



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 11 OF 2022

DATE ISSUED 25 MARCH 2022

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENTS

**NATIONAL TREASURY:** Kindly note that the position of Director: Corporate Law / Legal Services (Ref no: S024/2022) (For National Treasury) advertised in the Public Service Vacancy Circular 09 of 2022 dated 11 March 2022 with a closing date of 28 March 2022, The purpose section of the advert was captured erroneously and should read as follows: The incumbent will be required to: Provide opinions on general legal matters and advice pertaining to corporate and commercial law as well as matters relating to National Treasury's obligation to the Minister of Finance Please note the job content remains the same nothing else has changed. All applicants who have already applied need not reapply. The closing date has been extended to 11 April 2022. We apologies for the inconvenience caused. For Enquiries please send to [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za) **DEPARTMENT OF FISHERIES, FORESTRY AND THE ENVIRONMENT:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 10 dated 18 March 22, the post of Project Coordinator: Ref No:

EP9003/2022 (Limpopo) must be removed from the advert. The region needs to be amended for the post of Social Development/Training Officer: Ref No: EP9005/2022 (North West). The closing date is to 11 April 2022.

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 08 April 2022 at 16:00
- NOTE** : DALRRD requests applicants to apply manually by submitting applications on the new Z83 form obtainable from any Public Service department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. As from 1 January 2021, applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed previous experience) copies of qualifications, service certificates, driver's licence, proof of registration with professional bodies where applicable, identification document and permanent residency/work permit. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. Applicants must declare any / pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement.

## OTHER POSTS

- POST 11/01** : **DEPUTY DIRECTOR: FRAUD PREVENTION AND ETHICS MANAGEMENT**  
**REF NO: 3/2/1/2022/036**  
Directorate: Fraud Prevention and Ethics Management
- SALARY** : R744 255 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree / National Diploma in Internal Auditing / Financial Management / Law / Risk Management / Criminology. 3 years' experience at Assistant Director level in fraud awareness and ethics management practices and interacting at operational and strategic level. Job related knowledge: Knowledge of corporate governance issues. Knowledge of Fraud Awareness and Ethics Management. Knowledge of Public Service environment. Public Financial Management Act (PFMA) and National Treasury Regulations, Job related skills: Dynamic leadership skills. Good computer literacy in Microsoft Office Suite. Proven project management skills. Excellent verbal and written communication. Excellent facilitation skills. Presentation skills. Results oriented. Ability to work under pressure. Customer focus and team management. A driver's licence.
- DUTIES** : Gather information for reviewing of the fraud prevention policy, fraud prevention plan and whistle blowing. Conduct research and analysis of information. Communicate best practice methodologies and standards for both fraud awareness and prevention functions. Monitor the implementation of fraud

prevention policy and strategy. Design and implement communication strategy of the fraud awareness and prevention management policy and methodology of the Department. Organise fraud or ethics awareness sessions across the Department (International anti-corruption day, Online fraud / ethics survey). Conduct the fraud risk assessment process and implementation of the action plans on all fraud risk registers and ensure effective ethics risk management. Conduct fraud risk assessments in all Branches and Provincial Offices. Ensure that fraud / ethics risks are captured on the risk management software. Monitor the action plans by risk owners according to target dates indicated. Conduct ethics risk assessments. Develop ethics framework. Develop ethics management strategy. Coordinate and conduct fraud and ethics awareness workshops. Consolidate and update fraud and ethics risk profile. Ensure effective ethics management in the Department. Co-ordinate the financial disclosure function for all employees in the Department. Ensure that employees can access the eDisclosure system including changing passwords when required. Analyse information disclosed on the eDisclosure system using all sources as required by the Department of Public Service and Administration (DPSA). Consolidate statistics and records of information from the eDisclosure system for reporting purposes. Obtain and analyse information from Central Supplier Database to ensure employees of the Department are not conducting business with the state. Review reports and memorandums for applications processed for employees conducting outside remunerative work. Compile monthly and quarterly reports to the Back-Office meetings, Branch Management Meetings, Provincial Risk Committee and Risk Management Committee meetings. Draft the fraud prevention and awareness report to be presented in the Back-Office meetings, Branch Management Meeting, Provincial Risk Committee and Risk Management Committee when necessary.

