers. Ensuring Salary adjustments as well as acting allowance. Dealing and attending with telephone confirmation to inside and outside clients.
<u>ENQUIRIES</u>	:	Ms K Mngxekeza Tel No: 040 602 5062
<u>POST 21/115</u>	:	<u>EMPLOYEE ASSISTANT PROGRAMME (EAP) PRACTITIONER REF NO: DRDAR 46/06/2019</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District
	:	A qualification at NQF level 6 in Social Work / Psychology / a relevant qualification. At least minimum of three to five years' relevant experience. Knowledge of Public Service Employee Wellness Programmes, Public Service Legislative Regulatory Framework procedures and Policies. Good communication skills, Report writing, Facilitation, Co-ordination, Liaison, Networking, Decision-making skills. Ability to conduct research. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license is essential.
<u>DUTIES</u>	:	To render employee wellness services to the district. Implement the Safety, Health and Environment policy (SHE). Coordinate implementation of the Employee Wellness Strategy of the Department. Implement departmental policies on EWP. Render advice to management on request. Implement special programmes in line with departmental policies facilitate counselling for staff on request or when deemed appropriate. Manage the implementation of projects. Support and supervise peer and educators /counsellors, SHE representatives and OHS Functionaries.
<u>ENQUIRIES</u>	:	Ms K Mngxekeza Tel No: 040 602 5062
<u>POST 21/116</u>	:	<u>AGRICULTURAL ECONOMIST REF NO: DRDAR: 47/06/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 – R373 167 per annum (Level 08)
	:	Western District
	:	A qualification at NQF level 7 in Agricultural Economics with Economics or Agricultural Economics as major subjects. Computer literacy skills and statistical skills. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid drivers' license is essential.
<u>DUTIES</u>	:	Conduct agricultural economic research in all relevant fields of agricultural economics, e.g. farm management, production economics and agricultural marketing. Provide advanced agricultural economic advice to clients of the department in order to promote the sustainability of their businesses. Facilitate access to finance and markets. Promote cooperative and commodity group development. Conduct project appraisals, compile and evaluate business plans. Conduct research to identify trends relating to the economic environment and render advice on policy issues related to the agricultural sector. Work with Research Scientist. Monitor agricultural measure and evaluate alternatives for advice rendering purposes. Identify and design projects for commercial and developing agriculture. Perform administrative and related functions. Comply with the Public Service prescripts and departmental policies.
<u>ENQUIRIES</u>	:	Ms K Mngxekeza Tel No: 040 602 5062
<u>POST 21/117</u>	:	<u>SENIOR ADMIN OFFICER: PIMS REF NO: DRDAR: 48/06/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 – R373 167 per annum (Level 08)
	:	Head Office
	:	Standard 10/ Grade 12 plus a B Degree/ National Diploma in Project Management/Public Administration/equivalent qualification with plus a minimum of 3 years' relevant experience in General Administration of which two years must be in the project management environment. Computer Literacy, proficiency in excel. Competencies: Knowledge of NPO management processes and policies. Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, Public Service Regulations and relevant Government Regulations and Policies. Supervisory and management skills. Process in the Government, ability to work extended hours. Strong Planning Skills, sound interpersonal and conflict management skills, Project administration.
<u>DUTIES</u>	:	Be responsible for a variety of administrative duties related to provisioning service. Perform a supporting function to other technical staff in Centre. Prepare and submit consolidated monthly and quarterly management reports, performance reports. Provide logistic support functions, such as NPO funding Coordination and support to NPO's. Monitor budget expenditure patterns as well as monthly projection for the District. Manage and supervise administration officers.
<u>ENQUIRIES</u>	:	Ms K Mngxekeza Tel No: 040 602 5062

POST 21/118 : **ARTISAN FOREMAN GRADE A: MECHANICAL REF NO: DRDAR 49/06/2019**

SALARY : R304 263 – R344 640 per annum (OSD)
CENTRE : Mpofu Training Centre
REQUIREMENTS : A relevant qualification at NQF 6 and Trade Test Certificate. A minimum of 1-year experience as an Artisan. Good writing and verbal communication skills. Ability to work under pressure. A valid driver's license is essential. Candidates will be subjected to competency assessment.

DUTIES : Supervision of Artisan. Produce designs according to client specification and within limits of Production Capability. Produce objects with material and equipment according to job specifications and recognised standards. Quality assurance of produced products. Regular maintenance. Administrative and related functions. Check and verify compliance with regard to the relevant laws and regulations.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/119 : **STATE ACCOUNTANT: ACQUISITION REF NO: DRDAR: 50/06/2019**

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : An appropriate qualification at NQF 6 in Financial Management/ SCM/ Logistics/ Pubic Management in Supply Chain Management or Public Procurement. 2 years' experience in Supply Chain Management. Knowledge of Public Finance Management Act, Framework for Supply Chain Management, LOGIS, Preferential Procurement Regulations, BEE Framework and BBBEE. Good understanding of acquisition management.

DUTIES : Bid administration services through compilation of bid documents, notification, invitation and evaluation of bids / quotations / proposals. Provide secretariat functions. Ensure compliance to all bid processes. Administer departmental policies with regard to acquisition management. Report on progress or status of submitted quotations.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/120 : **PERSONAL ASSISTANT TO DIRECTOR: EXPORT VETENARY PUBLIC HEALTH & EXPORT CONTROL REF NO: DRDAR 51/06/2019**

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A qualification at NQF level 6 in office management/secretarial studies. At least 3 years' experience in rendering secretarial support. Experience in scheduling, diary management, telephone etiquette and stakeholder relations. The candidate must be proficient and have knowledge of a range of software package (Advance MS Office). Exceptional written and oral communication, planning, and organizational skills. Show discretion with confidential information. Must be presentable, people's person with excellent interpersonal skills and portray front line image. Thorough understanding of Public Service and its processes. Candidates will be subjected to a competency assessment. A valid driver's license will be an added advantage.

DUTIES : Implement and manage all administrative systems, processes and procedures in the Senior Management office. Manage the Directors' appointment schedule and diary. Prepare correspondence, reports, and materials for meetings. Perform general administrative and secretarial duties. Organize work by reading, routing correspondence, collecting information and initiating telecommunications. Organize and maintain office systems including filling (manually and electronically) and general office housekeeping.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/121 : **CHIEF REGISTRY CLERK REF NO: DRDAR: 52/06/2019**

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : A qualification at NQF level 6 in Library Science/ Records Management or equivalent qualification with 3 years' experience in records management.

Computer Literacy. A valid EB Driver's license will be an added advantage. Knowledge of registry procedures, policies and exposure to general Office Administration. Excellent interpersonal relations and communication skills. (Ms Packages) including Ms Word and Excel. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and as part of a team. Good office practice. Candidates will be subjected to a competency assessment. Competencies: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

DUTIES : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management services. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and disposal. Supervise human resource/ staff.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/122 : **COMMUNICATION OFFICER -GRAPHIC DESIGNER REF NO: DRDAR: 53/06/2019**

SALARY CENTRE : R257 508 – R303 339 per annum (Level 07)
: Head Office

REQUIREMENTS : An appropriate recognized NQF 6 (Bachelor Degree / National Diploma) in Graphic Design/ Communication/ Journalism/ PR or Marketing. At least two years' work experience in the Communication Services/ Field. Knowledge of Public Services frame works relevant to communication and treasury Regulations. Computer Literacy. Extensive knowledge of Adobe Suite, InDesign, CorelDraw, Ms Word, Excel and PowerPoint are all mandatory. A valid Code 08(EB) drivers' license is compulsory. Good written and verbal communication, presentation and decision making skills. The job requires extensive travel throughout the Province, including week-ends and public holidays.

DUTIES : Graphic designer: Layout and design departmental publications and other communication material including posters, flyers and brochures. Conceptualise ideas for creative graphics, animations and other material for audio visual material. Update departmental website regularly. Communicate with internal and external stakeholders. Proof reading and editing communication information. Capture audio/visual material when the need arises and other any other responsibilities as delegated by managers. Maintaining the corporate image of the department according to the approved Corporate Identity manual.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/123 : **COMMUNICATION OFFICERS - VIDEO EDITOR REF NO: DRDAR: 54/06/2019**

SALARY CENTRE : R257 508 – R303 339 per annum (Level 07)
: Head Office

REQUIREMENTS : An appropriate recognized NQF 6 (Bachelor Degree / National Diploma) in Film Production/ Communication/ Journalism or Marketing. Three years' work experience in a Communication Services/Field. Knowledge of Public Services frame works relevant to communication and treasury Regulations. Computer Literacy is mandatory, Good written, verbal communication, presentation and decision making skills. Extensive knowledge of video editing software. Must be proficient in Adobe Premier Pro and other video editing software. A valid Code 08(EB) drivers' license is compulsory. Must be able to work under pressure editing videos in various formats. The job requires extensive travel throughout the Province, including week-ends and public holidays.

DUTIES : Video Editor: Conceptualise ideas for projects and marketing, editing of raw material into excellent products for internal and external platforms. Planning with managers and be responsible for technical matters of production. Adding sound bites to video recordings, colour correct the footage, add

graphics and titles, mix images with sound. Do voiceovers when need. Conduct pre-shoot planning with colleagues. Capture audio-visual material when the need arises and any other responsibilities as delegated by managers.

- ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062
- POST 21/124** : **ARTISAN: ELECTRICAL (GRADE A) REF NO: DRDAR 55/06/2019**
- SALARY CENTRE REQUIREMENTS** : R190 653 – R211 596 per annum (OSD)
DOHNE
Appropriate Trade Test Certificate. Technical analysis knowledge. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Communication. Decision making. Team work. A valid driver's license is essential. Candidates will be subjected to competency assessment.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance- Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and Supervise and mentor staff Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062
- POST 21/125** : **REGISTRY CLERK**
- SALARY CENTRE** : R173 703 – R204 612 per annum (Level 05)
Joe Gqabi District Ref No: DRDAR: 56/06/2019
Alfred Nzo District Ref No: DRDAR: 57/06/2019
Amatole District Ref No: DRDAR: 58/06/2019
Western District Ref No: DRDAR: 59/06/2019
OR Tambo District Ref No: DRDAR: 60/06/2019
Chris Hani District Ref No: DRDAR: 61/06/2019
- REQUIREMENTS** : A qualification at NQF level 6 in Records Management or equivalent qualification with one (1) year relevant experience. Computer literacy. A valid EB Driver's license will be an added advantage. Knowledge of registry procedures, policies and exposure to general Office Administration. Excellent interpersonal relations and communication skills. (Ms Packages) including Ms Word and Excel. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and as part of a team. Good office practice. Candidates will be subjected to a competency assessment.
- DUTIES** : Perform a variety of administration duties such as opening of mail and distribution thereof to relevant office. The drawing and distribution of files, maintenance of various registers in accordance with file plan and Electronic Document Management. Manage the following office equipment's fax machines and photocopy machines with the District Office.
- ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062
- POST 21/126** : **ASSISTANT LIBRARIAN REF NO: DRDAR: 62/06/2019**
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum (Level 05)
DOHNE
Grade 12 coupled with Equivalent NQF level 4/5/6 qualification in Library Sciences. Computer literacy (MS Word & MS Excel) is required. Relevant experience in field would be an added advantage. Good interpersonal skills and verbal and written communication skills is required. Ability to work under pressure, independently and as part of a team. Good office practice.
- DUTIES** : Receiving books, Journals, and place them back to shelves. Daily bookshelves management. Writing out VA2's for library and handling invoices. Facilitate photocopying and faxing in the library.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/127 : **PERSONNEL OFFICER/ HUMAN RESOURCE OFFICER: PROVISIONING**

SALARY CENTRE : R173 703 – R204 612 per annum (Level 05)
 Alfred Nzo District Ref No: DRDAR: 63/06/2019 (X2 Posts)
 DOHNE Research Centre Ref No: DRDAR: 64/06/2019 (X1 Post)
 Mpofo Training Centre Ref No: DRDAR: 65/06/2019 (X1 Post)
 Amatole District Ref No: DRDAR: 66/06/2019 (X2 Posts)
 Western District Ref No: DRDAR: 67/06/2019 (X1 Post)
 OR Tambo District Ref No: DRDAR: 68/06/2019 (X2 Posts)
 Chris Hani District Ref No: DRDAR: 69/06/2019 (X1 Post)
 Joe Gqabi District Ref No: DRDAR: 70/06/2019 (X2 Posts)

REQUIREMENTS : A qualification at NQF level 6 in Human Resource Management. At least 2 years' relevant experience in human resource management. Good understanding of Human Resource Development / Management enabling legislation in particular the PSA, BCEA, EEA, LRA, PFMA and PSR. Excellent communication, facilitation, presentation, writing, computer, financial management skills. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license will be an added advantage.

DUTIES : Appointment of employees on PERSAL. Relocations, Transfers and Secondments. Structuring of MMS/ SMS packages. Facilitate the Implementation of PMDS i.e. administrative process. Dealing with Provisioning services. Preparation and maintenance of HR Admin Reports. Implementation of Job Evaluation results and upgrades. Facilitate the recruitment process. Implement and ensure compliance with policies and procedures. Liaise with Customers and stakeholders. Provide HR advice to management and staff in the District. Maintain and administer PERSAL information.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/128 : **SENIOR ACCOUNTING CLERK REF NO: DRDAR: 71/06/2019**

SALARY CENTRE : R173 703 – R204 612 per annum (Level 05)
 Chris Hani District

REQUIREMENTS : A qualification at NQF level 6 in Finance or equivalent. At least 2 years' relevant experience in finance management. Computer literacy and knowledge of BAS/Persal will be advantageous. Knowledge of PFMA National Treasury Regulations as well as MS Excel Spreadsheet, MS Word and word perfect will be an added advantage. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license will be an added advantage.

DUTIES : Maintenance of accounting reports, settling of accounts, drawing and processing of payment reports, maintenance of commitment register.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/129 : **TRACTOR DRIVER REF NO: DRDAR: 72/06/2019**

SALARY CENTRE : R145 281 – R171 138 per annum (Level 04)
 DOHNE

REQUIREMENTS : Grade 10, Grade 12 will be an added advantage. Driver's License Code 8 or Code 10. Basics of tractor maintenance. Previous relevant work experience of two years driving tractors. Candidates will be subjected to a competency assessment.

DUTIES : Driving of tractor with the purpose of ploughing / cultivating land, cutting grass, loading instruments and equipment.

ENQUIRIES : Ms K Mngxekeza Tel No: 040 602 5062

POST 21/130 : **CLEANER (X21 POSTS)**

SALARY CENTRE : R102 534 – R120 780 per annum (Level 02)
 Alfred Nzo District Ref No: DRDAR: 73/06/2019 (X3 Posts)
 DOHNE Ref No: DRDAR: 74/06/2019 (X3 Posts)
 Amatole District Ref No: DRDAR 75/06/2019 (X3 Posts)
 Western District Ref No: DRDAR: 76/06/2019 (X3 Posts)

REQUIREMENTS

OR Tambo District Ref No: DRDAR: 77/06/2019 (X3 Posts)

Chris Hani District Ref No: DRDAR: 78/06/2019 (X3 Posts)

Joe Gqabi District Ref No: DRDAR: 79/06/2019 (X3 Posts)

: Grade 10 or Grade 12 plus appropriate experience relating to general cleaning and maintenance. Candidates will be subjected to a competency exercise.

DUTIES

: Cleaning and maintenance of offices and agricultural premises.

ENQUIRIES

: Ms K Mngxekeza Tel No: 040 602 5062

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 21/131** : **HEAD OF CLINICAL UNIT: OBSTETRICS AND GYNAECOLOGY REF NO: ONG0001/TMRH**
Directorate: Medical
- SALARY** : Grade1: R1 728 807 – R1 834 890 per annum (All-inclusive package)
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in obstetrics and Gynaecology: Master of Medicine in Obstetrics and Gynaecology (M.MED - Obs & Gynae) and/or Fellowship of the College of Obstetricians and Gynaecologists of South Africa - FCOG (SA). A recognized diploma or sub-specialty in a branch of obstetrics and gynaecology of South Africa will be an added advantage. A minimum of five (5) completed years of relevant experience after registration with HPCSA as a medical specialist in obstetrics and gynaecology is mandatory.
- DUTIES** : Overall clinical and administrative leadership of Thelle Mogoerane Regional Hospital Obstetrics and Gynaecology Unit/ Department. Implementation of a sound value system, work ethics, improved patient experience, reduced patient waiting time and active bed management in obstetrics and gynaecology unit. Responsible for training and guidance of medical officers, medical interns, community service doctors, undergraduate and postgraduate students and other categories of health workers in obstetrics and gynaecology. Ensure compliance to National Core Standards and/or Ideal Hospital Standards regarding to the unit. Ensure accurate and appropriate medical records are maintained in accordance with legal and ethical requirement. Coordinate and compile medico-legal reports and attend to relevant legal matters pertaining to the obstetrics and gynaecology as needed. Develop unit operational plans and prepare monthly statistics, quarterly and annual reports. Manage the recruitment of doctors, (Compliance to PMDS policy); sign performance management and development system with doctors and monitor their professional conduct. Perform clinical audits and institute appropriate quality improvement plans. Conduct and actively participate in mortality and morbidity, academic and patient care meetings. The head of unit is expected to avail oneself as needed, collaborate with other sections with focus on paediatrics and child health, promote teamwork (such as hospital head of departments and internal cluster meetings), liaise with the external cluster and implement efficient sub-cluster outreach services at least once a month to district health clinics and hospitals.
- ENQUIRIES** : Dr. E.C Chukwuma Tel No: (010) 345 0298
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle

Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 28 June 2019
- POST 21/132** : **DEPUTY DIRECTOR MONITORING & EVALUATION REF NO: SEB-MON-01 (X1 POST)**
Directorate: Planning, Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all-inclusive package)
: Sebokeng Hospital
: An appropriate recognized 3 year National Diploma or Degree in Public Management or equivalent qualifications. Minimum of 3-5 years proven experience in the field of Monitoring and project monitoring. Proven knowledge and experience of the National outcomes based approach and its implementation in Health. Knowledge of provincial programme of action (POA) and institutional Departmental Annual Performance Plan Strategic and Operational Plans – their development and implementation at facility level. Knowledge and deep understanding of the Public Finance Management Act (PFMA) as well as Treasury Regulations. Proven record of the ability to multi task and managing across departments in a highly pressurized environment with a high volume work load. A valid driver's license. Skills: Strong interpersonal relations skills, emotional intelligence, report writing skills, communication skills (verbal and written) and presentation skills). Knowledge of GPG and GDOH policies and procedures, relevant legislation and Public Service Regulations. SLAs of security contracts and information security knowledge. Knowledge of Health Information Management system. Competencies needed: MS Office Package. Presentation and liaison skills. Statistical analysis skills. Ability to customize and target information to user requirement.
- DUTIES** : Collect and analyze data, drawing trends and forecast based on performance of the hospital. Formulate and co-ordinate the implementation of appropriate intervention to address weakness identified as a result of the performance analysis. Assist in the implementation of the outcome based approach in the hospital as well as program of action. Conduct research in a number of highly specialized areas related to performance monitoring and evaluation specifically around the outcome based approach and the programme of action. Develop preparation of reports and presentation to oversight structures and Department. Design and execute evaluations of the performance of the directorate's programmes, including the design and implementation of programmes and programme outputs, outcomes and impact. Devise creative solutions of programme implementation and challenges. Assist in the design of Monitoring and Evaluation systems and methodologies. Manage the execution of projects. Supervise and assess the performance of personnel. Perform any other delegated functions and projects. Facilitate, participate and develop strategic, operational and annual performance plan of the hospital. Co-ordinate quarterly, half yearly and annual reviews and reports in the annual performance and operational plans. Perform hospital audits of the OPS and APP.
- ENQUIRIES APPLICATIONS** : Mrs. MA Madolo Tel No: (016) 930 3300/06
: Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983. On line applications cannot be accommodated due to system challenges recommended candidates will undergo medical surveillance.
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed). Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply.

CLOSING DATE : 28 June 2019

POST 21/133 : **ASSISTANT MANAGER (PNA 7)**
Directorate: Nursing

SALARY : R614 991 – R692 166 per annum (plus benefit) salary will be determined in line with OSD Resolution

CENTRE : West Rand District (Merafong sub district)

REQUIREMENTS : Basic R425 qualifications (Diploma/Degree in Nursing). Registration with SANC and a minimum of 8 years' experience as a Professional Nurse, at least 3 years' experience in management. Knowledge of District Health Services, National Health Act, National Development Plan, Financial Management Report Writing, Presentation, Computer Literacy and a valid Driver's license. Duties: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices 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 the legislative framework governing the public service.

ENQUIRIES : Ms Matsaba M.J Tel No: (011) 953 4515/6

APPLICATIONS : must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

NOTE : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE : 28 June 2019

POST 21/134 : **PNB3 OPERATIONAL MANAGER SPECIALTY (OPERATING THEATRE)**
REF NO: OMS0002/TMRH (X1 POST)
Directorate: Nursing

SALARY : R562 800 – R633 432 per annum plus benefits

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic nursing diploma with duration of one (1) year, accredited by SANC in Operating Theatre Nursing Science. Minimum of 9-years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least five (5) years of the period referred to above must be appropriate / recognizable experience in the specialty (Operating Theatre) after obtaining the one (1) year post-basic qualification in the specific specialty (Operating Theatre Nursing Science). Diploma in Nursing Administration / Management will be added advantage. Current 2019 SANC receipt. Proof of service record certificate. Computer literacy will be an added advantage. Knowledge of Nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and procedure, grievance procedure, etc. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counselling.