**ENQUIRIES  
APPLICATIONS**

: Ms M Jakavula Tel: (012) 312 8218  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE**

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

**POST 11/02**

: **PROJECT COORDINATOR: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/043 (2 POSTS)**  
 Directorate: Operational Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R477 090 per annum (Level 10)  
 : Kwazulu Natal (Pietermaritzburg)  
 : A Bachelor's Degree/National Diploma in Commerce/Agriculture/ Development Studies/Social Science/Law/Economics. 3 – 5 years' experience in restitution or land restitution environment. Job related knowledge: Development management including strategic management. Research methods and techniques. Community facilitation. Understand and interpret business plan. Thorough knowledge in land reform and development related issues. Job related skills: Project management skills. Negotiation skills. Contract management. Leadership skills. Computer literacy. Communication skills. Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours.

**DUTIES**

: Coordinate the lodgement of land claims. Categorize claims per local municipality. Engage municipalities on claims to be settled. Validate land claims. Conduct oral and archival research. Conduct site inspection process (Mapping). Identify homestead. Partaking in analysis of aerial photograph reports. Facilitate where there are overlapping land claims. Facilitate separation of tenants, beneficial of occupation and registered land rights. Verify lodged claims. Conduct in loco inspection. Produce in loco inspection report. Assist in closing of commitment register. Coordinate clearance of suspense account. Manage payment of beneficiaries. Negotiate the settlement of claims. Conduct option exercise with claimants. Identify claims for historical and current valuation by the Office of the Valuer General. Escalate historical valuation for offers. Package chosen options report and sign off. Settle the claims. Conduct verification process. Conduct analysis of family tree. Sign off completed name verification report. Draft Section 42D submission.

**ENQUIRIES**

: Mr W Silaule Tel: (033) 355 8400

- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : African, Coloured and White males and Coloured and White females and Persons with Disabilities are encouraged to apply.
- POST 11/03** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 3/2/1/2022/032**  
Directorate: Corporate Services
- SALARY** : R382 245 per annum (Level 9)  
**CENTRE** : Kwazulu Natal (Pietermaritzburg)  
**REQUIREMENTS** : National Diploma in Nursing and registered with a recognised Professional Council / National Diploma in Environmental Health, Safety Management or Bachelor's degree in Human/Social/Behavioural Science. 3 years' supervisory experience. Job related knowledge: Human Resource Management legislative framework for the Public Service including: Basic Conditions of Employment Act. Labour Relations Act. Employment Equity Act. Public Service Regulations. Public Service Act. Employee Health and Wellness (EPHW) Legislation. Job related skills: Computer Literacy. Communication skills (written and verbal). Interpersonal skills. Presentation skills. Analytical skills. Problem solving skills. Project Management skills. A valid driver's license.
- DUTIES** : Implement and coordinate employee health and wellness services. Refer employees within 5 days in accordance with the referral procedure and service level agreement. Render specialised intervention within 24 / 72 hours in the case of crises / trauma management. Conduct employee needs assessment and analysis for redress. Analyse health risk assessment report and redress. Implement Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), Tuberculosis (TB) and health promotion programme. Coordinate health promotion activities. Coordinate HIV and AIDS, TB and Sexually Transmitted Infections (STIs) management programmes. Distribute condoms and monitoring usage in all offices. Provide assistance with HIV and AIDS Peer Educators Training and Support. Implement a comprehensive and effective occupational health programme. Conduct Periodical Health Screening of employees. Provide primary prevention to detect possible illnesses that employees may develop. Assess and advise on Management of Incapacity, Disability and Ill Health Retirements. Ensure compliance with statutory requirements.
- ENQUIRIES** : Ms YP Ngubane Tel: (033) 264 9500  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
- NOTE** : Coloured, Indian and White males and Coloured and White females and Persons with Disabilities are encouraged to apply.
- POST 11/04** : **CHIEF EVALUATION ANALYST REF NO: 3/2/1/2022/037**  
Directorate: Evaluation
- SALARY** : R382 245 per annum (Level 9)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : 3-years Bachelor's Degree/National Diploma in Social Sciences, Agricultural Sciences, Development Studies or Public Administration/Management. 3 years of experience in Evaluation. Job related knowledge: Knowledge of Monitoring and Evaluation Systems, tools, indicator development, research methodology, legislation and policies administered by the Department. Experience in conducting social research from both public and or private. Knowledge and understanding of government wide monitoring and evaluation framework. Project and programme management. Demonstrated knowledge of and experience in applying monitoring and evaluation principles in social research. Job related skills: Good interpersonal relations. Good stakeholder liaison, coordination and problem-solving skills. Good report-writing skills. Good communication and presentation skills. Good computer skills. Statistical analysis skills. Data warehouse management skills. Research skills. Ability to customize and target information to user requirements. Ability to work under pressure and long hours, as well as willingness to travel long distances for extended periods(s). A valid driver's licence.

**DUTIES**

: Develop and review evaluation frameworks. Develop and maintain evaluation frameworks and guidelines. Present draft frameworks. Implement evaluation frameworks and guidelines. Contribute to the development of the DALRRD 5-year evaluation plan. Determine areas for evaluation. Research and source inputs for the departmental evaluation plan. Evaluate strategic projects and programmes of the Department. Contribute to the design and implementation of evaluations. Develop evaluation terms of reference. Develop implementation plans for evaluations. Coordinate data collection for evaluations. Analyse collected data. Generate / produce evaluation reports. Produce comprehensive evaluation reports. Distribute reports to relevant stakeholders. Monitor the implementation of evaluation recommendations. Develop monitoring tools for the implementation of evaluation recommendations. Track the implementation of evaluation recommendations. Build collaborative partnerships for continuous improvement and data use.

**ENQUIRIES**

: Mr K Themba Tel: (012) 312 9637

**APPLICATIONS**

: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria

**NOTE**

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

## DEPARTMENT OF BASIC EDUCATION

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote 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](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Mr A Tsamai/Ms H Nemabaka
- CLOSING DATE** : 11 April 2022
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and copies of ID and qualifications. Divers' License and registration certification must be attached if required. Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. 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 shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. A Certificate for SMS pre-entry programme is required for all SMS appointment, the full details of the outlined requirements and course information can be sourced by following the link. [https://www.thensg.gov.za/training-course/sms-pre-entry\\_programme/](https://www.thensg.gov.za/training-course/sms-pre-entry_programme/). All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the 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 assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability. The successful candidate will be responsible for providing support to the Office of the Director-General.

## MANAGEMENT ECHELON

- POST 11/05** : **DEPUTY DIRECTOR-GENERAL: OFFICE OF THE DIRECTOR-GENERAL**  
**REF: DBE/24/2022**  
Branch: Office of the Director-General
- SALARY** : R1 544 415 per annum (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should have a relevant undergraduate qualification (NQF level 7) and post graduate qualification as recognise by SAQA; 8-10 years' experience at senior management level, coupled with proven experience in providing support to the office of Director-General; Process competencies: Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills; Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management; The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's license and be willing to travel extensively.

**DUTIES**

: The successful candidate will be responsible for co-ordinating Business and Parliamentary process. Overseeing and reporting on the implementation of department policies programmes and initiatives; Assisting in the servicing of Director-General clusters, Parliament and Cabinet; Co-ordinating the functions of the offices of the Minister, Deputy Minister and the Director-General; Managing communication services of the Department; Managing Support services to be rendered to provincial education departments; Managing International Relations in the Department, UNESCO throughout the Republic of South Africa and Co-ordinating intergovernmental and stakeholder relations and strategic partnerships; The ideal candidate would have vision, a mature sense of leadership and proven management abilities; In addition, the successful candidate should be an effective communicator with the ability to define, develop and manage strategic areas of responsibility.