DUTIES : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively the utilization and supervision of resources i.e. Human, Financial, and Services Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and Quality care. Ensure that the

unit adheres to Batho Pele principles and patient centered nursing care. Manage performance of staff. Compliance with performance management and development system. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards.

ENQUIRIES : Mrs. N. Baduza Tel No: (010) 345 0971
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

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

CLOSING DATE : 28 June 2019

POST 21/135 : **OPERATIONAL MANAGER NURSING SPECIALTY UNIT (X1 POST)**
Obstetrics & Gynae

SALARY : R562 800 – R633 432 per annum
CENTRE : Pholosong Hospital
REQUIREMENTS : A basic qualification accredited with the SANC nursing council in terms of Government Notice R425 (i.e Diploma/ Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post- Basic qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant speciality. A minimum of a 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 1 year post basic critical care (ICU)

DUTIES : Manage effectively the utilization of resources, nursing statutes and other relevant legal frameworks such as Nursing Act, National Health Act, OHS Act, Patients' Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act. Good interpersonal relations, good communication (Written and Verbal). Good conflict management, good decision making and problem solving abilities, Computer (Ms Word or Excel. Supervisory and leadership skills.

ENQUIRIES : Ms Kf Mabuza Tel No: (011) 812 5000
APPLICATIONS : To Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 or apply online at: www.gautengonline.gov.za

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications the institution reserves the right not to fill the post.

CLOSING DATE : 05 July 2019

POST 21/136 : **CHIEF OCCUPATIONAL THERAPIST GRADE 1**

SALARY : R466 119 – R517 326 per annum
CENTRE : Pholosong Hospital

- REQUIREMENTS** : Minimum educational qualification: BSC in Occupational Therapy/ Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist Experience: a minimum of 3 years appropriate experience in occupational therapy after registration with the HPCSA. Inherent requirement of the job: competencies (knowledge/skills): Excellent communication skills, report writing and leadership skills. Good interpersonal, organizational and planning abilities. Sound knowledge of appropriate national and provincial legislation and policies. Knowledge and understanding of evidence-based practice. Clinical experience as an Occupational Therapist in the field of Vocational Rehabilitation (particular focus on work assessment and performance functional capacity evaluations with sound knowledge of various physical and mental health conditions). Computer literacy.
- DUTIES** : Sound management of overall Occupational Therapy service in the Occupational Therapy Department Manage all resources in Occupational Therapy Unit (human, financial, physical and infra structural). Participate in undergraduate Occupational Therapy student training. Provide leadership in strategic, operational management and administration.
- ENQUIRIES** : Mrs C.K. Selepe Tel No: 011 812 5000
- APPLICATIONS** : to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 or apply online at: www.gautengonline.gov.za
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications
- CLOSING DATE** : 05 July 2019
- POST 21/137** : **OPERATIONAL MANAGER NURSING MEDICAL WARD (X1 POST)**
- SALARY** : R444 276 – R500 031 per annum
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : A basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse A minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SA Nursing Council in General Nursing
- DUTIES** : Coordination of optimal, holistic nursing care provided within set standards and professional/ legal framework, Manage effectively the supervision and utilization of resources. 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** : Ms KF Mabuza, Tel No: (011) 812 500
- APPLICATIONS** : to Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550 or apply online at: www.gautengonline.gov.za
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications: The institution reserves the right not to fill the post.
- CLOSING DATE** : 05 July 2019
- POST 21/138** : **OPERATIONAL MANAGER GRADE 1 – GENERAL REF NO: 09/2019**
Directorate: Nursing
- SALARY** : R444 276 per annum
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Degree or Diploma, i.e. Basic R425 qualification in nursing that allows registration with SANC as a Professional Nurse and Midwife. Seven years appropriate experience as a nurse after registration with SANC in general nursing. Candidate must be willing to work shifts, weekends, night duty and public holidays as required. Competencies: Ability to promote quality patient care through setting, implementation and monitoring of standards. Candidate must have knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector. Good organizational interpersonal, leadership, decision-making, problem solving and conflict resolution skills. Candidate must have basic computer skills and basic understanding of HR and Financial policies and procedure. Know Code of Conduct and Labour Relations and related policies.

- DUTIES** : Effective and efficient co-ordination of required nursing care which is compliant with the standard set by the service and professional framework. Provide effective management and professional leadership. Manage effectively the utilization of physical, financial and Human Resources to fulfill the operational and developmental functions in accordance with legislations and policies. Promote and facilitate training, motivation and development of personnel. Ensure that participation in research related activities are evident in the practice. Ensure provision of accurate statistical information for data management and quality improvement initiatives. Assist with after hour supervision and management functions in the institution.
- ENQUIRIES APPLICATIONS** : MS M. E. Polo Tel No: (016) 428 7130
must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to Private bag X031 Vereeniging 1930.
- NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months People with Disabilities Are Encouraged to Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical Surveillance will be conducted to successful candidate.
- CLOSING DATE** : 28 June 2019
- POST 21/139** : **ASSISTANT DIRECTOR FINANCE REF NO: 0001ASDFINTMRH**
Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R376 596 – R443 601 per annum plus benefits
Thelle Mogoerane Regional Hospital
An appropriate three (3) year Tertiary Qualification in Finance. Minimum of 3-5 years relevant experience within financial environment, out of which four (4) years must be at managerial or supervisory level. Competence in the use of Microsoft Word, Excel and PowerPoint as it is necessary for the execution of tasks. Knowledge of BAS, SAP, SRM, SAP-RECEIPTING, PAAB/MEDICOM and SCOA. Knowledge of Government Budget Process. Leadership and sound management skills. Excellent communication (written and verbal) and interpersonal skills. A valid driver's license.
- DUTIES** : Monitoring of the Financial Performance of the Hospital. Management of suspense accounts. Correction of misallocated expenditure by journalizing transactions. Management of revenue and collection of Debt from Debtors. Communication with all external funders. Provide correct SCOA allocation and signing-off of RLSO1 before the processing of order. Releasing payments on SRM system. Ensuring that relevant monthly reconciliations and reports are submitted. Compile the annual, Adjustment and MTEF budget request for the Hospital. Ensure that budget is correctly captured on the system. Monitoring of Cost Center Commitment register. Management of Petty Cash for the Hospital through understanding of the following legislations; PFMA, BBBEE, PPPFA, Treasury Regulations, circulars and policies and finance prescript. Ensure adherence to financial policies, guidelines and procedures. Training of Cost Centre Managers and subordinates on Financial Management. Attending and responding to the Auditor General queries. Keep abreast with any amendments of legislation.
- ENQUIRIES APPLICATIONS** : Mrs. M.R. Hlongwane Tel No: (011) 345 0229
Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : Applications must be submitted on a Z83 form obtainable from any public service department, with a detailed CV, certified copies of ID and qualifications which must not be more than 3 months old to be attached. Failure to do so will lead to disqualification of your application. NB The appointed employee will be subjected to Personnel suitability check (PSC), OHS Medical surveillance as required in the HBA, Verification (Reference check – provide at least 3 reference check of which one must be immediate supervisor, be subjected to the vetting process; criminal clearance, citizenship, credit records, verification of qualification by SAQA. The institution reserves the right not to fill the post.
- CLOSING DATE** : 28 June 2019

- POST 21/140** : **CHIEF ADMINISTRATION CLERK REF NO: 08/2019 (X1 POST)**
Directorate: Patient Activity
- SALARY** : R257 508 per annum (plus benefits)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Grade 12 or equivalent with a minimum of five years' relevant experience or a National Diploma / Degree in Office Administration or, Public Administration, Business Administration with three Years' experience. Be able to work under pressure and to communicate effectively both verbal and written. Candidate must be computer literate, good customer service, co-ordination, planning and organizational Skill. Candidate must be able to manage a team, maintain discipline and able to interpret policy directives.
- DUTIES** : Ensure accurate patient data is collected and captured; supporting documents filed, and control Measures are in place. Supervise Revenue management and ensures compliance to PFMA and Treasury Regulations. Manage Patient Activity & Records, Porters, and Mortuary and Linen room departments. Adhere to patient waiting times and compile all required statistics reports. Comply with the National Core Standards, Record Management Policy, and Mortuary guidelines, PFMA, DORA and Treasury Regulations. Manage performance of staff and all HR related matters (overtime, leave and discipline of staff), and submit Forms to HR department on time. Ensure correct management of Laundry, Mortuary and pottering Departments.
- ENQUIRIES** : MS LP Phaswana Tel No: (016) 428-7111
- APPLICATIONS** : Must be submitted to: Kopanong Hospital, 2 Casino Road, Duncanville, HR office, or posted to P/bag x031, Vereeniging, 1930.
- NOTE** : Fully Completed Z83, CV, certified copies of ID and qualifications not older than three months People with Disabilities Are Encouraged to Apply. If you did not hear from us within three months regard your application unsuccessful. Medical surveillance will be conducted to Successful candidates.
- CLOSING DATE** : 28 June 2019
- POST 21/141** : **PROFESSIONAL NURSE (X3 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R256 905 – R297 825 per annum plus benefit NB: salary will be determined in line with OSD Resolution
- CENTRE** : West Rand District (Merafong sub district)
- REQUIREMENTS** : Diploma / Degree in Nursing in terms of R425, or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of One (1) year appropriate/ recognizable nursing experience as a Professional Nurse with South African Nursing Council (SANC) & registered with SANC as a Professional Nurse. Good communication skills. Good ethical practice & caring attitude.
- DUTIES** : Provision of high quality care that is holistic and is patient centered without stigmatization. Ensuring that nursing care provided is within the scope of practice of nurses and legal frame work. Promotion of professionalism and leading by examples always. Assist in completion of the clinical stationary and ensure that data is entered timeously. Will also be responsible for ensuring that all quality assurance standard and other health mandates are implemented during her/his shifts. Effective utilization of resource, Advocate and facilitate proper treatment. Be a team leader that is responsible for planning, organizing, coordinating & supervising.
- ENQUIRIES** : Ms. N.B Cele Tel No: (018) 787 9907
- APPLICATIONS** : must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.
- NOTE** : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. The incumbent will be subject to a pre-screening process.
- CLOSING DATE** : 28 June 2019
- POST 21/142** : **PROFESSIONAL NURSE - SCHOOL HEALTH (X2 POSTS)**
Directorate: Nursing (Mogale Sub)
Re-Advertisement (Applicants from previous need to re-apply)

SALARY : Grade 1: R256 905 - R297 825 per annum
Grade 2: R315 963 – R362 865 per annum
Grade 3: R383 226 – R485 475 per annum plus benefit
NB: salary will be determined in line with OSD Resolution

CENTRE : West Rand District Health

REQUIREMENTS : Diploma/ Degree in Nursing in terms of R425, or equivalent qualification that allows registration with SANC as a Professional Nurse. Must be registered with SANC as a Professional Nurse. Good communication skills. Good ethical practice & caring attitude. Must have a valid driver's license.

DUTIES : Provision of optimal holistic specialized nursing care within the set standards, professional & legal framework, promotion of scientific; high quality nursing care that is cost efficient in the PHC setting including school health services. Will be a team leader that is responsible for planning, organizing, coordinating & supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism & leading by example at all times. Liaise with relevant stakeholders to improve service rendering. Perform any delegate duties.

ENQUIRIES : Ms. M.N. Mchunu / Ms. M.R. Khojane Tel No: (011) 953 1515/18

APPLICATIONS : must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

NOTE : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE : 28 June 2019

POST 21/143 : **SECRETARY (X2 POSTS)**
Directorate: West Rand Health District

SALARY : R173 703 per annum (plus benefit)

CENTRE : Family Medicine/ District Office

REQUIREMENTS : Grade 12, equivalent qualification, Render Clerical functions to Manager, good computer literacy skills, good communication skills, ability to resolve problems analytical thinker, ability to work under pressure and meet tight deadlines.

DUTIES : Records management systems. Ordering safekeeping of stationery. Provides a secretarial/receptionist support. Service to the manager. Provides a clerical support service to the manager. Remains up to date with regards to prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Mr. A. Tiro Tel No: (011) 953 4515

APPLICATIONS : must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.

NOTE : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE : 28 June 2019

POST 21/144 : **ENROLLED NURSES (SCHOOL HEALTH SERVICES) (X1 POST)**
Directorate: Nursing (Merafong Sub)

SALARY : Grade 1: R171 381 - R192 879 per annum (plus benefit). NB: salary will be determined in line with OSD Resolution

CENTRE : West Rand District Health

REQUIREMENTS : Qualification that allows registration with SANC as Enrolled Nurse. Registration with the South African Nursing Council. Good communication skills (verbal and written). Knowledge of relevant nursing legislation.

DUTIES : To cover personal and environmental hygiene at school, education on reproductive health and prevention of teenage pregnancy. Provision of on site services at schools which includes deworming, immunization and abuse of children. Mental health issues including drug and substance abuse, depression, anxiety and suicide. Follow-up and referral where learners are identified as requiring health and other services that cannot be provided on-site through routine school health services, mechanisms must be in place for ensuring that learners access these services.

ENQUIRIES : Ms. N.B. Cele Tel No: (018) 787 9907

- APPLICATIONS** : must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.
- NOTE** : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.
- CLOSING DATE** : 28 June 2019
- POST 21/145** : **NURSING ASSISTANT (X8 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R132 525 - R149 163 per annum
Grade 2: R156 846 – R176 526 per annum
Grade 3: R187 263 – R230 307 per annum plus benefit
NB: salary will be determined in line with OSD Resolution
- CENTRE** : West Rand District Health:
Mogale Sub (X4 Posts)
Merafong Sub (X4 Posts)
- REQUIREMENTS** : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing Assistant). Registration with the South African Nursing Council. Good communication skills (verbal and written). Knowledge of relevant nursing legislation.
- DUTIES** : Assist patients with activities of daily living (Physical care). Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Provide basic Nursing care and patient safety. Implement infection control practices and proper waste management. Maintain ethical standards. Assist professional nurse with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Compulsory shift work and flexibility. Give health education to patients and families. Perform any other delegated duties with the scope of Nursing Assistant.
- ENQUIRIES** : Mogale sub Ms. M.N. Mchunu / Ms. M.R. Khojane Tel No: (011) 953 1515
Merafong sub Ms. N.B. Cele Tel No: (018) 787 9907
- APPLICATIONS** : must be submitted at HR in West Rand District. Cnr. Vlei & Luipaard Street, Krugersdorp 1739 or posted to Private Bag X2053 Krugersdorp, 1740.
- NOTE** : Applications must be submitted on a Z83 form, certified copies of C.V, ID, and Qualifications to be attached. NB: The incumbent will be subject to a pre-screening process.
- CLOSING DATE** : 28 June 2019

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, males of all races are encouraged to apply.

- APPLICATIONS** : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 65 Ntengi Piliso Street, Newtown, Johannesburg, 2001 or online on www.gautengonline.gov.za. Please do not send applications to 30 Simmonds street)
- CLOSING DATE** : 28 June 2019
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, 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 reserves the right to cancel the filling / not fill a vacancy that was advertise during any stage of the recruitment process. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 21/146 : **STATE LAW ADVISOR: LEGISLATIVE DRAFTING REF NO: 004114 (X2 POSTS)**

SALARY : Grade 1: R763 212 – R822 192 per annum (All-inclusive remuneration package)

: Grade 2: R899 016 – R1 266 156 per annum (All-inclusive remuneration package)

CENTRE : Johannesburg

REQUIREMENTS : **Grade 1:** State Law Advisor (LP-7) 5 to 8 years' experience per annum depending on proven competence and previous work experience. **Grade 2:** State Law Advisor (LP-8) 9 to 10 years' experience per annum depending on proven competence and previous work experience. LLB (or equivalent) degree. Admitted or qualify to be admitted to practice as a legal practitioner in terms of the applicable laws of the Republic. At least five (5) to ten (10) years' post qualification experience in legislative drafting. Knowledge and experience of Constitutional Law, Interpretation of Statutes, Administrative Law, Contract Law and Public Service Law will be an added advantage. Key Competencies: Proven legislative drafting skills and experience. Ability to carry out legal research and to express legal propositions clearly. Excellent negotiation and influencing skills. Strong communication skills (written, oral, presentation). Computer literacy with a good working knowledge of Microsoft Office packages and keyboard skills. Knowledge of the machinery of Government and legislative process. Ability to remain calm, plan workload and achieve deadlines under pressure. Ability to make considered and logical decisions. Future focused, encourages innovation and supports change. High level of professional integrity, has positive energy and drive. Self-motivated and comfortable taking the initiative. Completely reliable and able to work without supervision. Experience in and technical knowledge of civil litigation.

DUTIES : Primary duties: Provide legislative drafting and related services to the Gauteng Provincial Government. Provide legal advice and support services about legislation to client departments and Provincial Executive Council. Provide support when draft legislation is being promoted through the legislative process, including attending Legislature's Committees as appropriate to provide assistance. Analyse, identify, monitor progress with and advice on draft national legislation that may have an impact on the Province. Provide legal advice and opinions to client departments with the Gauteng Provincial Government and to the Provincial Executive Council. Assist in the performance of the Unit's functions and as and when required. Perform the duties of the Director in his or her absence. Secondary duties: Provide assistance to the Office of the Premier with contract drafting or drafting of agreements. Provide support with the handling of litigation involving the Office of the Premier and assist with the province-wide implementation and monitoring of the provincial litigation management approach to ensure the protection of the interests of the Province.

ENQUIRIES : Post Content Only - Adv. Monwabisi Nguqu Tel No: (011) 355-6312
Ms Zandile Ntshalintshali Tel No: (011) 355-6427

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : to be delivered to: Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107

CLOSING DATE : 28 June 2019

NOTES : All shortlisted candidates will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department. Shortlisted candidates will be subjected to pre-employment screening (vetting). "All shortlisted candidates for SMS post

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 DPSA directive on the implementation of competency assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools". Successful candidates will be subjected to security clearance by SSA. Signing of performance contract: Mandatory. Applications received after the closing date will be disqualified. Your Z83 form must be signed. Copies of qualifications and driver's license copy must be certified. Persons from designated groups are encouraged to apply. Errors and Omissions Expected. The Department reserves the right not to fill the position.

MANAGEMENT ECHELON

- POST 21/147** : **CHIEF OPERATIONS OFFICER REF NO: REFS/004083**
 Branch: GFleet
 Directorate: Office of the Chief Operations Officer
- SALARY** : R1 189 338 per annum (An all-in inclusive package). The package includes basic salary (70% package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Bedfordview (Gauteng)
 : An undergraduate qualification (NQF level 7) in Logistics Management or Operations Management or Finance Management or Business Management as recognized by SAQA and a post graduate qualification (NQF Level 8) will be added as an advantage. 5 years of experience at a senior managerial level. Experience within the relevant industries and /or roles i.e. corporate services, operations, government, fleet management, strategic management, project management, policy development, marketing and corporate communications will be an added advantage. In depth knowledge of acts, regulations, codes of good practice and practice notes relating to public sector governance, the Public Service Act, the Public Finance Management Act and the Occupation Health and Safety Act. In depth knowledge of the fleet industry. Understanding of the public service environment and implementation of policies and relevant statutes with a clear understanding of organizational processes and structures. The successful candidate needs to possess the following skills: strategic leadership, advanced financial management, change management, service delivery innovation, knowledge management and strategic communication, analytical, negotiation, project management, interpersonal skills and contract management. Ability to work in a team and within strong matrix arrangements. Strong computer literacy skills (MS Excel, MS Word, Power Point etc.) A valid driver's license.
- DUTIES** : Monitor and oversee the provisioning of support and risk services on fleet related matters. Monitor and oversee executive class and pool fleet management services to client departments. Monitor and oversee the provisioning of permanent fleet to client departments. Monitor and oversee fleet maintenance services. Monitor and oversee rendering of customer relations management services. Render corporate services. Develop and implement systems of internal control and risk management for the chief directorate. Manage the resources of the component and perform generic management functions.
- ENQUIRIES** : Ms. Noxolo Maninjwa Tel No: (011) 372 – 8660/8600

OTHER POST

- POST 21/148** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: REFS/004082**
 Branch: HOD'S Office
 (Three Years Fixed Term Contract)
 Directorate: Risk and Compliance
- SALARY** : Remuneration will be based on hourly rates prescribed by the National Treasury from time to time.

- CENTRE REQUIREMENTS** : Johannesburg (Head Office)
 : CA/MBA/MBL/CIA and any relevant degree (Legal, Accounting, Risk Management, Auditing and Financial Management). In addition, the following skills experience and attributes would be an added advantage- Integrity, independence, dedication, understanding of public sector business and controls. Knowledge and A good understanding of the Risk Management and Corporate Governance, Public Finance Management Act and Treasury Regulations, EWRM, COSO model and Public Sector Risk Management Framework. Candidates should have 5-10 years' work experience in risk management environment. Exposure in serving in the oversight committee will be an advantage. A valid Driver's License.
- DUTIES** : Provide oversight and monitoring role to the Risk Management Committee. Review the risk management policy and strategy and recommend for approval by the Accounting Officer. Advise the Risk Management Committee on risk management issues. Develop goals, objectives and key performance indicators for the Committee for approvals by the Accounting Officer. Chair the quarterly risk management committee. Set the agenda for the meeting. Reporting on risk management. Report to the Accounting Officer any materials changes to the risk profile of the Institution.
- ENQUIRIES** : Ms. D. Kgage Tel No: (011) 355-7378

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.

- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. 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. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

OTHER POSTS

- POST 21/149** : **SENIOR ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION**
REF NO: SD/2019/06/01
- SALARY** : R316 791 per annum (plus benefits)
CENTRE : Johannesburg Head Office
REQUIREMENTS : A three year qualification in Monitoring and Evaluation with 2-3 years' experience in Performance Monitoring and Evaluation environment. A valid driver's license. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Performance Monitoring and Evaluation functions in the Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes and procedures. Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual.
- DUTIES** : Verification of programme performance information. Provision in the Development of Monitoring and Evaluation policies. Monitoring of Regions and Institutions of performance date. Compilation of accurate and valid programme performance reports. Supervision of staff and interns.
- ENQUIRIES APPLICATIONS** : Ms B Khutsoane Tel No: (011) 355 7805
 : 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 : Ms Boitshoko Khutsoane Tel No: (011) 355 7805
CLOSING DATE : 28 June 2019

POST 21/150 : **SENIOR ADMINISTRATIVE OFFICER: GENDER, YOUTH AND DISABILITY MAINSTREAMING REF NO: SD/2019/06/02**

SALARY : R316 791 per annum (plus benefits)
CENTRE : Johannesburg Head Office
REQUIREMENTS : A three year qualification in qualification in Gender, Youth and Disability Mainstreaming studies or equivalent related qualification with 2-3 years' experience in Gender, Youth and Disability Mainstreaming environment in the Public Service. A valid driver's licence. Good Knowledge and understanding of the Departments constitutional mandate and relevant policies, legislation; and its relationship with National and other stakeholders. Knowledge and understanding of legislative and policy framework, programmes, procedures and systems regulating the Gender, Youth and Disability Mainstreaming in the Public Service. Skills and Competencies: Client orientation and customer focused, reporting, facilitation, analytical, evaluation, monitoring, presentation and computer skills. Innovative thinking, problem-solving, ability to work under pressure, willingness to travel, sensitivity to target groups and good interpersonal relations.

DUTIES : Mainstreaming of Gender, Youth and Disability Mainstreaming programmes to Departmental Strategic Plans and budget. Compile data on the status of Gender, Youth and Disability Mainstreaming policies, procedures, structures and budgets in the Department. Communicate and monitor action plans on Gender, Youth and Disability Mainstreaming. Management of Gender, Youth and Disability Mainstreaming. Compile analysis and review reports of Departmental Gender, Youth and Disability Mainstreaming Programme. Communicate advocacy sessions on Departmental Gender, Youth and Disability Mainstreaming Programme. Gender, Youth and Disability Mainstreaming compliance monitoring. Communicate schedules for compliance monitoring sessions on Departmental programmes to Gender, Youth and Disability Mainstreaming targets, policies and action plans. Compile and communicate corrective actions to relevant stakeholders. Gender, Youth and Disability Mainstreaming reporting. Prepare monthly, quarterly, bi-annual and annual Gender, Youth and Disability Mainstreaming reports. Compile Gender, Youth and Disability Mainstreaming oversight reports as required.

ENQUIRIES : Ms B Khutsoane Tel No: (011) 355 7805
APPLICATIONS : 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 : Ms Boitshoko Khutsoane Tel No: (011) 355 7805
CLOSING DATE : 28 June 2019

POST 21/151 : **ADMINISTRATIVE OFFICER: PERFORMANCE INFORMATION MONITORING AND EVALUATION REF NO: SD/2019/06/03**

SALARY : R257 508 per annum (plus benefits)
CENTRE : Johannesburg Head Office
REQUIREMENTS : A three year qualification in Monitoring and Evaluation and related fields with 1 - 2 years' experience in Performance Monitoring and Evaluation environment. A valid driver's licence will be an added advantage. Good Knowledge and understanding of legislative and policy framework, procedures and processes regulating Public Service. Knowledge and understanding of Departmental Monitoring and Evaluation systems, processes and procedures. Skills and Competencies: Good planning and coordinating, Office Administration, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual.

DUTIES : Review and assist in the development, implementation and maintenance of M & E policies, processes and guidelines for Departmental entities. Capacitate Regions to reduce discrepancies of evidence before it is rejected during the

verification process. Test NPO compliance against the Department records management guidelines. Develop verification templates for Department data validation process. Compile monthly analysis on POA and quarterly verification analysis. Attend and provide inputs in all meetings, workshops, and capacity building and information dissemination sessions. Assist in the analysis and refinement of all the indicators tracking performance and all service areas before the finalization of the APP in January of each financial year. Assist in conducting capacity building, workshops and sessions with the Regions, Institutions and Head Office. Filing of Directorate documents i.e. reports, NPOs schedules and registers.

ENQUIRIES
APPLICATIONS

: Ms B Khutsoane Tel No: (011) 355 7805
: 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
CLOSING DATE

: Ms Boitshoko Khutsoane Tel No: (011) 355 7805
: 28 June 2019

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people



- APPLICATIONS** : The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Nyilenda
- CLOSING DATE** : 28 June 2019 (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates. Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should candidates not receive any response from us within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise in terms of SMS posts that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection committee will recommend the 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.

MANAGEMENT ECHELON

- POST 21/152** : **DEPUTY DIRECTOR-GENERAL: LOCAL GOVERNMENT REF NO: 1/2019 (LG)**
Local Government Branch
- SALARY** : R1 446 378 per annum (All Inclusive Senior Management Service Package)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in a possession of a Bachelor's Degree and a Postgraduate qualification or NQF level 8 as recognised by SAQA in Local Governance/Public Administration/LLB/Social Science coupled with 8 years' experience at senior management and 10 years working knowledge and experience in local government environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge and understanding of policy analyses, Awareness and understanding o the municipal environment, Knowledge in Interperation, research and development of legislation, Knowledge of legislation (MPRA, MFMA and Municipal Systems Act) as well as relevant municipal policies and bylaw, Knowledge of monitoring and evaluation processes and systems, Project management skills, Planning and organising skills, Communication and conflict resolution skills, Time management and team development skills, Decision making and problem solving skills, Management of finances and financial skills, Strategic planning skills, Good communication skills (verbal & written), Good computer literacy in MS office, A valid drivers licence.
- DUTIES** : The successful candidate will be required to co-ordinate, promote, monitor, support and enhance governance in municipalities with the following key responsibilities: Manage the promotion of sound municipal administration and good governance, Manage the monitoring of municipalities towards enhanced

financial governance, management and sustainability, Co-ordinate and provide capacity building initiatives and enhance governance through public participation and community development, Ensure co-ordination of support within the department and municipalities, Manage the effective utilization of resources for the branch.

ENQUIRIES : MR T Tubane Tel No: (033) 395 2035

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 21/153 : **MEDICAL SPECIALIST (GRADE 1, 2, 3) PAEDIATRICS & CHILD HEALTH REF NO: GS 41/19**
Component: Paediatrics

SALARY : Grade 1: R1 106 040 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. Employee must sign the commuted overtime contract form.
Grade 2: R1 264 623 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. Employee must sign the commuted overtime contract form.
Grade 3: R1 467 651 per annum 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. Employee must sign the commuted overtime contract form.

CENTRE REQUIREMENTS : Greys Hospital, PMB Metropolitan Hospital Complex
: **Grade 1:** experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). **Grade 2:** experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). **Grade 3:** experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). MBCHB OR equivalent qualification Plus FC Paeds (SA) OR equivalent. Current Registration with Health Professions Council of South Africa as a Medical Specialist in Paediatrics OR Sub – specialist in recognized Paaediatrics sub- specialty OR Registrar candidates who have completed the research & FC Paeds (SA) examination components of registrar training and are completing training time by the end 31 July 2019, (i.e. Registrable with the HPCSA as a Medical Specialist in Paediatrics and Eligible to start duty in July or August 2019) may also apply. Recommendations: Three (3) or more experience as a Paediatrician will be an advantage Candidates with Sub-specialist qualifications in line with current demands are encouraged to apply as this will be recognized as an advantage during the short-listing and interview stages.

DUTIES : Will cover Clinical Care, Scholarship, Professionalism, Governance, Administration & Management and Project/s: Participate in the provision of 24-hour in- and outpatient paediatric clinical care within the Pietermaritzburg Metropolitan Hospitals Complex (Grey's and/or Edendale Hospital) as deemed necessary for patient care. This will include generalist working in sub-specialty areas, and vice versa, i.e sub-specialist working in generalist areas. Participate in the departmental Outreach program to the catchment area Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental academic and training programme/s, Assist with the administration of a component of the paediatric department in Pietermaritzburg Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, including joining the University of Kwazulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health.

ENQUIRIES : Dr B L Dhada Tel No: (033) 897 3264/87

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs. M. Chandulal

NOTE : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 41/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

CLOSING DATE : 28 June 2019

POST 21/154 **MEDICAL SPECIALIST GRADE 1/2/3 REF NO: MED 21/2019 (X1 POST)**
Paediatrics Department (PMB Metropolitan Hospitals Complex)

SALARY : Grade 1: R1 106 040 – R1 173 900 per annum (package)
Grade 2: R1 264 623 - R1 342 230 per annum (package)
Grade 3: R1 467 651 – R1 834 890 per annum (package)
Plus 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

This post would be suitable for candidates who have recently passed their subspecialist examinations and completed the subspecialist training time. In the event that a candidate who is eligible for subspecialist registration, but has not received such registration is successful in his/her application for this post, the appointment will be as a specialist at their current salary level.

CENTRE : Edendale Hospital

REQUIREMENTS : Grade 12 Certificate, MBCHB OR equivalent qualification, PLUS Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics OR as a registrar in Paediatrics, Current practice with the HPCSA as a Medical Specialist (2018-2019). N.B. Those candidates who have completed and are completing requirements (i.e. signed Form 57 on MMed, Part 1 & Part 2 CMSA exams) may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical specialist in Paediatrics (independent practice). Specialist or Sub-specialist medical knowledge, skills & competence in Paediatrics and child health. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology, research and statistics. Medical education training and experience. Research publications, research knowledge, skills & competence. Experience Required: **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. 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. A certificate of service obtained from the HR Department must be attached. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached.

- DUTIES** : Will cover clinical skills, performance, training, research and supervision & support) Participate in the provision of 24-hour in- and outpatient Paediatric clinical care within the Pietermaritzburg Metropolitan Hospitals Complex (Grey's and/or Edendale Hospital) as deemed necessary for patient care. Participate in the departmental Outreach program to the catchment area. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental academic and training programme/s, Assist with the administration of a component of the Paediatric department in Pietermaritzburg Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, including joining the University of Kwazulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health. Assist and participate in research activities as defined within the department Recommendations Three (3) years' or more experience as a Paediatrician will be an advantage. Sub-specialist qualifications in line with current disease burden and resources will be an advantage
- ENQUIRIES** : Dr. Y. Naidoo Tel No: (033) 395 4176
- APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216
- FOR ATTENTION** : Mr. L. Makhaye
- NOTE** : Employment Equity Target Preference will be given to the following candidates as per Employment Equity target: Any person with disability irrespective of race and gender, African Male, Coloured Male and Indian Male.
- CLOSING DATE** : 28 June 2019
- POST 21/155** : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 43 /2019**
Orthopaedics Department
- SALARY** : Grade 1: R821 205 - R884 670 per annum (All inclusive salary packages)
Grade 2: R938 964 - R1 026 693 per annum (All inclusive salary packages)
Grade 3: R1 089 693 - R1 362 366 per annum (All inclusive salary packages)
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** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, **Grade 1:** An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach an evaluation certificates from the South African Qualification Authority (SAQA) to their applications. **Grade 2:** An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Minimum of 5 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community service. Minimum of 6 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to perform Community Service. Attach proof of working experience endorsed by Human Resource Department/Employer. Applicants in possession of a foreigner qualification must attach an evaluation certificate from the South Africa Qualifications Authority (SAQA) to their qualification. **Grade 3:** An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Minimum of 10 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community Service. Minimum of 11years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to perform Community Service. Attach proof of working experience endorsed by Human Resource Department/Employer. Applicants in possession of a foreigner qualification must attach an evaluation certificate from the South Africa Qualifications.

		Extensive medical and Anaesthetic knowledge and sound clinical skill. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the departmental of health. Good team building and problem solving. Awareness of cross-cultural differences. Concern for excellence.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients within anaesthetics unit. Examine investigate, diagnose and oversee the treatment of patients in the emergency department provision of after hour's services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, units rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meeting, workshops and training courses as directed by the Head of Departmental. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.
<u>ENQUIRIES</u>	:	Dr P.D Rollinson at (082) 474 9246
<u>APPLICATIONS</u>	:	Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1 st Floor Admin Block
<u>FOR ATTENTION</u>	:	Mr MTR Nzuzza
<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	:	28 June 2019 (Late applications will not be accepted)
<u>POST 21/156</u>	:	<u>ASSISTANT NURSING MANAGER REF NO: EPH 04/2019 (X1 POST)</u> Cluster: KZN Department of Health First Preference Will Be Given African Male
<u>SALARY</u>	:	R562 800 – R652 437 per annum, 8% Inhospitable Area Allowance, 13th Cheque, Medical aid (optional), Housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Ekuhlengeni Psychiatric Hospital
<u>REQUIREMENTS</u>	:	Matric /Grade 12, Diploma / Degree in General Nurse and midwifery or Equivalent qualification that allows registration with SANC as a Professional Nurse. Registration certificate with South African Nursing Council as General Nurse and midwifery Current SANC receipt – license to practice (2019 receipt) with the SANC as a professional Nurse NB: Certificate of service from previous employer is compulsory; Please include verification of employment from current employer, which must be endorsed by Human Resource Management Experience Required A minimum of 8 years appropriate experience in nursing after registration as a Professional nurse with SANC as a General Nurse Knowledge, Skills Competencies And Training Required: Good interpersonal, communication, problem solving and presentation skills Ability to make independent decision, problem solving and

		<p>conflict resolution Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework (Nursing Act). Personal Attributes: responsiveness, professionalism, supportive, assertive and must be a team player. At least three (3) years of the period referred to above must be appropriate / recognizable at Management level.</p>
<u>DUTIES</u>	:	<p>Provide professional, technical and management support for the provision of quality patient care. Control utilisation, performance and evaluation of staff including monitoring absenteeism and nursing care standards. Manage the provision of nursing care in the designated areas through instituting quality programmes and sound supervision. Exercise proper utilisation of all available resources. Ensure that all relevant Acts and Regulations are adhered to. Participate and coordinate the formulation of policies and Procedures. Ensure control and discipline including analysis and monitoring the training and development of staff. Provide leadership in the implementation of National Core Standards. Utilise information technology and other management systems for the enhancement of service delivery. Advocate ensures the promotion of nursing ethos and professionalism.</p>
<u>ENQUIRIES</u>	:	MRS. T.V. Mkuzo Tel No: (031) 9054 777/6/5
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Human Resource Manager: Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. BOX 3, Umbogintwini, 4125 OR Hand delivered to: Off Old South Coast Road, Umbogintwini.
<u>FOR ATTENTION</u>	:	Ms. GP. Cele
<u>NOTE</u>	:	<p>Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their Applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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.</p>
<u>CLOSING DATE</u>	:	28 June 2019
<u>POST 21/157</u>	:	<u>OPERATIONAL MANAGER NURSING SPECIALTY REF NO: OPM SPEC 7/2019 – (X1 POST)</u>
<u>SALARY</u>	:	R562 800 - R633 432 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Eshowe District Hospital
<u>REQUIREMENTS</u>	:	<p>Basic R425 qualification - Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse and Midwifery. One (01) year Post basic qualification in the specialty (Advanced Midwifery and Neonatal Nursing Care). A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing and Midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience in Obstetrics & Gynaecology nursing, after obtaining the 1 year post-basic qualification in Advanced Midwifery and Neonatal Nursing Care. NB: Certificate Of Service From Previous Employers Is Compulsory, Please Include Verification Of Employment From Current</p>

Employer, Which Must Be Endorsed And Signed By Human Resource Management. Knowledge, Skills, Training And Competencies Required: Knowledge Of Nursing Care Policies And Procedures, nursing statutory regulation and guidelines, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patients' Rights Charter, Batho pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Computer skills.

DUTIES : To exercise overall supervision on the departments, identify needs and formulate health care programs and oversee implementation thereof. Implement maternal and child health care programs eg PMTCT, MBFI, PPIP, KINC, NEPOC, etc. Ensure implementation and maintenance of clinical competencies and to ensure that scientific principles of nursing processes are maintained. Work hand in hand with members of the multidisciplinary Health team in the formulation of policies related to the area of responsibility. Advocate and ensure the promotion of nursing ethos and professionalism. Contribute to the development of clinical management guidelines and protocols for management of patients and to ensure that these support and acceptable level of care within reasonable resources. Provide leadership in the implementation of the National Core Standards Ensure proper use and control of all resources under her control, ensuring that operations remain within budget.

ENQUIRIES : Nursing Manager: DR FN Dube Tel No: (035)-4734500
APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager
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) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, driver's license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 28 June 2019

POST 21/158 : **OPERATIONAL MANAGER (SPECIALTY) THEATRE REF NO: 30/2019 (X1 POST)**

SALARY : R562 800 per annum plus benefits 13th Cheque, Medical Aid optional. Housing Allowance (Employees to meet the prescribed requirements) Rural Allowance 12%.

CENTRE : Greytown Hospital
REQUIREMENTS : Matric/ senior certificate (grade 12) or equivalent qualification, Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse Plus, Post Basic qualification in Theatre Nursing Science with duration of at least one year and accredited with SANC, A minimum of 9 years appropriate / recognizable experience in Nursing registration as a Professional Nurse with South African

Nurse Council in General Nursing of which 5 years must be appropriate / recognizable experience after obtaining post basic qualification in theatre Nursing Science, Current S.A.N.C receipt (2019), Proof of current / previous work experience endorsed and stamped by HR must be attached, Appropriate / recognizable supervisory experience at a Unit level. (Attach proof from supervisor), Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process / procedures, Human Resource and financial management skills, Sound knowledge of disciplinary processes and grievance procedures, Knowledge of Nursing care processes and procedures, Knowledge of Occupational Health and Safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills, Good communication, leadership, interpersonal and conflict management skills.

DUTIES : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care, initiate and participate in health promotion activities to ensure consistent communication of relevant, accurate and comprehensive information on health care, Provision of safe and therapeutic environment for patients in theatre, Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. interprofessional, inter- sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and manage effectively the utilization of human, financial and physical resources, Monitoring and evaluation of data management and its impact on planning, Work closely with Nursing Management Office to ensure smooth running of Nursing component, Maintain Professional growth / ethical standards & self-development. Ensure that the unit complies with National Core Standards and Ideal Hospital to meet the needs and demands of clients, promote and Monitor IPC and Health & safety strategies in the unit, Demonstrate understanding of Human Resource and financial management practices & procedures including asset management and inventory management.

ENQUIRIES : Ms. PPL Nkala Tel No: 033 413 9410
APPLICATIONS : forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250

FOR ATTENTION : Mr. LP Ntombela Tel No: 033 413 9410
CLOSING DATE : 03 July 2019

POST 21/159 **OPERATIONAL MANAGER NURSING (GENERAL) REF NO: NGWE 44/2019**
 Surgical

SALARY : Grade 1: R444 276 per annum Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

CENTRE : Ngwelezana Tertiary Hospital
REQUIREMENTS : Diploma/Degree in General nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of working experience (certificate of service) endorsed by Human Resource. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. Knowledge of nursing care processes and procedures, nursing statutes and other relevant laws.

DUTIES : Oversee management of Surgical Nursing Services. Develop and implement quality assurance programs, policies and operational plan for Surgical Unit to ensure compliance with National Core Standards and other quality initiatives. 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 by clinics. Manage and supervise effective

utilization of all the resources e.g. human, financial material. Ensure provision of 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. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Attend to meetings and workshops as directed. Establish and maintain constructive working relationship with staff and other stakeholders. Effective utilization of all the resources e.g. human, financial, equipment and supplies. Monitor the management/ prevention and control of infection within Surgical 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. Perform other functions as assigned by the supervisor.

- ENQUIRIES** : Miss R.M Sithole Tel No: (035) 901 7258
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- FOR ATTENTION** : Mr MTR Nzuz
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 28 June 2019 (Late applications will not be accepted)
- POST 21/160** : **OPERATIONAL MANAGER NURSING (GENERAL) REF NO: NGWE 45/2019**
Out Patient
- SALARY** : Grade 1: R444 276 – R500 031 per annum Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Diploma/Degree in General nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of working experience (certificate of service) endorsed by Human Resource. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. Knowledge of nursing care processes and procedures, nursing statutes and other relevant laws.
- DUTIES** : Oversee management of Surgical Nursing Services. Develop and implement quality assurance programs, policies and operational plan for Surgical Unit to ensure compliance with National Core Standards and other quality initiatives. 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 by clinics. Manage and supervise effective utilization of all the resources e.g. human, financial material. Ensure provision of 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. Develop, monitor and evaluate staff in terms of EPMS. Exercise control over discipline, grievance and all labour relations issues. Attend to meetings and workshops as directed. Establish and maintain constructive working relationship with staff and other stakeholders. Effective utilization of all the resources e.g. human, financial, equipment and supplies. Monitor the management/ prevention and control of infection within Surgical 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. Perform other functions as assigned by the supervisor.