**ENQUIRIES**

: Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289

**CIVILIAN SECRETARIAT FOR POLICE SERVICE**

*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 emailed timeously to [recruitment@csp.gov.za](mailto:recruitment@csp.gov.za) or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception  
No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified

**CLOSING DATE** : 08 April 2022

**MANAGEMENT ECHELON**

**POST 11/06** : **SECRETARY FOR POLICE SERVICE REF NO: CSP/05/2022**  
(Five Year Contract)  
Re-advert those who previously applied should re-apply if still interested

**SALARY** : R2 008 212 per annum (All inclusive package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree in Public Administration, Commerce, Social Science, Law or equivalent qualification (NQF 7) and a relevant post graduate qualification (NQF 8) and 8 - 10 years' experience at a Senior Management level (which five years must be as a member of SMS in the Public Service. Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Extensive knowledge and experience in policy drafting, analysis and implementation; interpretation of constitutional law; policy formulation; understanding of government policies and initiatives within the crime fighting environment as well as the role of information, partnerships and stakeholder management in Government decision-making. Good understanding of the safety and crime prevention structures within and outside the justice and security cluster. Good understanding of the PFMA and Public Service Regulatory Framework; Strategic capability, leadership and management skills in leading and managing transformation, change and diversity; Applied Strategic Planning and Facilitation; Financial management and Budgeting, Problem-solving and Analytical skills. Strong stakeholder management, good communication, presentation, strong interpersonal and negotiation skills including multi-national negotiations, honesty and integrity. The successful candidate will be directly responsible to the Minister of Police for the performance of the statutory functions of the Civilian Secretariat for Police Service, its operations and the realization of agreed output and targets. In accordance with Civilian Secretariat for Police Service Act Section 7, subparagraph 4, the Secretary must not be a member or former member of the Police Service of the Republic contemplated in section 199(1) of the Constitution, are not eligible for appointment, so they may not apply.

**DUTIES** : Provide strategic leadership and overall management of the Civilian Secretariat for Police Service as defined in Chapter 5 of the PFMA and Chapter 3 of the PSA. Ensure effective civilian oversight; monitoring and evaluation of the South African Police Service. Oversee the review and development of policing policies and render strategic policy advice and other support to the Minister of Police to direct effective Policing. Ensure the provision of evidence based research and evidence led policy development on policing, crime and safety to the Minister of Police to inform policing policy and decision making. Coordinate the Minister's Stakeholder engagements and public participation on policing and safety and security matters. Oversee the legislation review and development process including presentation of bills to Parliament. Advise the Minister on any matter related to effective policing, safety and security. Oversee the management and facilitation of inter-governmental, civil society and public-private partnerships. Provide the necessary support on the implementation or compliance with international obligations. Monitor and advise on the utilisation of the budget of the police service to ensure compliance with policy directives or instructions of the Minister. Provide oversight and leadership on the functions of the National Forensic Oversight and Ethics Board (DNA Board) and the Directorate for Priority Crimes Investigation (DPCI) in consultation with the Minister. Develop and maintain

sound relationships with relevant Parliamentary Committees. Lead and or participate in meetings with provincial civilian oversight structures. Management of Resources.

**ENQUIRIES**  
**NOTE**

: Dipsy Wechoemang Tel No: 012 393 2500/0796936585  
: Applications must be submitted on the new 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. The Z.83 form should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. 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. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Civilian Secretariat for Police Service has the right not to fill the post. Preference will be given to youth, people with disability and women in accordance with our employment equity plan. The successful candidates will be based in Pretoria and will frequently travel to Cape Town when Parliament is in session.

**OTHER POSTS**

**POST 11/07**

: **ADMINISTRATOR REF NO: CSP/06/2022**

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

: R211 713 per annum  
: Pretoria  
: National Diploma in Public Administration/Management with one-year administrative experience or Grade 12 certificate with 2 years administrative experience. Knowledge of clerical duties and ability to use a computer. Ability to capture and collect data. Knowledge and understanding of legislative framework governing the Public Service. Communication skills (Written and Verbal), Problem analysis and decision making. Confidentiality and ability to work under pressure. Planning and organising.

**DUTIES**

: Provide administrative and secretarial support. Devise and maintain office systems including electronic and hard copy filing systems, data management etc. Organise events, meeting room and facility for the Directorate. Assist in logistical preparation for Directorate's meetings and events as required. Prepare meetings packs for the Directorate and timeously distribute to all participants. Write-up and follow-up on notes and actions from meetings that the Directorate have participated in, prepare correspondence, presentations and other information as requested by the Directorate. Coordinate proper administration of staff overtime, claims and leave plans. Perform any other administrative duties required by the Directorate. Provide logistical support to the Directorate. Arrange travel and accommodation for the Directorate, assist with the management of deadlines for individuals within the Directorate. Render information/records management services, administer incoming and outgoing mail/documents. Refer and distribute documents/information to the relevant committee members. Maintain records keeping and filing system. Record flow of correspondence. Receive and records information requests. Make follow up on referred action list and decision registers, compile minutes and monthly reports.

**ENQUIRIES**

: Ms NM Sefiti / Mr BK Shiphamele Tel No: 012-393-4359/2500

**NOTE** : 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. Note: Applications must be submitted on the new 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. The Z.83 form should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. 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 posts will be subjected to a technical competency 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 the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary for Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office before 17h00 on week-days

**POST 11/08** : **ADMINISTRATION CLERK REF NO: CSP/07/2022**

**SALARY** : R176 310 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 certificate or relevant qualification. Knowledge of clerical duties and ability to use a computer. Knowledge and understanding of legislative framework governing the Public Service. Communication skills (Written and Verbal), Problem analysis and decision making. Confidentiality and ability to work under pressure. Planning and organising skill.

**DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondences and data. Update register and statistics. Handle routine enquiries, make photocopies and receive or send fax. Distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type basic letters and/ or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurements of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Maintain leave register for the component. Keep and maintain personnel records and attendance register for the component. Arrange travelling and accommodation, provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of substance and travel claims of officials. Perform ad-hoc duties, as may be delegated from time to time.

**ENQUIRIES** : Ms NM Sefiti / Mr BK Shiphamele Tel No: 012-393-4359/2500

**NOTE** : 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. Note: Applications must be submitted on the new 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. The Z.83 form should be accompanied by a recent updated comprehensive CV (previous experience must be

comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. 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 posts will be subjected to a technical competency 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 the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary for Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office before 17h00 on week-days.

## DEPARTMENT OF DEFENCE



**CLOSING DATE** : 19 April 2022 (Applications received after the closing date and faxed copies will not be considered).

**NOTE** : This Department is an equal opportunity and affirmative action employer, which endeavors to apply representivity and gender equality. Disabled persons are especially invited to apply. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Such copies need not be certified when applying for a post, only shortlisted candidates for the post will be required to submit certified documents which should not be older than six months on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. The Z83 must also contain the correct post reference number (as indicated in the advertisement). Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidate will be subjected to Personal Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. In filling vacant posts the objectives of section 195 (1) (l) of the Constitution of SA, 1996 (Act 108 of 1996) must be adhered to. The staffing policy of the Department of Defence (i.e. C PERS/DODI 8/99) and the content of letter HR SUP CEN/(PSAP)R/102/1/14 dd 01 Aug 02 must be taken into account. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date for applications must accept that their applications were unsuccessful. Kindly note that, due to the expected large volume of applications to be processed, receipt of applications will not be acknowledged. Candidates who are short-listed and who receive invitations to attend the final Selection Board and who require more information as to the requirements of the posts and what would be expected from the appointee, may request a copy of the Delegation of Duties from the person indicated for enquiries in the advertisements. Successful applicants will be appointed on probation for an initial period of 12 months and are also expected to obtain a Department of Defence (DOD) security clearance. Should the probation report at the end of the period be positive, the appointment will be made permanent. Candidates with foreign qualifications must, at their own expenses, submit their certificates to the South African Qualification Authority for evaluation. Candidates with foreign qualifications must, at their own expenses, submit their certificates to the South African Qualification Authority for evaluation. Applications received after the closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified.

## MANAGEMENT ECHELON

**POST 11/09** : **DIRECTOR: CORPORATE AUDIT OPERATIONS REF NO: IAD/16/11/22**

**SALARY** : R1 073 187 per annum (Level 13) (all-inclusive remuneration package)  
**CENTRE** : Internal Audit Division, Eco Glades 1 Block Aries, 70 Ribbon Grass Rd, Highveld, Centurion, Pretoria.