- ENQUIRIES** : Miss R.M Sithole Tel No: (035) 901 7258
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- FOR ATTENTION** : Mr MTR Nzuzza
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 28 June 2019 (Late applications will not be accepted)
- POST 21/161** : **CLINICAL PROGRAMME COORDINATOR (IPC) REF NO: EGUM 12/2019 (X1 POST)**
- SALARY** : R444 276 per annum. Other Benefits: 13th cheque/service bonus, Rural Allowance of 8%, Home owners Allowance, (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : Institution: E G & Usher Memorial Hospital
- REQUIREMENTS** : Degree/Diploma in General nursing & Midwifery. Minimum of 7 years appropriate recognizable experience after registration as a General Nurse. Current registration with SANC (receipt 2019). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached.) Recommendation: Valid Driver's Licence. Computer Literacy (Ms Office: Word, Outlook, PowerPoint and Excel) Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter. Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills.

- DUTIES** : Ensure that the development, implementation and review of Infection Prevention Control guidelines, protocols, norms and standards are in line with current standards of practice regulations and the objectives of the service. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes e.g. Regular audits, accurate record keeping, identify health indicators and risk factors, in-service training/health education for all staff and clinics on Infection Control Prevention. Surveillance of health care associated infections, anti-microbial resistance and notifiable conditions. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care e.g. Attend meetings, participate with members of the health team in decision making pertaining to health care delivery, consult/liaise with organizations and special interest groups. Coordinates functions and activities of the Infection Prevention & Control. Ensure a high standard of thoroughness and accuracy in minimizing further transmission of communicable diseases. Promote interdisciplinary/intersectional liaison. Inculcates in every employee, patient and their families the knowledge, interests and alertness to principles of Infection Control.
- ENQUIRIES** : Mrs GL Ramaota Tel No: (039) - 797 8100
- APPLICATIONS** : Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).
- FOR ATTENTION** : Assistant Director: HRM
- 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. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 07/2016. 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). Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note due to a large number of applications received, if you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. NB: Due To Financial Constraints, No S&T will be paid to candidates when attending the interviews.
- CLOSING DATE** : 28 June 2019
- POST 21/162** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1 OR 2 REF NO: NGWE 47/2019**
Burns
- SALARY** : Grade 1: R383 226 - R444 276 per annum (all inclusive salary packages)
Grade 2: R471 333 - R579 696 per annum (all inclusive salary packages)
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** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : **Grade 1:** Diploma/Degree in General nursing that allows registration with SANC as Professional Nurse. A post basic qualification in Critical Care. A post basic qualification in an appropriate specialized field i.e. burns ICU and Theatre. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Attach proof of working experience endorsed by Human Resource Department/Employer.
Grade 2: Diploma/Degree in General Nursing. A post basic qualification in an

appropriate specialized field i.e. Critical Care .A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable in a specific field after obtaining post basic qualification in that specialized field. Attach proof of work experience endorsed by Human Resource Department/Employer. Strong interpersonal, communication and presentation skills. Ability to make independent decisions .An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Prescripts and Legislations.

DUTIES : Render an optimal holistic specialized nursing care to patients as a member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norma and Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies and procedures. Ensure the unit complies with the infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients. Participate in staff developing using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.

ENQUIRIES : MS RM Sithole Tel No: (035) 901 7047/ 7258
APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION : Mr MTR Nzuzza
NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 28 June 2019 (Late applications will not be accepted)

POST 21/163 : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1 OR 2 REF NO: NGWE 48/2019**
 Ophthalmology

SALARY : Grade 1: R383 226 - R444 276 per annum (all inclusive salary packages)
 Grade 2: R471 333 - R579 696 per annum (all inclusive salary packages)
 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 : Ngwelezana Tertiary Hospital

- REQUIREMENTS** : **Grade 1:** Diploma/Degree in General nursing that allows registration with SANC as Professional Nurse. A post basic qualification in Critical Care. A post basic qualification in an appropriate specialized field i.e. burns ICU and Theatre. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Attach proof of working experience endorsed by Human Resource Department/Employer. **Grade 2:** Diploma/Degree in General Nursing. A post basic qualification in an appropriate specialized field i.e. Critical Care .A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable in a specific field after obtaining post basic qualification in that specialized field. Attach proof of work experience endorsed by Human Resource Department/Employer. Strong interpersonal, communication and presentation skills. Ability to make independent decisions .An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Prescripts and Legislations.
- DUTIES** : Render an optimal holistic specialized nursing care to patients as a member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Core Standards. Coordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies and procedures. Ensure the unit complies with the infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients. Participate in staff developing using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.
- ENQUIRIES** : MS RM Sithole Tel No: (035) 901 7047/ 7258
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- FOR ATTENTION** : Mr MTR Nzuza
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 28 June 2019 (Late applications will not be accepted)

<u>POST 21/164</u>	:	<u>CLINICAL NURSE PRACTITIONER PRIMARY HEALTH CARE STREAM</u>
<u>SALARY</u>	:	Grade 1: R383 226 - R444 276 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements. Grade 2: R471 333 - R579 696 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Ndlangubo Clinic Ref No: CNP NDL 4/2019 (X4 Posts) King Dinuzulu Clinic Ref No: CNP KDC 5/2019 (X1 Post) King Dinuzulu Clinic School Health Ref No: CNP KDC SH 6/2019 (X1 Post)
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Degree/Diploma in General Nursing, Registration with South African Nursing Council as a Professional Nurse (PHC), Grade 1 Experience: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Drivers Licence NB School Health only. Grade 2: Experience: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing, of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. NB: Certificate of service from previous employers is compulsory. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele, Interpersonal skills, negotiating conflict handling and counseling skills
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. 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 (Batho Pele)
<u>ENQUIRIES</u>	:	Nursing Manager: DR FN Dube Tel No: 035-473 4500
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
<u>FOR ATTENTION</u>	:	Mrs GZ Dube: Human Resource Manager
<u>NOTE</u>	:	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) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the

South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 28 June 2019
- POST 21/165** : **PROFESSIONAL NURSE GRADE 1&2 (SPECIALTY) THEATRE OPERATING THEATRE AND CSSD REF NO 30/2019 (X3 POSTS)**
- SALARY** : Grade 1: R383 226 per annum Plus Benefits 13th Cheque, Medical Aid Optional. Housing Allowance (Employees to meet the prescribed requirements)
Grade 2: R471 333 per annum Plus Benefits 13th Cheque, Medical Aid Optional, Housing Allowance (Employees to meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Greytown Hospital
: **Grade 1:** Matric Certificate –Verified Copy, Diploma in general nursing & midwifery, Post Basic Diploma in Operating Theatre Technique, Proof of Registration with SANC-2019 receipt, A minimum of 4 years appropriate/ recognizable experience after registration as a Professional Nurse with S.A.N.C. in General Nursing, NB. Certificate of Service stating the relevant experience must be attached to the application. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with S.A.N.C. in General Nursing, At least 10 years of the period referred to above be appropriate / recognizable experience in the specific specialty after obtaining the 1 year Post Basic Qualification in the relevant specialty, Certified copy of Certificate of Service to be attached to the application Sound knowledge of latest technology in Theatre Nursing. Sound knowledge nursing care, Sound knowledge of nursing care delivery approaches, Formulation of mission and objectives of the unit, A sound knowledge of the provincial Health Act of 2000, the Nursing Act, Occupational Health& Safety Act of 1995, Maintain accurate and complete patient records according to legal requirements, Must be able to handle obstetric and emergencies and high risk conditions. Provide a safe therapeutic environment as laid down by the Nursing Act, Provision of optimal, Holistic specialized nursing care with set standards and within a professional/ legal framework.
- DUTIES** : Delegate duties and support staff in the execution of patient care, Effective utilization of human and material resources, assist with relief duties of the supervisor and act as a junior shift-leader on both day and night shift to participate in quality improvement programmes and clinical audits. Co-ordination of the provision of effective training research, Provision of effective support to nursing services, Maintain professional growth/ethical standards and self-development, To relieve with duties of the supervisor i.e Operational Manager, To partake in Overall specialized unit functions i.e. Team Building, Participate in the analysis, formulation and implementation of nursing guidelines practice standards and procedures, Maintain constructive working relationships with nursing and other stakeholders i.e. inter-professional and inter-sectoral and multi-disciplinary team work, Exercise control over discipline, grievance and labour relation issues.
- ENQUIRIES APPLICATIONS** : Ms. PPL Nkala 033 413 9410
: forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250
- FOR ATTENTION CLOSING DATE** : Mr LP Ntombela Tel No: (033) 413 9410
: 01 July 2019
- POST 21/166** : **PROFESSIONAL NURSE- SPECIALTY NURSING (TRAUMA) REF NO: GS 42/19 (X2 POSTS)**
Component – Nursing
- SALARY** : Grade 1: R383 226 per annum, Plus 13 cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R471 333 per annum, Plus 13 cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg
Grade 1: experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Speciality Senior Certificate or equivalent **Grade 2:** experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1- year post basic qualification in the relevant speciality. Degree/Diploma in General Nursing plus One (1) year post basic qualification in Trauma and Emergency Nursing. Current registration with SANC as General Nurse and relevant speciality (2019 receipt) Minimum of 4 years appropriate/recognizable registration experience as General Nurse and 1 year in the Speciality. Recommendation Knowledge, Skills, Training and Competency Required: Knowledge of nursing care processes & procedures Sound knowledge of scope of practice Problem solving skills Knowledge of Batho Pele & Patients Right Charter principles Good communication skills – verbal & written Knowledge of SANC Rules and Regulation and other relevant public Service legislations, prescripts and policies.

DUTIES : Internal rotation of the staff within the relevant Speciality will be exercised according to patient need Execute duties and function with proficiency and within prescripts of applicable legislations Render quality nursing care in Emergency Department To develop and ensure implementation of nursing care plans To participate in clinical audits Ensure proper utilization of human, material and financial resources and maintain updated records thereof Supervision of patients records to ensure accurate and complete patient records, Support the operational manager in ensuring the implementation of infection control & prevention policies in the unit Supervise the performance of junior staff so as to enhance/ promote quality patient care Rotation of staff will be done to provide uniformity of patient care amongst the various Critical Care Units Assist with performance reviews (EPMDS) Teach and supervise student nurses allocated in the unit Implementation of Infection Control Policies and procedures.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Mrs. K T McKenzie Tel No: (033)-8973331
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
Mrs. M. Chandulal
Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 42/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 28 June 2019

POST 21/167 : **DIAGNOSTIC RADIOGRAPHER REF NO: GS 40/19**
Component: Radiology

SALARY : Grade 1: R317 976 per annum
Grade 2: R401 640 per annum
Grade 3: R439 164 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg
Grade 1: None after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA

in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Minimum of 10 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of eleven years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** Minimum of 20 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa National Diploma / Degree in Diagnostic Radiography Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer Certified copy of current registration with HPCSA for 2019/2020 as a diagnostic radiographer (Independent Practice) Certificates of service to be attached as proof of Experience Recommendation: Knowledge, Skills And Experience: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications Good communication, interpersonal relations and problem solving skills Knowledge of radiation control regulations and safety measures Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate Computer Literacy.

DUTIES : Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required Participate in Quality Assurance and Quality Improvement programmes, In-service training, National Core Standards and Ideal Hospital Realisation Maintenance Framework. Equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

ENQUIRIES : Mrs D. Wood Tel No: 033-897 3208
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs. M. Chandulal
NOTE : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 40/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 28 June 2019

POST 21/168 : **PROFESSIONAL NURSE (HAST) GRADE1 REF NO: EPH 02/2019**
Cluster: KZN Department of Health
First Preference Will Be Given To an African Male

SALARY : Grade 1: R256 905 – R297 825 per annum. 8% Inhospitable Area Allowance, 13th Cheque, Medical aid (optional) Housing allowance (employee must meet prescribed requirements)

CENTRE : Ekuhlengeni Psychiatric Hospital
REQUIREMENTS : Matric /Grade 12, Diploma / Degree in General Nurse or equivalent Qualification that allows registration with SANC as a Professional Nurse: Plus Registration Certificate with South African Nursing Council as General Nurse

Current SANC Receipt (2019) – License to Practice with the SANC as a Professional Nurse. Recommendations: NIMART Certificate and Experience In Hast Programmes. NB: Certificate Of Service from Previous Employer Is Compulsory; Please Include Verification of employment from Current Employer, which must be Endorsed by Human Resource Management Experience Required: Grade 1: One Year Experience in Hast Programmes Knowledge, Skills Competencies And Training Required: Good Interpersonal, Communication, Problem Solving and Presentation Skills. Ability to make independent decisions, problem solving and conflict resolution. Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework (Nursing Act). Personal Attributes: Responsiveness, Professionalism, supportive, assertive and must be a team player.

DUTIES

: To plan organize and monitor the objectives of the unit in the consultation with Subordinate. 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 supervisor of resource. Co-ordinate optimal, holistic specialized nursing care with set standards and within professional/legal framework Coordination on the provision of effective training and research Maintain professionalism growth / ethical, standards and self–development. Implementation and management of infection prevention and control protocols Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and clinical audits participate in staff, students and patient training re HIV programmes. Exercise control over discipline grievance and relation in issues according to the laid down policies and procedures. Compile HIV statistics. Ensure proper management of patients on ART in the institution. Identify, develop and control Risk Management system within the unit. Uphold the Batho Pele and Patient’s right principles. Implementation of programmes for prevention, detention and treatment on non-communicable disease and illnesses Develop policies and protocols for HAST Programme Conduct HAST meetings, training and workshops.

**ENQUIRIES
APPLICATIONS**

: Mrs. T.V. Mkuzo Tel No: (031) 9054 777/6/5
 : All applications should be forwarded to: The Human Resource Manager: Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. BOX 3, Umbogintwini, 4125 OR Hand delivered to: Off Old South Coast Road, Umbogintwini.

**FOR ATTENTION
NOTE**

: Ms. GP. Cele
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their Applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. 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

: 28 June 2019

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT**

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.



- APPLICATIONS** : Applications should be addressed to, The Head of Department, Private Bag X 9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building. Ground Floor, Office no 30.
- CLOSING DATE** : 05 July 2019 at 16h00
- NOTE** : Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications. All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. Shortlisted applicants will be required to provide their original IDs on the day of the interviews for verification purposes. Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Faxed or E-mailed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. The contents of this Circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za and www.vukuzenzele.gov.za.

OTHER POSTS

- POST 21/169** : **SOCIAL WORK SUPERVISOR: GRADE 1 REF NO: DSD/86 (X1 POST)**
Two (02) year contract
- SALARY CENTRE REQUIREMENTS** : Grade 1: R384 228 per annum plus 37% in lieu of benefits
DSD Provincial Office: Early Childhood Development
An undergraduate (NQF level 7) in Social Work as recognised by SAQA. Seven (07) years' experience as a Social Worker. Experience in the field of ECD and Partial Care will serve as an added advantage. Registration with South African Council for Social Service Professions (SACSSP). Valid driver's license. Knowledge: Skills and Competencies: Knowledge of ECD Conditional Grants. Education and Social Development strategies and programmes pertaining to ECD. Government policies and approach to ECD. Programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Planning and organising skills. Policy implementation skills. Business ethics skills. Computer Literacy.
- DUTIES** : Manage and facilitate the implementation of ECD policies, strategies, minimum technical norms and standards, including practice guidelines in respect of early childhood development conditional grant. Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met. Consolidate provincial reports in line with the ECD Conditional Framework. Manage and facilitate capacity building on the ECD conditional grant. Manage and monitor funded ECD Centres.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Segobela or Ms ME Gafane at (015) 230 4407/4315/4426

POST 21/170 : **ADMIN CLERK REF NO: DSD/87 (X1 POST)**
Two (02) year contract

SALARY : Commencing Salary Notch: R173 703 Plus 37% In Lieu Of Benefits, Salary Level: 05

CENTRE : DSD Provincial Office: Early Childhood Development

REQUIREMENTS : Grade 12 or equivalent qualification. 1 – 2 years' experience in administration. Knowledge: Skills and Competencies: Computer Literacy. Advanced skills in excel, word and power point. Data capturing skills. Good communication skills. Organisation skills. Team work. Flexibility. Knowledge of legal framework governing the public service. Knowledge of Social Development strategies and programmes pertaining to ECD will be an added advantage.

DUTIES : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the subsidy and infrastructure components and all other ECD databases. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the subsidy and infrastructure components. Book venue for meetings. Prepare agendas and attendance registers for various meetings.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Segobela or Ms ME Gafane at 015 230 4407/4315/4426

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

- CLOSING DATE** : 28 June 2019 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained. Applicants are advised to apply as early as possible to avoid disappointments.
- NOTE** : Applications should be submitted on Z83 form obtainable from any public service department and should be accompanied by recently certified copies of qualifications (preferably not older than 3 months), ID/passport and curriculum vitae. Please quote the Correct references on your application form and where possible the station/Centre where the post is. Please use one application form per post. No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 5 months. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate such in their application forms).

MANAGEMENT ECHELON

- POST 21/171** : **SPECIALIST GR 1 & 2 REF NO: MPDOH/JUNE/19/01**
- SALARY** : R1 106 040 – R1 342 230 per annum (OSD Requirements)
- CENTRE** : Witbank Hospital
- REQUIREMENTS** : Grade 12 certificate and an appropriate qualification that allows registration with HPCSA as a Medical Practitioner. An appropriate qualification that allow registration with HPCSA as Medical Specialist – Registration Certificate with HPCSA as Medical Specialist. Proof of Current registration (2018). **Grade 1:** No experience required. **Grade 2:** Minimum of 5 years' relevant experience after registration with HPCSA as a Medical Specialists Proof of experience stamped and endorsed by Human Resources should be attached to the application. Knowledge, Skills, Attributes and Abilities: Good communication skills, facilitation and teambuilding skills. Demonstrated personal qualities and strengths such as leadership, enthusiasm, commitment and a pioneering spirit. Computer literacy.
- DUTIES** : Manage the unit. Manage HR and Assets. Provide clinical care to patients. Train junior Doctors and be prepared to work commuted overtime. Provide clinical care to patients. Manage division/ wards for the relevant discipline. Manage outpatient department for the relevant discipline. Provide quality improvement activities in the relevant discipline. Arrange and supervise CPD and peer review to train interns/community service doctors and junior doctors. Manage Human Resource in the unit. Manage financial resources. Manage assets in the unit. Manage outreach programmes for the District Hospitals. Facilitate development of clinical.
- ENQUIRIES** : Mr. C D Mnisi Tel No: (017) 811 1642
- APPLICATIONS** : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
- FOR ATTENTION** : Mr. M A Dhladhla
- POST 21/172** : **MEDICAL OFFICER GR 3 (OPHTHALMOLOGY) REF NO: MPDOH/JUNE/19/02**
- SALARY** : R1 089 693 – R1 362 366 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance
- CENTRE** : Bethal Hospital
- REQUIREMENTS** : MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. A minimum of 10 years" post-registration experience. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge

and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES : Provide clinic care. Manage resources, including human resources. Coordinate and Supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plans in the hospital. Perform after hours DUTIES. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.

ENQUIRIES APPLICATIONS : Mr. C D Mnisi Tel No: (017) 811 1642

FOR ATTENTION : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
Mr. M A Dhladhla

OTHER POSTS

POST 21/173 : **MEDICAL OFFICER GR 2 REF NO: MPDOH/JUNE/19/03**

SALARY : R938 964 – R1 026 693 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

CENTRE REQUIREMENTS : Bethal Hospital
MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. A minimum of 10 years" post-registration experience. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES : Provide clinic care. Manage resources, including human resources. Coordinate and Supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plans in the hospital. Perform after hours DUTIES. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.

ENQUIRIES APPLICATIONS : Mr. C D Mnisi Tel No: (017) 811 1642

FOR ATTENTION : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
Mr. M A Dhladhla

POST 21/174 : **MEDICAL OFFICER GRADE 2 REF NO: MPDOH/JUNE/19/04**

SALARY : R938 954 - R1 026 693 per annum (OSD). (All-inclusive package) (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

CENTRE REQUIREMENTS : Tinswalo Hospital
MBCHB degree or equivalent qualification from a recognized university. Current registration with the HPCSA as a medical practitioner. A valid work permit for non-South African citizens. Minimum of 5 years' experience after community service. Sound knowledge of medical ethics. Additional experience in relevant discipline will serve as a recommendation. Competencies: Professional competence in and knowledge of the application of clinical services. Knowledge of current clinical literature, current protocols, legislation, regulations and policies. Skills in terms of consultation, history taking, examination, clinical assessment, management and clinical procedures. Good Communication, problem solving and conflict management skills. Report writing skills, research and development of self and teaching of others. Facilitation, coordination, liaison, networking and decision making skills. Demonstrable ability to use health information for planning. Professionalism, accuracy, flexibility, independence and ethical behaviour. Multi-disciplinary management and teamwork. Computer literacy.