**REQUIREMENTS** : Bachelor's Degree in Internal Auditing, Finance or related fields. (NQF Level 7). PIA, CIA or CGAP will be an advantage. Job Related Work Experience: Six (6) years credible and applicable experience in Internal Auditing and Financial Management. Five (5) years management experience of which it should have in middle management experience. Membership of the Institute of Internal Auditors is recommended. Special Requirement (skills needed): Auditing skills. Strategic management and strategic planning skills. Well-developed communication (written and verbal) skills. Problem solving, Financial Administration and networking skills. Computer literate. Organisational skills.

Good inter-personal relations, Interviewing skills, analytical and research skills. Knowledge: Audit knowledge Extensive knowledge of government policies, departmental policy, departmental decisions and activities as well as on the wider intra-departmental activities in government. Knowledge of government and the Department of Defence (DOD) strategic direction. Project Management and Total Quality Management.

**DUTIES** : The successful incumbent will amongst others be responsible for the following: Provision of independent and objective corporate audit service. Review DOD operations and systems and check compliance thereof. Ensure compliance with internal audit policies. Liaise with relevant stakeholders. Develop, monitor and manage the Department's audit universe. Identify and evaluate risk exposures relating governance, risk management and control processes. Coordinates a Risk Register upon which plans will be developed. Develop a risk-based annual audit plan to determine the priorities of the Department. Develop and record a plan for each engagement, including the scope, objective, timing and resource allocations. Train and develop staff, lead and guide audit teams on engagements. Perform Quality Assurance on all audit work carried out.

**ENQUIRIES APPLICATIONS** : Mrs Adri Rocher, Tel No: (012) 649 1065/ Ms S. Nkosi, Tel (012)649 1031.  
: Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand-delivered to Internal Audit Division, Eco Glades 1, Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion. Pretoria.

**NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021. Should an application be received using incorrect application employment form Z83, it will be disqualified), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear copies of original educational qualification certificates, ID document and Driver's license (where applicable). Such copies need not be certified when applying for a post, only shortlisted candidates for the post will be required to submit certified documents which should not be older than six months on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

#### **OTHER POSTS**

**POST 11/10** : **SECRETARY REF NO: DFR/12/22/01**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 5)  
: Defence Foreign Relations, Pretoria.  
: NQF level 4 (Grade 12) Secretarial experiences will be an advantage. Application with prior learning, either by means of experience or alternative courses may also apply. Special requirements (Skills needed): Knowledge of general office administration, ability to operate an efficient an organised office, strong interpersonal skills, Computer literacy (Microsoft Office, Word, Excel and PowerPoint), Proficiency in English (read, write and speak) Co-ordination, good typing and communication skills (written and verbal). Must be able to obtain a Secret Security Clearance.

- DUTIES** : Keep and update the Director's diary. Arrange appointments for members and other stakeholders in the Department of Defence. Render personal assistance and support service to the Director e.g. taking of minutes, agendas, confirmatory notes, drafting letters, memorandums and the transcription thereof. Set up schedules for meetings and events, handle classified documents, assist with travel arrangements and process subsistence and travel(S&T) advances, and claims for the Director. Arrange parking for visitors. Manage general office duties. Accept and manage incoming and outgoing files from the Director's office and distribute to respective offices. Provide a reception, communication, co-ordination service, and provide privacy and security service towards the director's office.
- ENQUIRIES APPLICATIONS** : Lieutenant N.A. Ndlala, Tel (012) 312 4808
- NOTE** : Department of Defence, Defence Foreign Relations, Private Bag x367, Pretoria, 0001. (278 Madiba (Old Vermeulen Street, Liberty Building).  
Defence Foreign Relations Division will not be liable for any accommodation or travel arrangement of selected candidates.
- POST 11/11** : **MESSANGER: REF NO: DCM/15/22/01**
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 2)  
: Directorate HER CM PSAP, Bank of Lisbon, Pretoria.  
: A minimum of NQF Level 1 (ABET Level 1-4/Grade 3 – 9/Standard 1 -7). Applicants with prior learning, either by means of experience or alternative courses may also apply Special Requirements (skills needed): Basic Numeracy, Basic interpersonal relationship, organising skills and basic literacy skills.
- DUTIES** : The successful candidate will be expected to perform the following duties:  
Fetch and deliver documents and articles; Assist in the administrative office;  
Update register of documents delivered/received.
- ENQUIRIES APPLICATIONS** : Mr M.T. Pilane, Tel: (012) 339 5605.  
: Department of Defence, Director Human Resource Career Management PSAP, Private Bag X976, Pretoria, 0001 or may be hand delivered to Bank of Lisbon Building, Corner Paul Kruger & Visagie Streets.