DUTIES : Provide clinical care to patients. Perform after hour's DUTIES and outreach programmed. Participate in continues medical education. Perform medical procedures. Provide holistic patient care inclusive of preventative treatment and rehabilitation. Provide ongoing medical management of patients with chronic medical conditions. Give medical input into team management. Supervise Medical Officer Grade 1 in proper taking, management and storage of health information, including discharge summaries. Deal with disability grants assessment. Provide input in medico legal problems.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100
APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.
FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 21/175 : **DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH REF NO: MPDOH/JUNE/19/08**

SALARY : R857 559 per annum (OSD benefits)
CENTRE : Provincial Office, Nelspruit
REQUIREMENTS : Grade 12 or (Senior Certificate). Diploma in Environmental Health or an appropriate Bachelor's degree in Environmental Health / Public health with nine (9) years' experience in Environmental Health. Currently registration with the Health Professions Council of South Africa (HPCSA), as an independent Environmental Health Practitioner. At least nine (9) years' experience of which five (5) must be on a junior management or equivalent level in environmental health in Environmental Health Services management. A valid driver's license. Extensive knowledge on health care waste management and other related activities. Programme and project management skills. Contract management skills. Presentation and report writing skills. Ability to coordinate multi-disciplinary and sectoral activities. Policy development and Strategic planning. Good leadership qualities, with a clear demonstration of management abilities. Must be computer literate and able to work independent under pressure. Ability to prioritize issues and other work related matters and to comply with the time frame. Able to manage human and financial resources. Understanding legislative frameworks and related policies in the health public sector and environmental health.

DUTIES : Monitoring compliance and enforcement of environmental health related legislation, regulations, norms and standards. Responsible to support and oversee issues pertaining to hazardous substances and chemical safety in the province. Develop, implement, monitor and evaluate policies and guidelines for environmental health and the management of health care waste. Monitor and evaluate the health care risk waste contract. Develop a turnaround strategy to improve the management of health care waste in the province. Capacity building of health care workers to manage health care waste in the facilities. Provide technical support to facilities and other stakeholders. Be able to analyse data for decision making. Evaluate compliance for the rendering of Municipal Health Services at the District Municipalities. Responsible in providing leadership and direction in the programme. Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues including report writing. Manage human and financial resources. Represent the department at provincial various relevant stakeholders' forums. Develop strategic and operational plans for the programme in line with the National Environmental Health Strategy. Advocate and ensure the promotion of environmental health services.

ENQUIRIES : Ms Gugu Nkosi at (013) 766 3103, at (013) 766 3340 and / or Mr Emmanuel Makokoropo at (013) 766 3384.

APPLICATIONS : The Head of Department, Private Bag X11285, Nelspruit; 1200, or Hand posted to: Building No. 3 Government Boulevard, Riverside Park Ext 2, Nelspruit, 1200.

FOR ATTENTION : Ms. Glory Mokone

POST 21/176 : **DEPUTY MANAGER: NURSING (LEVEL 1 & 2 HOSPITAL) (PNA8 (REPLACEMENT) REF NO: MPDOH/JUNE/19/05) (X2 POSTS)**

SALARY : R843 168 per annum in terms of OSD
CENTRE : Carolina Hospital; Standerton Hospital
REQUIREMENTS : 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. 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. Proof of current registration with the SANC as a Professional Nurse. Must be computer literate and able to work with MS Office packages including email. Valid

driver's licence. NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.

DUTIES : 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.

ENQUIRIES APPLICATIONS : Mr. C D Mnisi Tel No: (017) 811 1642
: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 21/177 : **MEDICAL OFFICER GR 1 TO GR 3: PAEDIATRICS REF NO: MPDOH/JUNE/19/06**

SALARY : R821 205 - R1 362 366 per annum depending on years of experience (OSD Requirements /commuted overtime) (Salary to be determined in line with OSD requirements)

CENTRE REQUIREMENTS : Witbank Hospital – Tertiary
: Grade 12 certificate. MBChB degree with recognized university. A postgraduate DCH qualification or passing the FC Paeds part 1 will be an added advantage. Current Registration with the HPCSA. A valid work permit will be required from non–South Africans. Additional experience in Pediatrics will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment & clinical management. Knowledge of current health and public service legislation, regulation and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independency and ethical behavior. Ability to study & work in a team. **Grade 1:** Requires appropriate qualification (MBChB degree or equivalent qualification) plus registration with HPCSA as a Medical Officer. **Grade 2:** Requires appropriate qualification (MBChB degree or equivalent qualification) registration certificate plus five years' experience after registration with HPCSA as a Medical Officer. **Grade 3:** Requires appropriate qualification (MBChB degree or equivalent qualification), Registration certificate plus ten years' experience after registration with HPCSA as a Medical officer.

DUTIES : Rendering of clinical services to the new-born and older children which includes: Assessment & management of patient, which includes emergency care, critical care (Intensive care unit Admissions), ward care and outpatient care. Teaching and supervision of MBCHB V or VI students. Supervision and training of interns and nursing staff. Give medical input in to allied support services & team management. Provide written & verbal input in to risk assessment, counseling and medico-legal problems. Provides support and outreach to district hospital patients and medical officers.

ENQUIRIES APPLICATIONS : Ms. S Matheba: Tel No: (013) 658 1070
: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 21/178 : **MEDICAL OFFICER GR 1 REF NO: MPDOH/JUNE/19/07(X2 POSTS)**

SALARY : R821 205 – R884 670 per annum depending on years of experience (OSD Requirements /commuted overtime) (Salary to be determined in line with OSD requirements)

CENTRE REQUIREMENTS : Barberton Hospital
: Grade 12 certificate. MBChB degree with recognized university. Current registration with the HPCSA. A valid work permit will be required from non–South Africans. Sound knowledge of child care ethics. Additional experience in Pediatrics will serve as recommendation. Skills in terms of consultations,

history taking, examination, clinical assessment & clinical management. Knowledge of current health and public service legislation, regulation and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independency and ethical behavior. Ability to study & work in a team. Requires appropriate qualification (MBChB degree or equivalent qualification) plus registration with HPCSA as a Medical Officer.

DUTIES : Rendering of clinical services to the new-born and older children which includes: Assessment & management of patient, which includes emergency care, critical care (Intensive care unit Admissions), ward care and outpatient care. Teaching and supervision of MBCHB V or VI students. Supervision and training of interns and nursing staff. Give medical input in to allied support services & team management. Provide written & verbal input in to risk assessment, counseling and medico-legal problems. Provides support and outreach to district hospital patients and medical officers.

ENQUIRIES : Mr. I Zitha Tel No: (013) 755 5100

APPLICATIONS : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200.

FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 21/179 : **MEDICAL OFFICER GR 1 REF NO: MPDOH/JUNE/19/09 (X2 POSTS)**

SALARY : R821 205 – R884 670 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE : Bethal Hospital

REQUIREMENTS : MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. A minimum of 10 years" post-registration experience. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES : Provide clinic care. Manage resources, including human resources. Coordinate and Supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plans in the hospital. Perform after hours DUTIES. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION : Mr. M A Dhladhla

POST 21/180 : **MEDICAL OFFICER GR 1 REF NO: MPDOH/JUNE/19/10**

SALARY : R821 205 – R884 670 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE : Evander Hospital

REQUIREMENTS : MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. A minimum of 10 years" post-registration experience. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES : Provide clinic care. Manage resources, including human resources. Coordinate and Supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plans in the hospital. Perform after hours DUTIES. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION : Mr. M A Dhladhla

POST 21/181 : **PHARMACIST GRADE 1-3 (ONCOLOGY) REF NO: MPDOH/JUNE/19/11**
Re-advertisement

SALARY : R693 372 – R871 590 per annum (OSD) (all-inclusive Package) (Depending on the years of experience in terms of relevant OSD)

CENTRE REQUIREMENTS : Rob Ferreira Hospital
Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. Experience in Oncology/chemotherapy:

DUTIES : The provision of oncology pharmaceutical care by taking responsibility for the patients medicine-related needs and being accountable for meeting these needs, which will include but not limited to: Evaluation of the oncology patient medicine-related needs by determining the indication, safety and effectiveness of the therapy, Dispensing of any oncology medicine or scheduled substance on a prescription of a person authorised to prescribe medicine, Furnishing of information and advice to any person with regards to the use of the medicine. Determining the compliance with the oncology therapy and follow up to ensure that the patient's medicine-related needs are being met. Comply with standard operating procedures and statutory regulations (GPP, GMP, and PFMA incl. cost containment measures). Provide comprehensive oncology patient counselling, and liaise with medical /nursing staff on patient problems regarding inappropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substances in register, monitoring adherence and appropriate use of chronic. Ensure thermo-labile (fridge) products are stored and handled according to manufacturer's recommendations. Consulting medical officers to ensure compliance of standard treatment guidelines and EML. Providing in-service training, promoting the rational medicine use principles, monitoring availability of essential medicines, compounding medicines according to formulae. Compliance to Oncology SOP's. Supervising oncology pharmacist assistants on dispensing activities. Placing orders and follow-up on back orders, supervising pharmacy assistants on stock orders, receiving, handling and storage procedures. Promote Public health, Conduct cyclic and bi-annual stock counts. Comply with six quality priorities and Batho Pele Principles. Ensure safekeeping and security of stock, preventing losses, theft and expiring stock. Deputize for the supervising pharmacist. Be available for on call after hours. Perform any other duty within scope of practice, PMDS and conflict resolution. Ensure that section 21 of medicine procedures are followed properly by health professionals and the schedule 6 drug register is balanced after every issue and quarterly as per the prescription of the law. Be involved with continuous improvement projects to address service delivery challenges. Compliance to Ideal hospital framework and the National Core standards for health establishment as applicable to pharmacy.

ENQUIRIES APPLICATIONS : Mr. I Zitha Tel No: (013) 755 5100
The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200

FOR ATTENTION : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 21/182 : **PHARMACIST GR 1 REF NO: MPDOH/JUNE/19/12**

SALARY : R693 372 - R735 918 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE REQUIREMENTS : Bethal Hospital
Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. Five (5) years appropriate experience gained after registration. Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.

DUTIES : Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION : Mr. M A Dhladhla

POST 21/183 **OPERATIONAL MANAGER: CASUALTY REF NO: MPDOH/JUNE/19/13**

SALARY : R562 800 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE : Evander Hospital
REQUIREMENTS : Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognizable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognizable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

DUTIES : Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION : Mr. M A Dhladhla

POST 21/184 : **ASSISTANT MANAGER: NURSING: AREA (PN-A7) GENERAL WARDS REF NO: MPDOH/JUNE/19/14**

SALARY : R562 - 800 – R617 253 per annum plus Rural Allowance 8% of Basic salary
CENTRE : Lekwa Sub-District (Replacement)

REQUIREMENTS : Minimum of 7 - 10 years appropriate/recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. 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. Current registration with the South African Nursing Council (SANC). Computer literacy will be an added advantage. Submission of certified documents. (Certificates & ID).

DUTIES : 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 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. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 21/185 : **OPERATIONAL MANAGER: PAEDS REF NO: MPDOH/JUNE/19/15**

SALARY : R562 800 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE REQUIREMENTS : Evander Hospital
Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognizable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognizable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

DUTIES : Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES APPLICATIONS : Mr. C D Mnisi Tel No: (017) 811 1642
The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION : Mr. M A Dhladhla

POST 21/186 : **OPERATIONAL MANAGER: THEATRE REF NO: MPDOH/JUNE/19/16**

SALARY : R562 800 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE REQUIREMENTS : Bethal Hospital
Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

DUTIES : Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES APPLICATIONS : Mr. C D Mnisi Tel No: (017) 811 1642
The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION : Mr. M A Dhladhla

POST 21/187 : **OPERATIONAL MANAGER: MATERNITY REF NO: MPDOH/JUNE/19/17**

SALARY : R562 800 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE REQUIREMENTS : Bethal Hospital
: Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

DUTIES : Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES APPLICATIONS : Mr. C D Mnisi Tel No: (017) 811 1642
: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION : Mr. M A Dhladhla

POST 21/188 : **OPERATIONAL MANAGER: PEADS REF NO: MPDOH/JUNE/19/18**

SALARY : R562 800 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE REQUIREMENTS : Bethal Hospital
: Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

DUTIES : Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES APPLICATIONS : Mr. C D Mnisi Tel No: (017) 811 1642
: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION : Mr. M A Dhladhla

POST 21/189 : **OPERATIONAL MANAGER: EYE CARE REF NO: MPDOH/JUNE/19/19**

SALARY : R562 800 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE REQUIREMENTS : Bethal Hospital
: Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognizable

experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognizable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

DUTIES : Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION : Mr. M A Dhladhla

POST 21/190 : **OPERATIONAL MANAGER: SPECIALTY (PAEDS) REF NO: MPDOH/JUNE/19/20**

SALARY : R562 800 per annum plus 8% rural allowance
CENTRE : Mmamethlake Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of government Notice 425 (i.e. diploma/degree in Nursing) or equivalent qualifications that allows registration with SANC. Current registration with SANC. Post basic qualification with duration of at least one year accredited with SANC in pediatric unit. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a professional Nurse. Diploma / degree in nursing management can be an added advantage. Submission of certified copies of certificates of service will be highly recommended.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and implementation of a nursing care plan and the evaluation thereof. Provide relevant health information to the health care users and assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter- sectorial and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilization of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba
POST 21/191 : **OPERATIONAL MANAGER (PNB3) (REPLACEMENT) REF NO: MPDOH/JUNE/19/21**

SALARY : R562 800 per annum in terms of OSD
CENTRE : Diepdal Clinic
REQUIREMENTS : Basic R425 qualification i.e. Diploma/ Degree in Nursing. A Diploma in Clinical Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council. Minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. 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 policies and practices. Must have the

following skills; Good interpersonal skills, planning and Organizational skills, good written and communication skills, Problem solving and analytical skills. Computer literacy. Valid driver's licence.

DUTIES : Manage and provide PHC facility supervisory DUTIES 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.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 21/192 : **OPERATIONAL MANAGER (PN-A5 (GENERAL NURSING) REF NO: MPDOH/JUNE/19/22 (X2 POSTS)**

SALARY : R515 040 per annum plus 8% rural allowance

CENTRE : Mmamethlake Hospital (Night Supervisor)

REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425. Diploma /Degree in Nursing that follows registration with SANC as a Professional Nurse minimum 7 years appropriate/ recognizable experience after registration as a General Nurse. Current registration with SANC.

DUTIES : To supervise and coordinate the provision of an effective and efficient patient care through adequate nursing care. Manage activities of the unit according to National and provincial guide lines. Manage and monitor proper utilization of resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of staff.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070

APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 21/193 : **OPERATIONAL MANAGER: SURGICAL (GENERAL WARD) REF NO: MPDOH/JUNE/19/23**

SALARY : R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE : Bethal Hospital

REQUIREMENTS : Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognizable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognizable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

DUTIES : Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION : Mr. M A Dhladhla

POST 21/194 : **CLINICAL PROGRAMME CO-ORDINATOR (PNA5) QUALITY ASSURANCE REF NO: MPDOH/JUNE/19/24**

SALARY : R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE : Bethal Hospital
REQUIREMENTS : Grade 12 or (Senior Certificate). Diploma / Degree or equivalent qualification in nursing PLUS Minimum of 7 years appropriate & recognizable nursing experience after registration as a Professional nurse with SANC in general nursing. Current registration with SANC (2018 SANC receipt). Valid driving licence. Proof of computer literacy – MS Office (Word, Excel, Outlook & PowerPoint). Proof of current experience endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High levels of accuracy. Proven 23 initiative, decisiveness and to acquire new knowledge swiftly. Report writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES : Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instill a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established; that these have quality improvement projects and that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programmes within the district. Co-ordinate all aspects of National Core Standards Programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION : Mr. M A Dhladhla

POST 21/195 : **CLINICAL PROGRAMME CO-ORDINATOR (PNA5) QUALITY ASSURANCE REF NO: MPDOH/JUNE/19/25**

SALARY : R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE REQUIREMENTS : Tintswalo Hospital
 : Grade 12 or (Senior Certificate). Diploma / Degree or equivalent qualification in nursing PLUS Minimum of 7 years appropriate & recognizable nursing experience after registration as a Professional nurse with SANC in general nursing. Current registration with SANC (2018 SANC receipt). Valid driving license. Proof of computer literacy – MS Office (Word, Excel, Outlook & PowerPoint). Proof of current experience endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High levels of accuracy. Proven 23 initiative, decisiveness and to acquire new knowledge swiftly. Report writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES : Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instill a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established; that these have quality improvement projects and that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programmes within the district. Co-ordinate all aspects of National Core Standards Programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr. I Zitha Tel No: (013) 755 5100
 : The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
 : Ms. Innocent Mthombeni Tel No: (013) 7555 100

POST 21/196 : **CLINICAL PROGRAMME CO-ORDINATOR (PNA5) MCYWH REF NO: MPDOH/JUNE/19/26**

SALARY : R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE REQUIREMENTS : Nkangala District Office
 : Grade 12 or (Senior Certificate). Diploma / Degree or equivalent qualification in nursing PLUS Minimum of 7 years appropriate & recognizable nursing experience after registration as a Professional nurse with SANC in general nursing. Current registration with SANC (2018 SANC receipt). Valid driving license. Proof of computer literacy – MS Office (Word, Excel, Outlook & PowerPoint). Proof of current experience endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing /

auditing aptitude. An understanding of the challenges facing the public health sector. High levels of accuracy. Proven 23 initiative, decisiveness and to acquire new knowledge swiftly. Report writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES : Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instill a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established; that these have quality improvement projects and that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programmes within the district. Co-ordinate all aspects of National Core Standards Programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 21/197 : **OPERATIONAL MANAGER: OPD REF NO: MPDOH/JUNE/19/27**

SALARY : R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE : Evander Hospital
REQUIREMENTS : Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

DUTIES : Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and

development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION : Mr. M A Dhladhla

POST 21/198 : **OPERATIONAL MANAGER: MEDICAL WARD REF NO: MPDOH/JUNE/19/28**

SALARY : R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE : Evander Hospital
REQUIREMENTS : Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

DUTIES : Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION : Mr. M A Dhladhla

POST 21/199 : **PROFESSIONAL NURSE (PN-B1 – MATERNITY) REF NO: MPDOH/JUNE/19/29 (X2 POSTS)**

SALARY : R383 226 – R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE : Bethal Hospital
REQUIREMENTS : Post-Basic qualifications accredited with SANC in terms of Government notice R425 i.e. Diploma/Degree in General nursing plus a post basic qualification in Advance Midwifery accredited with SANC in terms of Government notice R212 in Midwifery as specialty.

DUTIES : Knowledge and understanding of nursing legislation legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality and nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and promoting and advocating proper care. Work cooperatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION : Mr. M A Dhladhla

POST 21/200 : **PROFESSIONAL NURSE (PN-B1 – CASUALTY) REF NO: MPDOH/JUNE/19/30 (X2 POSTS)**

SALARY : R383 226 – R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE REQUIREMENTS : Bethal Hospital
Post-Basic qualifications accredited with SANC in terms of Government notice R425 i.e. Diploma/Degree in General nursing plus a post basic qualification in Advance Midwifery accredited with SANC in terms of Government notice R212 in Midwifery as specialty.

DUTIES : Knowledge and understanding of nursing legislation legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality and nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and promoting and advocating proper care. Work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES APPLICATIONS : Mr. C D Mnisi Tel No: (017 811 1642)
The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION : Mr. M A Dhladhla

POST 21/201 : **PROFESSIONAL NURSE (PN-B1 – PEADS) REF NO: MPDOH/JUNE/19/31 (X2 POSTS)**

SALARY : R383 226 – R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE REQUIREMENTS : Bethal Hospital
Post-Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. Diploma/Degree in General nursing plus a post basic qualification in Advance Midwifery accredited with SANC in terms of Government notice R212 in Midwifery as specialty.

DUTIES : Knowledge and understanding of nursing legislation legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality and nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and promoting and advocating proper care. Work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES APPLICATIONS : Mr. C D Mnisi Tel No: (017) 811 1642
The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION : Mr. M A Dhladhla

POST 21/202 : **PROFESSIONAL NURSE (PN-B1 – THEATRE) REF NO: MPDOH/JUNE/19/32 (X2 POSTS)**

SALARY : R383 226 – R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE REQUIREMENTS : Bethal Hospital
Post-Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. Diploma/Degree in General nursing plus a post basic qualification in Advance Midwifery accredited with SANC in terms of Government notice R212 in Midwifery as specialty.

DUTIES : Knowledge and understanding of nursing legislation legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality and nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and promoting and advocating proper care. Work co-operatively and amicable with persons of diverse intellectual, cultural, racial

or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION : Mr. M A Dhladhla

POST 21/203 : **PROFESSIONAL NURSE (SCHOOL HEALTH) PN-B1 REF NO: MPDOH/JUNE/19/33**

SALARY : R383 226 – R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE : Govan Mbeki Sub-District
REQUIREMENTS : Post-Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. Diploma / Degree in General nursing plus a post basic qualification in Advance Midwifery accredited with SANC in terms of Government notice R212 in Midwifery as specialty.

DUTIES : Knowledge and understanding of nursing legislation legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality and nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and promoting and advocating proper care. Work co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION : Mr. M A Dhladhla

POST 21/204 : **LECTURER GR 1 (PND1) REF NO: MPDOH/JUNE/19/34**

SALARY : R383 226 – R444 276 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE : Bethal Hospital
REQUIREMENTS : Grade 12 /Matric Certificate. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the 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.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant training facility. Provision of quality nurse training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the relevant health training facility. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills when required. 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 organise own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Demonstrate the ability to perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Able to apply computer technology and programmes to enhance the level of educational program.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION : Mr. M A Dhladhla

POST 21/205 : **PROFESSIONAL NURSE GR1 (PNB1): MIDWIFE REF NO: MPDOH/JUNE/19/35 (X2 POSTS)**

SALARY : R383 226 per annum plus 8% rural allowance
CENTRE : Mmamethlake Hospital
REQUIREMENTS : Basic qualification accredited by the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing and Midwife) as a professional Nurse and Midwife. At least two years' experience as a Theatre Nurse. Registered with SANC as a Registered Nurse and Midwife. Experience in Theatre Nursing. Good relations. Ability to work under pressure. At least 4 years as a Professional Nurse.

DUTIES: : Knowledge and understanding of Nursing legislation and related legal and ethical nursing practice accordance with the scope of practice and standards as determined by the relevant health facility. Promote quality nursing care as directed by professional scope of standards as determined by the relevant health facility. Effectively communicate with the patients, supervisors and other clinicians, including report writing when required, display concern for patient, promoting and advocating proper care. Work as part of the multi-disciplinary team to ensure good nursing care, co-operatively and amicable with persons of diverse intellectual, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 21/206 : **PROFESSIONAL NURSE (PN-B1) (REPLACEMENT) REF NO: MPDOH/JUNE/19/36**

SALARY : R383 226 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance
CENTRE : Siphosensimbi CHC
REQUIREMENTS : Basic qualification accredited by the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows for registration with the SANC as a professional Nurse plus a post-basic nursing qualification with a duration of at least one(1) year, accredited with SANC in terms of Government Notice No.R212 in the relevant specialty. Current proof of registration with the South African Nursing Council as a Professional Nurse. Nine (9) years appropriate or recognizable experience in nursing after registration as a Professional Nurse in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience after post-basic qualification in the relevant specialty. Good leadership and management abilities.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice 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. Maintain constructive work relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilization of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery at CHC.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 21/207 : **PROFESSIONAL NURSE (PN-B1) (REPLACEMENT) REF NO: MPDOH/JUNE/19/37 (X3 POSTS)**

SALARY : R383 226 per annum. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

CENTRE REQUIREMENTS : KwaGuqa Ext 10 CHC
: Basic qualification accredited by the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows for registration with the SANC as a professional Nurse plus a post-basic nursing qualification with a duration of at least one(1) year, accredited with SANC in terms of Government Notice No. R212 in the relevant specialty. Current proof of registration with the South African Nursing Council as a Professional Nurse. Nine (9) years appropriate or recognizable experience in nursing after registration as a Professional Nurse in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience after post-basic qualification in the relevant specialty. Good leadership and management abilities.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice 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. Maintain constructive work relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilization of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery at CHC.

ENQUIRIES APPLICATIONS : Ms. S Matheba Tel No: (013) 658 1070
: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 21/208 : **PROFESSIONAL NURSE (PN-B1) (REPLACEMENT) REF NO: MPDOH/JUNE/19/38**

SALARY : R383 226 per annum in terms of OSD
CENTRE : Middelburg Ext, 6 Clinic

REQUIREMENTS : Basic qualification accredited by the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows for registration with the SANC as a professional Nurse plus a post-basic nursing qualification with a duration of at least one(1) year, accredited with SANC in terms of Government Notice No.R212 in the relevant specialty. Current proof of registration with the South African Nursing Council as a Professional Nurse. Nine (9) years appropriate or recognizable experience in nursing after registration as a Professional Nurse in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience after post-basic qualification in the relevant specialty. Good leadership and management abilities.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice 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. Maintain constructive work relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilization of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery at CHC.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070

APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 21/209 : **NETWORK CONTROLLER REF NO: MPDOH/JUNE/19/39**

SALARY : R316 791 per annum (Level 08) plus benefits

CENTRE : Bethal Hospital

REQUIREMENTS : An appropriate NQF Level 6 for Diploma and Level 7 for Degree qualification as recognised by SAQA with more than three (3) years relevant experience. Required qualification is an IT related Diploma or Degree in IT. Certification in ITIL, N+, A+. Knowledge: Project Management skills. Windows support environment. Working Knowledge of desktops, laptops, printers. Thorough understanding of ICT structure and Business of Health. Train staff and write reports. Analytical skills.

DUTIES : Install, configure desktops and laptops as and when required. Provide user support & awareness. Ensure timely response to logged calls. Ensure that user data is backed up to file servers. Produce reports as and when needed. Attend to network issues in facilities. Give support to Systems. Provide routine, scheduled computer maintenance. Provide support and leadership to other users. Perform duties as may be delegated from time to time.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642

APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION : Mr. M A Dhladhla

POST 21/210 : **OCCUPATIONAL THERAPIST AND AUDIOLOGIST GRADE 1 (REPLACEMENT) REF NO: MPDOH/JUNE/19/40**

SALARY : R300 828 – R342 357 per annum (Depending on the years of experience in terms of relevant OSD)

CENTRE : Witbank Hospital

REQUIREMENTS : Grade 12 Certificate. Relevant degree in Occupational Therapy and Audiologist. Current registration with the HPCSA as an Occupational Therapist and audiologist. Two (2) years' practical experience after qualification. Valid drivers' license. Good written and verbal communication skills.

DUTIES : Render occupational therapy services to inpatients, outpatients as well as outlying clinics. Training and supervision of community service and junior Occupational Therapists. Render administrative Duties in the Occupational Therapy Department. To work with the colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Departmental policies, procedures, guidelines and regulations, perform record keeping. Render administrative Duties in the occupational therapist department. Participate in quality improvement projects. Communicate effectively with all stakeholders.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070

APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 21/211 : **DIETIAN GRADE 1 (REPLACEMENT) REF NO: MPDOH/JUNE/19/41**

SALARY : R300 828 – R342 357 per annum (Depending on the years of experience in terms of relevant OSD).

CENTRE : Witbank Hospital

REQUIREMENTS : Grade 12 Certificate. Relevant degree in dietician. Current registration with the HPCSA as a dietician. Two (2) years' practical experience after qualification. Valid drivers' license. Good written and verbal communication skills.

DUTIES : Render dietitian services to inpatients, outpatients as well as outlying clinics. Screening of ward for patients who requires nutritional therapy. Assessment of the nutritional status of the patients by making use of the ABCD model (A=anthropometry=biochemical, C=clinical and D=dietary history. Plan

appropriate nutritional care plan for the patients according to their specific needs based on evidence based guidelines and policies. Evaluate the nutritional care plan by Follow patient up in the wards or arrange follow up visit for the out patients. Promote and protect breast feeding. Support food service unit by providing training to the food service personnel applying critical and creative thinking in working effectively within a multidisciplinary team. Knowledge of the national integrated nutrition program. Render administrative DUTIES in the dietitian department. Participate in quality improvement projects. Communicate effectively with all stakeholders.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION : Ms. S Matheba

POST 21/212 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 (REPLACEMENT) REF NO: MPDOH/JUNE/19/42**

SALARY : R300 828 per annum (Depending on the years of experience in terms of relevant OSD) plus rural allowance

CENTRE : Carolina Hospital
REQUIREMENTS : Minimum Requirements National Diploma in Diagnostic Radiography/ BRAD. Current registration with HPCSA. Knowledge of ALARA principles, Batho Pele Principles and National Core Standards. Good communication and interpersonal skills.

DUTIES : To produce x-ray images according to the prescribed protocol, Radiation Control measure and Medico-Legal requirements. To ensure Radiographic services comply with Radiation Control legislation. Assist in the supervision and management of the training of Community Service Radiographers. To assist in the provision of an after hour service. Participate in CPD programmes as required by the HPCSA. Knowledge of ALARA principles and National Core Standards. Assist in Quality Assurance tests and programmes. Be able to work independently as well as being a team worker. To ensure provision of efficient and effective radiographic services. Good communication and interpersonal skills.

ENQUIRIES : Mr. C D Mnisi Tel No: (017) 811 1642
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
FOR ATTENTION : Mr. M A Dhladhla

POST 21/213 : **STATE ACCOUNTANT REF NO: MPDOH/JUNE/19/43**

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

CENTRE : Bethal Hospital
REQUIREMENTS : Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Finance or Human Resources Must have mathematics or accounting as a passed subject. Working knowledge of BAS, LOGIS and MS Office. Sound knowledge of relevant legislation including PFMA and Treasury regulations. Basic accounting and analytical skills. Decision making skills. Sound interpersonal and management skills.

DUTIES : Ensure proper reconciliation of Pharmaceutical service accounts. Manage and monitor expenditure patterns of the section. Follow up all outstanding invoices on daily basis. Manage virement of funds Render credit control services. Consolidate audit queries and conduct financial inspection. Attend to journalizing of expenditure. Provide management with financial reports.

ENQUIRIES : Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.

FOR ATTENTION : Mr. M A Dhladhla

POST 21/214 : **ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDOH/JUNE/19/44**

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

CENTRE : Bethal Hospital

- REQUIREMENTS** : Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Administration or Human Resources. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Be prepared to work on shifts. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision making, supervision and control. Budgeting and reporting.
- DUTIES** : Management of Logistical Services. Ensuring its and procedures will be an added that Public private party service calls are logged responded to and analysed in line with the Public Private Party (PPP) Agreement. Manage the capturing of service calls and monitor data capturing task for logged calls. Manage office space and accommodation requirements. Oversee Auxiliary Services (cleaning, hygiene, pest control, waste management, gardens and grounds, etc.) for offices occupied by Drug Efficiently Administration. Manage document Reproduction. Switchboard Services, Telecommunication services, Service Contracts and Food aid Services.
- ENQUIRIES APPLICATIONS** : Mr. C D Mnisi Tel No: (017 811 1642)
- FOR ATTENTION** : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350.
Mr. M A Dhladhla
- POST 21/215** : **PROFESSIONAL NURSE: GENERAL NURSE (MIDWIFE) REF NO: MPDOH/JUNE/19/45 (X9 POSTS)**
- SALARY** : R256 905 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance
- CENTRE REQUIREMENTS** : Evander Hospital
- DUTIES** : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse.
- DUTIES** : Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho Pele Principles and Patient Right Charter.
- ENQUIRIES APPLICATIONS** : Mr. C D Mnisi Tel No: (017) 811 1642
- FOR ATTENTION** : The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
Mr. M A Dhladhla
- POST 21/216** : **HUMAN RESOURCE PRACTITIONER (HRD) REF NO: MPDOH/JUNE/19/47**
- SALARY** : R257 508 per annum (Level 07) plus benefits
- CENTRE REQUIREMENTS** : Mmametlhake Hospital
- DUTIES** : Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Administration or Human Resources Computer literacy will be an added advantage. Good interpersonal and communication skills verbal and written. Understanding of customer care and Batho Pele Principles. Willing to work under pressure.
- DUTIES** : The incumbent will be expected to attend to queries in terms of human resource management administration, salary administration, conditions of services, PMDS etc, capture document on PERSAL .Record keeping. Process medical aid as well as giving in-service training as when required. Maintenance and updating databases e.g PMDS, Staff establishment etc. Administer payroll. Extensive personnel experience will be of vital importance. Perform any other duties as may be assigned from time to time.
- ENQUIRIES APPLICATIONS** : Ms. S Matheba Tel No: (013) 658 1070
- FOR ATTENTION** : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
Ms. S Matheba

POST 21/217 : **PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/JUNE/19/48**

SALARY : R257 508 per annum (Level 07)
CENTRE : Mmamethlake Hospital
REQUIREMENTS : Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Administration or Human Resources. Experience should include working with appointments, service conditions, PMDS and crafting of submissions relating thereto exclusive knowledge and experience in PERSAL, including interpreting Persal report, have certificate in Persal, knowledge of the procedure on incapacity leave and ill/health retirement(PILLAR)the ability to handle the task of multi-disciplinary nature, self-motivated and the ability to work under pressure, some communication and interpersonal skills, analytical skills problem solving and make decisions, computer literacy in particular MS excel and word. Drivers license will be an added advantage.

DUTIES : Perform duties relating to human resource, recruitment and selection and service condition, PMDS, PILLIR, 100, pension, craft quality submissions relate to the said dories. Supervise and train junior colleagues, maintain monthly HR statistics and provide inputs for relevant plans and report timeously, manage the DUTIES efficiently and effectively, building team spirit and ethical HR practice in terms of the Public Service Act and regulations. Provide support the Chief Personnel Officer and the HR Manager.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 21/218 : **LABOUR RELATIONS OFFICER REF NO: MPDOH/JUNE/19/49**

SALARY : R257 508 per annum (Level 07) plus benefits
CENTRE : Mmamethlake Hospital
REQUIREMENTS : An appropriate three year Degree, qualifications, or Grade 12 plus 3 years relevant experience. Competencies in debt knowledge of labour laws is required, whilst sound knowledge of education and general Public sectors will be an added advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license, computer literacy, relevant experience in labour relations. Three years will a recommendation.

DUTIES : Co-ordinate matters pertaining to Labour Relations, policies and agreements. Administer all matters pertaining to Incapacity and inefficiency (Officials). As well as employee behavior (Officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity inquiries. Create and maintain data base and Persal records in regard of misconduct and incapacity.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 21/219 : **ADMINISTRATIVE OFFICER: WAREHOUSE REF NO: MPDOH/JUNE/19/50**

SALARY : R257 508 per annum (Level 07) plus benefits
CENTRE : Mmamethlake Hospital
REQUIREMENTS : Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Administration. Experience should include good understanding of the relevant business processes and warehouse principle and processes. Excellent administrative skills computer literacy including SAP and MS office. Analytical and problem solving skills. Strong written and verbal communication skills. Interpersonal skills. Ability to think logically and practically. Negotiating and networking skills. Innovative and solution driven. Good interpersonal skills. Ability to work under pressure and meet tight deadlines.

DUTIES : Manage the entire office function effectively and efficiently including diary management, scheduling of meetings and workshop and bookings of the venues, minutes taking, telephone answering, filling system etc. Record and distribute minutes and follow up on action items from meetings and workshops. Create reservations, requisitions and purchase orders on SAP. Capture monthly stock counts and reconcile and report on such. Ensure safekeeping of documents and information coordinate Duties of and ensure efficiency of the warehouse messenger in all his/her Duties. Perform Duties in a safe manner and ensure environment, health and safety standard are adhered to at all times. Provide excellent customer service and communicate with customer regarding new specifications and stock levels. Compile accurate and relevant reports for the department. View and respond to ad-hoc queries on both internal and external queries. Handle any confidential correspondence and information in the division with care. Ensure adequate refreshment stock is kept available. Ensure compliance to the departmental policies and procedures competencies

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 21/220 : **ADMINISTRATIVE OFFICER: PROCUREMENT REF NO: MPDOH/JUNE/19/51**

SALARY : R257 508 per annum (Level 07) plus benefits
CENTRE : Mmamethlake Hospital
REQUIREMENTS : Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Administration. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy framework (PPPFA), State Tender Board Regulations (ST 36 and ST 37) and Public Finance Management Act (PFMA) and National Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid code 8 (code EB) driver's license will be an advantage.

DUTIES : Supervise and control the work of sub-ordinate (including training) in the procurement section. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and treasury regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 21/221 : **STATE ACCOUNTANT: FINANCE UNIT REF NO: MPDOH/JUNE/19/52**

SALARY : R257 508 per annum (Level 07) plus benefits
CENTRE : Mmamethlake Hospital
REQUIREMENTS : Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Finance. Knowledge and experience in the financial system control environment. The following will serve as strong recommendations: In depth knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Financial Statement reporting framework: Extensive experience in BAS: In depth experience in the compilation of the Quarterly and Annual Financial Statements and knowledge of the BAS control functionalities. Good interpersonal and communication (written and verbal) skills, Advance computer skills (MS Excel and MS Word), ability to work under pressure with strict deadlines.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality, The responsibilities of the appointee will entail the maintenance of BAS; maintain the code structures and security profiles and communicate updates on a regular basis to staff in the Department; ensuring that all relevant security checks are done on a regular basis on a BAS; track payment of invoices on the system to ensure that they are authorized within 30 days; identify and institute corrective measures for financial system risks; compile the quarterly and annual financial statements; monitor proper integration of the financial systems and enhance training and capacity development of BAS users; enhance the awareness of the BAS in the Department, the appointee will be required to assist with reconciliations of Infrastructure projects; Develop and update policies within the section.

ENQUIRIES : Ms. S Matheba Tel No: (013) 658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

POST 21/222 : **CHIEF PROVISIONING ADMINISTRATION CLERK (REPLACEMENT) REF NO: MPDOH/JUNE/19/53**

SALARY : R242 475 per annum (Level 07) plus benefits
CENTRE : Witbank Hospital
REQUIREMENTS : Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Finance (Supply Chain). Knowledge of administration procedures relating to procurement and provisioning services including norms and standards, planning and organizing. Reporting procedures and procurement directives and procedures. Knowledge and ability to operate computer. Good written and verbal communication skills. Good interpersonal relations and the ability to work independently and under pressure.

DUTIES : Adhere to regulations and legislation pertaining provisioning. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure. Supervision of the subordinates. Attend and respond to audit queries. Provide guidance pertaining to procurement process.

ENQUIRIES : Ms. S Matheba Tel No: (013)658 1070
APPLICATIONS : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION : Ms. S Matheba

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

CLOSING DATE : 08 July 2019
NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

OTHER POST

POST 21/223 : **TRACTOR DRIVER: FARM SERVICES, OUTENIQUA REF NO: AGR 2019-23**

SALARY : R145 281 per annum (Level 04)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1-year relevant experience; A valid code B driving licence. Competencies: Working knowledge of operating a tractor with various implements; Ability to work well within a team and individually; Ability to do physical general farm work/activities; Communication skills in at least two of the three official languages of the Western Cape; Interpersonal skills; Planning and organising skills.

DUTIES : Operate a tractor with various implements; Assist with projects; General farm work/activities; Adjust, repair, and service tractor and notify supervisor when tractor malfunctions; General farm infrastructure development and maintenance activities.

ENQUIRIES : Mr H.S. Gerber at (044) 803 3727/ 083 642 7293
APPLICATIONS : You may use 1 of the 3 options available to submit your application: (1) Hand Deliveries (Between 08:00 am to 17:00 pm): Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530, (2) Postal: You may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. (3) e-mail address: adresponsecpt@affirm.co.za You may use only one application platform as only one application will be accepted. Applications not submitted on or before the closing date as well as faxed will not be considered.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 01 July 2019
NOTE : Only applications submitted online 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. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 21/224 : **ARCHIVIST: CLIENT INFORMATION SERVICES REF NO: CAS 2019-27**

SALARY : R257 508 per annum (Level 07)
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Archival studies or History/Cultural History as major subjects; A valid driving licence. Recommendations: Working experience in the

archives environment; Knowledge of retrieval and automated storage systems. Competencies: Knowledge of current archival policies and legislation; Presentation and public speaking skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer skills; Leadership and effective delegation.

- DUTIES** : Research and source guidance will entail the following: Provide references to customers by providing access, interpreting, finding aids, giving instruction on the proper handling of materials and providing knowledge of the records relevant to the individual researcher's needs; Respond to written/telephonic enquiries and maintain records and control sheets; Digitization of archival records and avail them for research purposes; Planning and Administration will entail the following: Ensure that work is completed according to work plan by overseeing, monitoring and evaluating work progress of subordinates; Compile monthly, quarterly and annual reports; People Management will entail the following: Ensure the effective utilisation and development of human capital by mentoring, coaching and training staff to master necessary skills; Compile in-service training programmes, job descriptions, performance and development plan agreements.
- ENQUIRIES** : Ms A Kupe at (021) 483 0411

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 July 2019
- NOTE** : Only applications submitted online 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. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 21/225** : **DEPUTY DIRECTOR: ENERGY REF NO: DEDAT 2019-20**
- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Chemical, Mechanical, Electrical or other Engineering, Finance, Economics, Sustainability or Environmental Science; A minimum of 5 years project management experience of which 3 years must be relevant management experience. Recommendations: Relevant post-graduate academic qualification in energy or related field; Proven experience in Economic Development and Energy and/or green technologies sector; Relationship Management; Knowledge of HRM processes, labour relations, financial Management and public service procedures; Extensive stakeholder engagement experience particularly across multiple spheres of government, the private sector and academia; Managing a program of work. Competencies: Applied Strategic Thinking, Creative Thinking, Decision making, Computer Literacy, Problem-solving, Communication (written, verbal and public) skills; Applying Expertise and Technology; Analysing, Learning and Researching, Creating and Innovating, Formulating Strategies and Concepts, Planning and Organising, Adapting and Responding to change, Coping with Pressures and Setbacks; Impact & Influence and networking; Organisation, Communication & Effectiveness; Self-management; Team membership; Continuous improvement; Diversity Management.
- DUTIES** : Develop, co-ordinate and manage strategies relevant to the Green Economy sub-directorate; Develop, coordinate and implement Unit's projects and programmes aligned to the overall Energy Strategy; Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the sub- directorate's responsibility; Management of the human

resources of the sub directorate to achieve the pre-determined performance indicators and service delivery imperatives; Plan the sub-directorate's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES : Mr A Trikam at (021) 483 9117

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 01 July 2019

NOTE : Only applications submitted online 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. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 21/226 : **CHIEF TOWN AND REGIONAL PLANNER: DEVELOPMENT FACILITATION SERVICES REF NO: EADP 2019-25**

SALARY : R898 569 per annum (All-inclusive salary package) (OSD as prescribed)

CENTRE : Western Cape Government

REQUIREMENTS : B Degree in Urban/Town and Regional Planning or relevant qualification; A minimum of 6 years' post qualification town and regional/urban planning or development planning or spatial planning or land use management or in a related field; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment; A valid code B driving licence. Competencies: Working knowledge of the following: Spatial planning and land use management legal and operational compliance; Spatial planning and land use management systems, principles and best practice; Spatial planning and land use management processes and procedures; Ability to communicate (verbally and in writing) at all levels and build and maintain working partnerships; Ability to solve problems and resolve conflict (must be a solutions oriented person); Ability to organize, analyze, and interpret information and then make decisions based on the information; Ability to think and operate strategically and lead staff and diverse teams of professionals, service providers and stakeholders; Plan, organize and execute, self-manage and work under extreme pressure.

DUTIES : To support the Director: Development Facilitation with the provision of an all-encompassing development facilitation service; Support the Director: Development Facilitation with the provision of a coordinated spatial planning and land use management capacity building service; Support the Director: Development Facilitation with special project management services as and when required; Support the Chief Directorate: Development Planning through the Director: Development Facilitation with the provision of Development Planning Intelligence; Management and Research services, Development Management services and Spatial Planning services as and when required; Support the Director: Development Facilitation with strategic and operational management and administrative tasks as and when required.

ENQUIRIES : Mr G Gerber at (021) 483 2787

POST 21/227 : **CONTROL ENVIRONMENTAL OFFICER: WASTE POLICY AND MINIMISATION REF NO: EADP 2019-26**

SALARY : Grade A: R495 219 per annum (OSD as prescribed)

CENTRE : Western Cape Government

REQUIREMENTS : An appropriate 4-year Degree (or equivalent qualification) in Natural, Physical, Environmental Management or Engineering Sciences; A minimum

of 6 years' relevant post-qualification experience; A valid (Code B) driving licence. Recommendations: A wide ranging knowledge of and experience in working with environmental legislation, policies and regulations that includes waste management; Supervising and monitoring; Project Management; Conducting research; Waste minimisation and Policy Development. Competencies: Working knowledge of the following: Technical aspects related to integrated waste management and resource efficiency; Problem solving skills related to human resource management and interpersonal relationships; Proven computer literacy (Word, Excel and PowerPoint); Excellent communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Strategic planning and project/time management skills; Ability to research, synthesise and present information in a scientific manner.

- DUTIES** : Manage and facilitate the effective and efficient development and implementation of policies; legislation, guidelines, norms and standards w.r.t integrated waste management; Be responsible for the overall management of the projects and personnel in the Waste Policy component that comprises human resource development and management, budgeting, project management and administration; Provide technical advice on government policies and legislation, and technical reports, including environmental impact assessment reports; Administer, manage, implement and monitor compliance and support enforcement w.r.t environmental legislation.
- ENQUIRIES** : Ms B Langenhoven at (021) 483 2971

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. NB: No payment of any kind is required when applying for this post.
- ERRATUM:** Kindly note that the post of Assistant Manager Nursing (Primary Health Care) with Ref No: 20/128 advertised in Public Vacancy Circular 20 dated 07 June 2019; Applications is been amended as follows: it must be submitted online via www.westerncape.gov.za/health-jobs (click "online applications") and also the post of Senior Personnel Practitioner (Recruitment and Selection) with Ref No: 20/137 Applications is been amended as follows: it must be submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

OTHER POSTS

- POST 21/228** : **QUANTITY SURVEYOR PRODUCTION GRADE A TO C**
Directorate: Engineering & Technical Support
- SALARY** : Grade A: R618 732 per annum
Grade B: R707 451 per annum
Grade C: R797 670 per annum
(A portion of the package can be structured according to the Individual's personal need).
- CENTRE REQUIREMENTS** : Based at: Bellville
- : Minimum educational qualification: Degree in Quantity Survey or relevant qualification. Experience: **Grade A:** At least 3 years' appropriate/recognisable experience in this profession after qualification. **Grade B:** At least 14 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. **Grade C:** At least 26 years' appropriate/recognizable experience in this profession after registration with the SACQSP as a professional. Registration with a professional council: Registration as Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP). Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally nationally. Competencies (knowledge/skills): Knowledge of Infrastructure delivery planning documents and strategic planning and policies including risk analysis and risk mitigation strategies.

Understand how to prepare budgets, extract and interpret information from the Basic Accounting System (BAS) and related information systems. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

DUTIES : Develop, interpret and customise cost, functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Schedule projects and provision of Cost Plans, interpretation and analysis of cash flows. Contribute towards the compilation of briefing documentation and specifications. Monitoring the implementation of Programs and projects of the implementing agent and the adherence to the Service level agreement including commissioning of buildings. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES : Mr C Badenhorst Tel No. (021) 830-3752
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 28 June 2019

POST 21/229 : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: ARV)**
Chief Directorate: Metro Health Services

SALARY : R444 276 (PN-A5) per annum
CENTRE : Elsie's River Community Health Centre
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 nursing experience after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (skills/knowledge): Good managerial, supervisory and decision making skills. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Experience in working in an ARV/HIV setting.

DUTIES : Supervise the unit and ensure proper utilisation of physical, human and financial resource in accordance with legislation and policies. Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives. Maintain constructive working relationships with multi-disciplinary team work and other relevant stakeholders. Participate in health promotion initiatives, HAST audits and contribute to their evaluation and improvement plans. Effective operational management at clinic level. Professional development, i.e. assessing, in service training needs, planning implementation of training programmes.

ENQUIRIES : Mr AE Patientia Tel No: (021) 815-8894
APPLICATIONS : The Manager: Northern/Tygerberg Sub-structure, Bellville Health Park inside the Green Building, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Ms A Kader
CLOSING DATE : 28 June 2019

POST 21/230 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OUTPATIENTS DEPARTMENT)**

SALARY : R444 276 (PN-A5) per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualifications: Registration with the South African Nursing Council as Professional Nurse, basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council. 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 a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Will be required to work shifts, weekends and public holidays. Valid driver's licence. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in The Outpatients department. Participative management and utilization of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4000
APPLICATIONS : The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer
NOTE : Shortlisted candidates could be subjected to a competency test on day of interview.

CLOSING DATE : 28 June 2019

POST 21/231 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
Garden Route District Office

SALARY : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE : Riversdale Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency: Medical and Surgical Nursing Science or Critical Care Nursing: General accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse (i.e. annual licensing receipt of 2019). Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in relevant specialty. Inherent requirements of the job: Willingness to work shifts, day-night duty, weekends and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice. Extensive experience in an Emergency unit and theatre environment.

DUTIES : Management of the Emergency unit and Theatre service. Provide holistic nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislations. Effective management and utilisation of human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.

ENQUIRIES : Mr P Moolman Tel No: (028) 713-8643

APPLICATIONS : The Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION NOTE : Ms S Pienaar
: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 28 June 2019

POST 21/232 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PNB2) per annum

CENTRE REQUIREMENTS : Hope Street Dental CDC
: Minimum educational qualifications: 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. A post basic nursing qualification with the duration of at least 1 year accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with the SANC (2019/2020). Experience: **Grade 1:** A minimum of 4 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in an Operating Theatre Unit after obtaining the 1-year post-basic qualification referred to above. Inherent requirements of the job: Willingness to carry small kids. Willingness to work in Operating Theatre and Recovery room. Willingness to assist Dentist in surgery when needed. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards realisation of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing as well as day patient care.

DUTIES : Schedule transport and plan transport routes. Loading and transporting of goods and staff compliment. Inspection of vehicles. Timely reporting of minor and major defects. Ensure that prescribed records and logs with regards to the vehicles and goods handled. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Support to the supervisor. Compliance with the Occupational Health and Safety Act.

ENQUIRIES APPLICATIONS : Ms C Windt Tel No: (021) 465-4017
: The Director: Metro District Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION NOTE : Mr F Le Roux
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for

appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

CLOSING DATE : 28 June 2019

POST 21/233 : **ASSISTANT DIRECTOR: SUPPORT SERVICES**

SALARY : R376 596 per annum
CENTRE : Red Cross War Memorial Children’s Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience and supervisory experience in a health care environment. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Excellent verbal and written communication and interpersonal skills. Good report-writing and conflict management skills. Computer literacy in Microsoft Excel and Word. Ability to work under pressure and independently. Contract management knowledge. Knowledge of support services functions in a health establishment.

DUTIES : Responsible for effective and efficient management of all Support Services (i.e. Food Services, Linen Services, Switchboard Services, Residence Management, Transport Services, Registry Services, Porter Services, Cleaning Services, Waste Management, Medical Records, Crèche and Ward Clerks). Effective and efficient management of service contracts. Manage Human Resources and Management of Financial Resources.

ENQUIRIES : Ms N Mali Tel No: (021) 658-5390
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms N Nqola
NOTE : Shortlisted candidates may be subjected to a competency test.
CLOSING DATE : 28 June 2019

POST 21/234 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
 Garden Route District

SALARY : R316 791 per annum
CENTRE : Oudshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Finance, Revenue and Supply Chain Management. Experience in budget and expenditure management, compiling monthly reporting as well as annual and interim financial statements. Proven supervisory experience. Appropriate experience in the LOGIS, Clinicom and BAS systems. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Good managerial, reporting and report-writing skills. Computer literacy (MS Word, Excel and Microsoft Office). Knowledge of LOGIS, CLINICOM and BAS. Sound Knowledge of applicable policies (PFMA, AO System, UPFS, Financial delegations/instructions and NTR). Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.

DUTIES : Manage and ensure compliance within the Supply Chain Management (SCM) department and ensure the effective and efficient application of procurement policies, processes including management of acquisition, contracts, logistics, assets, demand, disposal and the institutionalisation of proper SCM practices. Manage and ensure compliance within the Finance Department (expenditure control, revenue control, verify and authorise and follow up on debt- and ledger accounts and all other financial management responsibilities) including draw and monitor expenditure reports and authorising payments on LOGIS and BAS and ensure the correct use of SCOA allocations. Assess and improve SCM performance and risk management, including establishing and adhering to internal controls. Responsible for timely and accurate reporting of financial statements,

disclosure of assets, inventories and Financial and SCM related indicators. Responsible for timely and accurate reporting of Revenue in year monitoring IYM, BAS/accounts receivable AR reconciliation and Revenue Action Plan. Manage, control and monitor UPFS compliance, management of RAF, WCA/COID and state debt like SAPS/DCS/SANDF. Manage, control and monitor progress on multiple projects aimed at improving SCM, Finance efficiency and Expenditure Control Vetting. Perform leadership functions by advising, training and guiding all staff within SCM, Revenue and Finance, and manage all related human resource management functions within the component.

ENQUIRIES : Mr MGJ Oosthuizen Tel No: (044) 203-7247
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : Shortlisted candidates may be subjected to a competency test.
CLOSING DATE : 28 June 2019

POST 21/235 : **CASE MANAGER**

SALARY : R316 791 per annum
CENTRE : Vredendal Hospital
REQUIREMENTS : Minimum required qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with medical aid (funders) 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, ICD 10 codes/diagnostic codes, Medical Aid Act 131 of 1998 (e.g. section on Prescribed Minimum Benefits). Computer literacy (MS Word/Excel).

DUTIES : Key result areas/outputs: Coordinate the workflow processes between clinical and admin personnel by liaising, guiding and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Efficiently and effectively communicate and update clinical information for externally funder clients. Control the correctness of the hospital 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. Provide quotations to privately funded and foreign patients.

ENQUIRIES : Mr RJ Meyer Tel No: (027) 213-2039
APPLICATIONS : The Manager: Medical Services: Vredendal Hospital, Private Bag X21, Vredendal, 8160.
FOR ATTENTION : Ms ME Tangayi
NOTE : This post will not be linked to any of the Occupational Specific Dispensations. Shortlisted candidates could be subjected to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE : 05 July 2019

POST 21/236 : **ADMINISTRATION CLERK: SUPPORT (X2 POSTS)**
 Garden Route District Office

SALARY : R173 703 per annum
CENTRE : Hornlee Community Clinic
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration and data experience. Experience in capturing and managing of data on PHCIS; Sinjani; tier.net. Competencies (knowledge/skills): Basic knowledge and experience in Office Administration, Financial and Procurement Administration. Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Office, Word, Excel and PowerPoint).

DUTIES : Effective management of communication and administration support. Maintain effective registry functions. Effective registration of clients. Effective management of appointments and defaulters. Effective data management, capturing and administration. Validation of data and support to end-user.

ENQUIRIES APPLICATIONS : Ms L Ziervogel Tel No: (044) 302-8400

FOR ATTENTION NOTE : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

CLOSING DATE : Ms S Pienaar
when applying for this post. A practical competency test will be part of the interview process.

CLOSING DATE : 05 July 2019

POST 21/237 : **SECRETARY**
Garden Route District

SALARY CENTRE REQUIREMENTS : R173 703 per annum
Mossel Bay Hospital
Minimum educational qualification: Grade 12 plus Computyping and Computer applications. Experience: Appropriate administrative experience. Competencies (knowledge/skills): Good communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Good telephone etiquette and interpersonal skills to deal with the public and staff members. Ability to work independently and in team environment. Ability to handle information in a confidential manner. Professional attitude. Proven ability to be innovative and creative. Typing skills and computer literacy (MS Office, Word, Excel, Power Point and E-mail).

DUTIES : key result areas/outputs): Provide comprehensive clerical support functions to the Medical Manager. Provide administrative support to the Clinical Manager and team. Support the hospital staff with general administrative duties. Provide clerical and administrative functions to the Hospital Facility Board. Effectively manage the medical legal processes for the managers.

ENQUIRIES APPLICATIONS : Dr P Ruschenbaum Tel No: (044) 604-6101

FOR ATTENTION CLOSING DATE : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

CLOSING DATE : Ms S Pienaar
05 July 2019

POST 21/238 : **ADMINISTRATION CLERK: SUPPORT (X2 POSTS)**
Garden Route District

SALARY CENTRE REQUIREMENTS : R173 703 per annum
Post 1: Still Bay/Melkhoutfontein CC, Hessequa Sub-district
Post 2: Heidelberg CC (Stationed at Slangrivier CC), Hessequa Sub-district

REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration experience in Reception. Appropriate experience in Patient Registration, Records Management and Archive policies. Appropriate experience in Information Management Systems (PHCIS, Tier.Net, SINJANI, Ideal Clinic, ETR.net). Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to rotate between Reception and Information Management. Competencies (knowledge/skills): Knowledge and experience in departmental systems, i.e. Health Information Systems (PHCIS, SINJANI, Tier.Net, ETR.net, Ideal Clinic). Knowledge of Registry, Reception Services, Medical records, Disposal and Record Management Policy. Good leadership abilities and communication skills. Independent decision-making, problem-solving and interpersonal skills. Ability to cope with a high work load. Proficient in at least two of the three official languages of the Western Cape. Microsoft Package (MS Excel, Word, Power Point).

DUTIES : Effective and efficient management of Reception services. Effective and efficient management of the Registry functions according to DoH policy. Maintain an effective filing system, repair/maintain patient files and prepare case notes for archiving and destruction where indicated. Effective cooperation and support to Supervisor and Colleagues. Deliver a supportive role to the Supervisor with regards to monitoring and evaluation of Health Information systems. Implementation of SOP's to optimise Client service and Support.

ENQUIRIES : Ms E Visser Tel No: (028) 713-8644
APPLICATIONS : The Director: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : Shortlisted candidates may be subject to competency testing.
CLOSING DATE : 05 July 2019

POST 21/239 : **ADMINISTRATION CLERK: SUPPORT (PRIMARY HEALTH CARE)**
Garden Route District Office

SALARY : R173 703 per annum
CENTRE : Toekomsrus Community Clinic
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate Administrative experience in a Health Facility. Experience in PHCIS. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official Languages of the Western Cape. Excellent filing and record-keeping skills. Ability to work independently and in a multi-disciplinary team. Computer literacy and data capturing.

DUTIES : Admit, register patient on PHCIS and ensure availability of patient folders with patient centred approach. Register documents, file patient folders, documents on a daily basis and handle all general administration duties. Keep record, retrieve patient folders, trace old folders and compile new folders, manage general administration and record management. Support to supervisor and staff members. Assist with ordering on LOGIS system, monitoring and stock control. Act responsible with regard to service ethics, norms and standards. Responsible for handling of patient enquiries in an effective manner.

ENQUIRIES : Ms LM Muller Tel No: (044) 272-7686/2
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 05 July 2019

POST 21/240 : **ADMINISTRATION CLERK: SUPPORT**
Garden Route District

SALARY : R173 703 per annum
CENTRE : Knysna/Bitou Sub-district
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration and data experience. Experience in capturing and managing of data on PHCIS; Sinjani; tier.net. Competencies (knowledge/skills): Basic knowledge and experience of Office Administration, Financial and Procurement Administration. Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Office, Word, Excel and PowerPoint).

DUTIES : Effective management of communication, and administration support. Maintain effective registry functions. Effective registration of clients. Effective management of appointments and defaulters. Effective data management, capturing and administration. Validate data and support to end-user.

ENQUIRIES : Ms L Ziervogel Tel No: (044) 302-8400
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar
NOTE : Shortlisted candidates will be subjected to a practical competency test will be part of the interview process.

CLOSING DATE : 05 July 2019

POST 21/241 : **STUDENT CLINICAL TECHNOLOGIST (PULMONOLOGY)**
(2 Year Contract)

SALARY : R122 595 per annum plus 37% in lieu of service benefits
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualifications: Successful completion of second year towards the National Diploma- Clinical Technology. Current registration with a Tertiary institution for ND: Clinical Technology. Registration with a

professional council: Registration as Student Clinical Technologist with the Health Professions Council of South Africa (HPCSA). Full academic transcript must be submitted together with proof of registration with HPCSA. Inherent requirement of the job: These tasks will involve work outside normal working hours when necessary. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Acquire and develop the theoretical knowledge, clinical skills and technical skills required to register as a Clinical Technologist in Pulmonology. Training in this post involves practical training during routine patient care. Perform clinical service in pulmonology by providing technologist support under supervision to all components of the pulmonology service including: All work in the Pulmonology laboratory, Respiratory ICU and Bronchoscopy Theatre. Spirometry. Plethysmography/Lung Volumes. Bloodgas Analysis. Diffusion Capacity. Broncho Provocation. Exercise Studies for VO2Max. Equipment maintenance. Participate in research projects.

ENQUIRIES : Mr F Swart Tel No: (021) 938-5789
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer
CLOSING DATE : 28 June 2019

POST 21/242 : **DRIVER (LIGHT DUTY VEHICLE)**
 Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : Mitchell's Plain District Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's license with PDP. Sober habits. Prepared to work irregular hours and standby duties. Competencies (knowledge/skills): Good written and verbal communications skills in at least two of the three official languages of the Western Cape. Knowledge of transport regulations. Responsible for vehicles and maintenance.

DUTIES : Schedule transport and plan transport routes. Loading and transporting of goods and staff compliment. Inspection of vehicles. Timely reporting of minor and major defects. Ensure that prescribed records and logs with regards to the vehicles and goods handled. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Support to the supervisor. Compliance with the Occupational Health and Safety Act.

ENQUIRIES : Mr J Roberts Tel No: (021) 377-4327
APPLICATIONS : The Chief Executive Officer: Mitchells Plain District Hospital, Department of Health, Private Bag X 9, Mitchell's Plain, 7789.

FOR ATTENTION : Ms CC Johnson
CLOSING DATE : 05 July 2019

POST 21/243 : **CLEANER**
 Cape Winelands District

SALARY : R102 534 per annum
CENTRE : Windmeul Clinic
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Provide a clean environment to prevent the spread of infection. Provide clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues. Effective support to supervisor.

ENQUIRIES : Ms J Bosch Tel No: (021) 862-4520
APPLICATIONS : The Primary Health Care Manager: Drakenstein Sub-district, Private Bag X3043, Paarl, 7646.
FOR ATTENTION : Mr R Williams
CLOSING DATE : 05 July 2019

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>
CLOSING DATE : 01 July 2019
NOTE : Only applications submitted online 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. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 21/244 : **WEB-CONTENT MANAGER: LOCAL GOVERNMENT COMMUNICATION**
REF NO: LG 2019-9
 (12-Month Contract)

SALARY : R316 791 per annum (Level 08) plus 37% in lieu of benefits
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3-years' experience in online publishing environment and multimedia production environments; A valid Code B driving licence. Recommendations: Working knowledge of the following: ICT environments; Content Management Systems; Social media platforms; Image optimisation and video editing software. Competencies: Knowledge of the following: Digital marketing, particularly audience research, content modelling and online public relations; Content production processes and life cycles; Information gathering process; Ability to use multimedia equipment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to interpret the Search Engine Optimisation (SEO).

DUTIES : Assess content briefs, conduct in-depth research and aggregate content for production; Research and identify citizen needs, challenges and content trends; Write and publish content according to standards, guidelines and briefs for online publishing and implement international best practices, including journalist functions such as interviews; Proofread and fact check to ensure content quality is in line with the Western Cape Governments online policy and writing guidelines and towards achieving public information dissemination and content plan goals; Prepare images, video, infographics and other related multimedia; Assist with content planning.

ENQUIRIES : Ms P Dlikilili at (021) 483 2661

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>
CLOSING DATE : 01 July 2019
NOTE : Only applications submitted online 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. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may

contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 21/245 : **STATE LAW ADVISOR: CORPORATE LEGAL ADVISORY SERVICES (GOVERNANCE AND ECONOMICS) REF NO: DOTP 2019-58**

SALARY : R763 212 per annum, LP 7 (All-inclusive salary package)
R899 016 per annum, LP 8 (All-inclusive salary package) (OSD as prescribed).

CENTRE REQUIREMENTS : Western Cape Government
LLB-Degree with admission as an Advocate or Attorney; **LP 7:** A minimum of 5 years' appropriate practical post qualification legal experience; **LP 8:** A minimum of 9 years' appropriate practical post qualification legal experience. Recommendations: Proven experience of a role in a legal advisory capacity; Proven experience in research methods and computer literacy. Competencies: Good working knowledge of legislation and case law relating to administrative law, procurement law, the law of contract and delict, labour law, interpretation of statutes and other areas of the law applicable to the public sector; Exceptional written and verbal communication skills in English and at least one other official language predominantly used in the Western Cape; Well-developed legal research and legal writing skills; Innovative problem solving skills and analytic skills; Presentation skills.

DUTIES : Attend consultations with Departmental officials and provide advice and guidance on both procedural and substantive legal issues; Negotiating, drafting and editing contracts; Provide legal advice and legal opinions to Ministers, Heads of Departments and other departments on procedural and substantive legal issues; Drafting of legal technical correspondence and replies.

ENQUIRIES : Adv. G. Reed at (021) 483 3402

POST 21/246 : **DEPUTY DIRECTOR: ACQUISITIONS AND CONTRACT MANAGEMENT, REF NO: DOTP 2019-49**

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); Minimum of 3 year's management level experience in Public Administration, Finance or Procurement; Valid code B driving license. Recommendations: In depth knowledge of Supply Chain Management prescripts. Competencies: Knowledge of SCM processes and procedures (PFMA, NTR's and PTI's); SCM system knowledge; Knowledge of effective functioning of the Bid Committees and acquisition management; Supervisory skills; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape.

DUTIES : Develop, review and implement departmental Supply Chain Management (SCM) policy together with the role of SCM advisor on Acquisition Management and SCM processes; Ensure an effective and efficient functioning of the Departmental Bid Committees system and overall Acquisition Management system through ensuring optimal workflows, operational planning and work organisation in the unit; Ensure compliance systems, reporting systems and proper record keeping systems are in place; Ensure accurate commitments for inclusion in the annual financial statements; Ensure the facilitation of adequate Contract Management including leases for the department; Staff Supervision.

ENQUIRIES : Mr R. Hassiem at (021) 483 6625

POST 21/247 : **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS CLUSTER A REF NO: DOTP 2019-57**

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree in the field of Forensics/ Commerce/ Law/ Auditing (or equivalent qualification); A minimum of 6 years functional (forensic investigations) experience of which a minimum of 3 years

management experience in conducting forensic investigations in a forensic services/ commercial crime environment; A valid code B driving licence. Recommendations: Experience in forensic investigations within the public sector; Qualification of B.Com./Honours in Forensic Accountancy; Certified Fraud Examiner (CFE) or Certified Forensic Practitioner (CFP). Competencies: Knowledge of the following: National, provincial and departmental legislation, policies and procedures; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Fraud risk assessment and forensic audit planning techniques; South African legal system; Inter-governmental relations; HR and administrative systems and processes; Financial management prescripts and processes; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (understanding of ACL); Good forensic interviewing skills; The ability to develop and maintain a co-operative relationship with legislature, law enforcement and judiciary personnel; Problem-solving, negotiation skills; Ability to work under pressure; Goal orientated and driven.

DUTIES : Forensic Services Methodology: Provide input into the Forensic Services Methodology maintenance and development process; Quality assurance: Continuous supervision in a team context, raising review/coaching notes and making sure that they are cleared on a timely basis; Manage the successful investigation and prosecution of cases of fraud, theft and corruption; Investigation of cases: Investigation of allegations and/or irregularities allocated, within the agreed methodology, service level agreements and timeframes; Report and progress monitoring: Draft factual reports which include appropriate findings and recommendations and subsequent tracking thereof; Project Management: Allocate and monitor investigations in order to maximise efficiencies; Institutional Knowledge Management: Implement systems to ensure maintenance of institutional knowledge; Regular liaison with stakeholders: Progress meetings with client departments where required.
Mr R Janse Van Rensburg at (021) 483 0901

ENQUIRIES :

POST 21/248 : **APPLICATION DEVELOPMENT MANAGER: TRANSVERSAL APPLICATIONS DEVELOPMENT REF NO: DOTP 2019-59**

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (3-year National Diploma or higher qualification) in Information Systems; A minimum of 5 years' experience in an ICT environment of which 3 years must be middle management experience; A valid code B driving licence. Recommendations: Proven experience in the following: System Development Life Cycle of Enterprise scale applications and platforms; A DevOps environment; Managing developers and development operation teams; Managing Systems Analysis teams; Microsoft platforms; Contract Management of software development services in the ICT sector; Proven knowledge and experience in supporting the following Microsoft (including SharePoint, SQL, PowerBI, EPM) and OpenText platforms. Competencies: Knowledge of Systems Development Life Cycle and Business Systems Analysis; Knowledge of public sector and its operations; Strategic Planning skills; Understanding of fundamental principles of Enterprise Software Development; Understanding and knowledge of principles of DevOps; Contract and budget management; Skills in conflict and People Management; Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Exceptional planning and organisation skills; Self-motivated and disciplined; Ability to lead and motivate people.

DUTIES : Manage a team of professionals and service providers that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to systems and applications planning, development, implementation, support and maintenance; Provide inputs into the development and planning of provincial ICT policy and strategy relating to systems and applications; Develop, co-ordinate and manage departmental systems and applications policy, strategy, architectures, standards and processes; Manages functional, applications training and support (FATS); Manages project office, project managers and project processes; Provide

inputs into the budget and fiscal process; Member of the component's management team; Managing service providers.
ENQUIRIES : Mr H Jacobs at (021) 483 8569

POST 21/249 : **BUSINESS ANALYST: TRANSVERSAL ICT PROGRAMME**
MANAGEMENT REF NO: DOTP 2019-60

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Information Systems; A minimum of 5 years' experience in business and / or systems analysis of which 3 years must be on a middle-management level; A valid Code B driving licence. Recommendations: Experience in the following: Requirements Analysis and Documentation; Systems analysis. Competencies: Knowledge of the following: Process modelling tools and techniques; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Presentation and facilitation skills; Ability to work under pressure and meet deadlines; Exceptional planning and organization skills; Conflict and people management skills.

DUTIES : Development of Business Requirements Specification; Business Case development; Presentations and Workshop facilitation; Business Process Modelling and Mapping; Development of Functional designs; Link between business and developers; Compiling test plans and do systems testing.

ENQUIRIES : Ms S Begg at (021) 483 2417

POST 21/250 : **CHIEF NETWORK TECHNOLOGIST: EDUCATION AND CULTURAL AFFAIRS AND SPORT REF NO: DOTP 2019-56**

SALARY : R376 596 per annum (Level 09)
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 3 years' experience in network infrastructure management; A valid driving licence (Code B or higher). Recommendations: Training and applicable courses in network infrastructure. Competencies: Knowledge of the following: National and International IT policies and trends; Financial management; Project management; Technical standards/procedures; Managerial functions; Service level agreements; Proven computer literacy; Planning and co-ordination skills; Decision making skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

DUTIES : Plans, organises and control activities of staff and contractors who are responsible for the development and maintenance of infrastructure; Quality control; Developing and maintenance of network infrastructure; Preparing documentation including training manuals; Liaising with client departments.

ENQUIRIES : Ms A Basha at (021) 467 2905

PROVINCIAL TREASURY

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

CLOSING DATE : 01 July 2019

NOTE : Only applications submitted online 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. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 21/251** : **SUPPLY CHAIN MANAGER REF NO: PT 2019-26**
- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 5 years' experience in Supply Chain Management of which 3 years' experience must be on a management level. Competencies: Knowledge of the following: Supply Chain Management legislative environment; System of Supply Chain Management and Moveable Asset Management; Management skills; Presentation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Develop, communicate, implement and monitor supply chain management and asset management prescripts, delegations and standard operation procedures; Manage Demand and Contract Management, including the development of annual procurement plan; Manage the provision of an effective and efficient system of acquisition and logistics management, including providing secretarial duties to the Bid Adjudication Committee; Develop and implement a Supply Chain Risk and Performance plan/system; Ensuring that the department has an accurate asset register; Manage Auxiliary Services, including transport, accommodation and maintenance; Perform managerial tasks with regard to the sub-directorate.
- ENQUIRIES** : Ms A Smit at (021) 483 3037
- POST 21/252** : **FINANCIAL ANALYST REF NO: PT 2019-25**
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher); Minimum of 3 years' proven relevant experience in internal audit; A valid code B driving licence. Recommendations: Proven experience in any of the following: Researching and/or research methodologies; Developing and updating enterprise internal audit norms and standards in respect of municipalities; Project management; providing administrative support in respect of strategic processes and engagements. Competencies: Knowledge of the following: Project Management; Process improvement; Administrative procedures relating to specific working environment; Working norms and standards; (Municipal Finance Management Act); National Treasury Regulations; National and Provincial Treasury Directives; National Treasury Internal Audit Framework; Communication (verbal and written) and report writing skills in at least two of the official languages of the Western Cape Province; Proven computer literacy in MS Office; Project Management, leadership and presentation skills.
- DUTIES** : Research develop, update and facilitate the implementation of internal audit and audit committee norms and standards in respect of municipalities; Ensure ongoing maintenance of norms and standards by bench marking against international leading practices; Project management of related assurance assignments and providing related training to municipalities; Monitor the governance maturity and guide the progression of internal audit and audit committee.
- ENQUIRIES** : Mr A Thomas Tel No: (021) 483 4169
- POST 21/253** : **LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 2 REF NO: PT 2019-27 (X2 POSTS)**
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Accounting/ Internal Auditing/ Finance or Economics; A minimum of 3 years' experience in a finance department; A valid code B driving licence. Recommendations: A financial background specifically in Local Government; Knowledge of budget process and procedures; Knowledge of financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Experience in budget analysis and co-ordination; Experience in a finance department in Public Sector would be an

advantage. Competencies: Attention to detail and good interpretation of numbers; Good report writing skills; Strategic planning skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.

- DUTIES** : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide Technical assistance and research to Municipalities; Facilitate training and other support to Municipalities; Assist with the arrangement of Municipal IGR Functions; Conduct and facilitate municipal visits.
- ENQUIRIES** : Mr B Damons at (021) 483 6127

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 July 2019
- NOTE** : Only applications submitted online 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. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 21/254** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS ATLANTIS AND BELLVILLE) REF NO: DSD 2019-58 (X2 POSTS)**

- SALARY** : Grade 1: R384 228 per annum (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

- ENQUIRIES** : Ms S Abrahams at (021) 483 7672/ 7673

- POST 21/255** : **SOCIAL WORKER: SOCIAL WORK SERVICES - BREEDE RIVER WINELANDS REF NO: DSD 2019-53**

- SALARY** : Grade 1: R257 592 - R298 614 per annum (OSD as prescribed)

CENTRE REQUIREMENTS

Grade 2: R316 794 - R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 - R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 - R581 178 per annum (OSD as prescribed)
Western Cape Government

A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES

Ms M Arendse at (023) 348 5300

POST 21/256

SOCIAL WORKER: SOCIAL WORK SERVICES - BREEDE VALLEY REF NO: DSD 2019-54 (X2 POSTS)

SALARY

Grade 1: R257 592 - R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 - R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 - R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 - R581 178 per annum (OSD as prescribed)

CENTRE REQUIREMENTS

Department of Social Development, Western Cape Government
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural

sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms M Arendse at (023) 348 5300

POST 21/257 : **SOCIAL WORKER: SOCIAL WORK SERVICES - THEEWATERSKLOOF REF NO: DSD 2019-55 (X2 POSTS)**

SALARY : Grade 1: R257 592 - R298 614 per annum (OSD as prescribed)
Grade 2: R316 794 - R363 801 per annum (OSD as prescribed)
Grade 3: R384 228 - R445 425 per annum (OSD as prescribed)
Grade 4: R472 551 - R581 178 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Western Cape Government
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems as well as skills to intervene at the points where people interact with their environment in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms M Arendse at (023) 348 5300

POST 21/258 : **CUSTOMER CARE ASSISTANT: CUSTOMER CARE (SWELLENDAM) REF NO: DSD 2019-57**

SALARY : R173 703 per annum (Level 05)

- CENTRE REQUIREMENTS** : Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); a minimum of 6 months' clerical experience. Recommendation: Customer care/NGO experience. Competencies: A good understanding of the following: Customer care; Office software applications; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines.
- DUTIES** : Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain the database.
- ENQUIRIES** : Ms DJ de Bruyn at (023) 214 3000
- POST 21/259** : **REGISTRY CLERK: LOGISTICAL SERVICES REF NO: DSD 2019-59**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Relevant legislation and regulations relating to registry functions; The storage and retrieval procedures in terms of the Registry working environment; Registry duties and practices; Record-keeping procedures; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape.
- DUTIES** : Opening, drawing and archiving of files; Search for urgent or outstanding files; Handling of incoming and outgoing files; Handling of enquiries; Handling of files; Disposal and archiving of files.
- ENQUIRIES** : Mr C Ceaser at (021) 483 3869/ (022) 713 2272

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 July 2019
- NOTE** : Only applications submitted online 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. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 21/260** : **OPERATOR LICENCE ADJUDICATOR: OPERATOR LICENCE ADJUDICATION REF NO: TPW 2019-91**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (All-inclusive salary package)
: Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma or higher qualification); a minimum of 3 years management experience in a public transport or related field; a valid driver's licence. Recommendation: Experience with the stakeholders within a land transport environment. Competencies: Working knowledge of the following: Latest advances in Public Management (theory and practices); Transport legislation; Modern systems of governance and administration; Policies of the government of the

- day; Inter-government and international relations; Media management, public relations, public participation and public transport; Public transport operations; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.
- DUTIES** : Decide and dispose of operating licence applications; Capacitation of Provincial Regulatory Entity staff; Research, investigations and quality control; Liaison with municipalities and other stakeholders; Verification of cases for public and committee hearings; Impose conditions on operating licences; Cancellation of operating licences in the case of misconduct; Appeal hearings.
- ENQUIRIES** : Mr M Skriker at (021) 483 0258
- POST 21/261** : **DEPUTY DIRECTOR: PLANNING AND COORDINATION REF NO: TPW 2019-97**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (All-inclusive salary package)
: Western Cape Government
: An appropriate 3- year tertiary qualification (National Diploma or higher qualification) majoring in Strategy Management or Planning, Policy, Public Administration and/or Development studies; A minimum of 3 years relevant management experience in strategy development, policy and/or development studies. A valid Code B driving licence. Competencies: Knowledge of the following: Relevant legislation, regulations and policies impacting on the activities of the directorate; Socio-economic development and transformation; Policy development; Programme or Project Management methodologies; Stakeholder interaction and/or public participation; Strategic planning methodologies; Research processes; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Programme and project management skills; Planning and organising skills.
- DUTIES** : Participate in the departments strategic planning processes; Manage the transversal planning and co-ordination system in the department; Coordinate the integrated local government planning and development processes of the department; Coordinate provincial programmes which the department support; Ensure the effective and efficient management of the sub-directorate.
- ENQUIRIES** : Mr K Booysen at (021) 483 2403
- POST 21/262** : **CHIEF WORKS INSPECTOR: BUILDING REF NO: TPW 2019-90 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)
: Western Cape Government
: A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience; A valid code B driving licence. Competencies: Knowledge of the following: Preparation of tender documentations and specifications; Adjudicate tenders, plans and working drawings and the ability to interpret Bills of Quantities; Good verbal and written communication skills in a least two of the three official languages of the Western Cape Province; Good interpersonal relations; Proven computer literacy (MS Office); Technical competence in mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.
- DUTIES** : Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.
- ENQUIRIES** : Mr M Mokgalabone (021) 483 8559
- POST 21/263** : **CHIEF WORKS INSPECTOR: ELECTRICAL (METRO EAST/WEST) REF NO: TPW 2019-95**
- SALARY CENTRE** : R316 791 per annum (Level 08)
: Western Cape Government

REQUIREMENTS : A National Diploma (T/N/S stream or equivalent qualification) Or N 3 with a passed trade test or registration as an Engineering Technician. A minimum of 3 years' experience in a built environment; a valid driving licence. Recommendations: Experience in the following: Preparation of specification, plans and working drawings; Interpreting Bills of Quantities (BOQ); Technical experience of building contracts and contracts administration; Technical experience of the Occupation Health and Safety Act and regulations. Competencies: Knowledge of the following: Facets of construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Communication (verbal and written) skills in a least two of the three official languages of the Western Cape Province; Proven computer literacy.

DUTIES : Responsible for the delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development, good time management and effective neat housekeeping; Ensure that the socio-economic impact (job creation) is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007), are delivered consistently.

ENQUIRIES : Mr L Titus at (021) 483 5215

POST 21/264 : **CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: TPW 2019-96**

SALARY : R316 791 per annum (Level 08)

CENTRE : Western Cape Government

REQUIREMENTS : A National Diploma (T/N/S stream or equivalent qualification) Or N 3 with a passed trade test or registration as an Engineering Technician. A minimum of 3 years' experience in the built environment; a valid driving licence. Recommendations: Experience in an electrical environment; Wiremans licence. Competencies: Knowledge of the following: Preparation of tender documentations and specifications; Adjudication of tenders, plans and working drawings and the ability to interpret Bills of Quantities; Communication skills (verbal and written) in a least two of the three official languages of the Western Cape; Interpersonal relations; Proven computer literacy (MS Office); Technical competence in mechanical matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations.

DUTIES : Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documentation and specifications; Supervise and exercise quality control on projects; Manage contract administration.

ENQUIRIES : Mr M Mokgalabone Tel No: (021) 483 8559

POST 21/265 : **TRAINING LIAISON OFFICER: EPWP SKILLS DEVELOPMENT REF NO: TPW 2019-81**

SALARY : R316 791 per annum (Level 08)

CENTRE : Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 1 year relevant experience; A valid code B manual driving licence. Competencies: Knowledge of the following: Financial Management; Public service reporting procedures; National, provincial and departmental policies, prescripts and practices regarding EPWP; Principles and processes for providing customer and personal services; Principles in planning, resource allocation, human resources, leadership, production methods and coordination; Understanding of EPWP NYS guidelines and NQF systems; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Problem solving and decision making skills; Record keeping skills.

DUTIES : Coordinate and oversee stakeholder liaison in the region; Represent EPWP/SDU and participate in municipal/district forums; Manage and oversee the recruitment and selection process of learners for the SDU programme; Promoting and marketing of training opportunities by liaising with stakeholders; Contract Management: Monitor SDU contracts with learners,

training providers and host employers; Manage and oversee sourcing of host employers; Manage learners performance and programme implementation in the region; Facilitate disciplinary processes according to learners code of conduct; Finances: Facilitate and provide input in developing budget line needs, including financial functions and the processing of payments and produce reports on project costs in relation to project objectives; Checking stipend control sheets together with attendance registers and signing of stipend control sheet.

ENQUIRIES : Mr F Jacobs at (021) 483 8541

POST 21/266 : **PERSONAL ASSISTANT: OPERATING LICENCE ADJUDICATION REF NO: TPW 2019-92**

SALARY : R257 508 per annum (Level 07)

CENTRE : Western Cape Government

REQUIREMENTS : Grade 12 or equivalent qualification plus an accredited Secretarial Certificate/ Diploma NQF 5 (6 months to 1 year of study) with a minimum of 3 years relevant experience in office administration and rendering support services to Senior Management; A valid code B driving licence. Recommendations: Willingness to work irregular hours; Experience in the following: financial environment; Assist with monitoring and compliance of transport institutions and their members; Engage with stakeholders/ role-players in the public transport industry. Competencies: Good interpersonal and decision-making skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Ability to work effectively in very a dynamic office; Stress tolerance; Willingness to work irregular hours; Attention to detail; Planning and organising skills.

DUTIES : Provide a secretarial/ receptionist support service to the Manager; Rendering administrative support services which includes procurement; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr F Jacobs at (021) 483 8541