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 11 April 2022 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) NB: Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

## OTHER POSTS

- POST 11/12** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATION REF NO: HR 4/4/6/85**
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (all inclusive)  
: Labour Centre, Thohoyandou  
: Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public

- Administration/Management, Business Administration/Management, Operations Management, Project Management, Three years legal qualification. Five years' experience of which two at an Assistant Director level and Three years' functional experience in labour market operations/ service delivery environment. Knowledge: Public Financial Management Act, Policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer, Presentation, Communication (both verbal and written), Interpersonal, Conflict management, Leadership, Project management, Diversity management, Change management, Monitoring and Evaluation.
- DUTIES** : Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structure of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre.
- ENQUIRIES APPLICATIONS** : Ms Lebogo SM Tel No: 015 290 1662  
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700  
Or hand deliver at 42a Schoeman Street, Polokwane
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane Email: [Job-THD@labour.gov.za](mailto:Job-THD@labour.gov.za)
- POST 11/13** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/6/86**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: Provincial Office, Limpopo  
: Three years' tertiary qualification in Risk management/ Internal Auditing/ Accounting/ Economics, Two years' Supervisory experience and Two years' functional experience in Risk Management/Internal Audit Knowledge: Public Sector Risk Management Framework, COSO Framework, King report on Corporate Governance, Treasury Regulation, Anti-fraud and corruption policies, Criminal and Commercial Law, Labour Relations, legislation, policies and procedures. Skills: Analytical, Strategic management, Financial management, Facilitation, Investigation, Interviewing, People management, Computer literacy, Time management, Communication, Interpersonal, Presentation, Planning and organizing
- DUTIES** : Implement Risk management strategies/ policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programs. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk management unit.
- ENQUIRIES APPLICATIONS** : Ms Maluleke TE Tel No: 015 290 1768  
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700  
Or hand deliver at 42a Schoeman Street, Polokwane
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane Email: [Jobs-LP@labour.gov.za](mailto:Jobs-LP@labour.gov.za)
- POST 11/14** : **EMPLOYMENT SERVICE PRACTITIONER (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
: Labour Centre: Louis Trichardt –Ref No: HR4/4/6/87 (X1 post)  
: Labour Centre: Jane Furse- Ref No: HR4/4/6/88 (X1 post)  
: Three (3) year qualification in Social Science/Public Administration. Valid driver's license. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
- DUTIES** : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the Labour Centre.
- ENQUIRIES APPLICATIONS** : Ms TE Maluleke Tel No: (015) 290 1768  
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700  
Or hand deliver at 42a Schoeman Street, Polokwane
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane

E-mail: [Job-MAKH@labour.gov.za](mailto:Job-MAKH@labour.gov.za) (1x Labour Centre: Louis Trichardt)  
E-mail: [Job-JF@labour.gov.za](mailto:Job-JF@labour.gov.za) (1x Labour Centre: Jane Furse)

- POST 11/15** : **SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)**
- SALARY CENTRE** : R321 543 per annum  
: Labour Centre: Giyani-Ref No: HR 4/4/6/92(X1 post)  
: Labour Centre: Temba-Ref No: HR 4/4/4/11/08(X1 post)
- REQUIREMENTS** : Three (3) years tertiary qualification in Business Administration / Management; Public Administration/ Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.
- DUTIES** : Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients, Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.
- ENQUIRIES** : Ms TE Maluleke Tel No: 015 290 1768  
: Ms G Malungana Tel No: (012) 727 1364
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane  
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein Email:[Jobs-GP6@labour.gov.za](mailto:Jobs-GP6@labour.gov.za)– Temba Labour Centre
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane Email: [Job-GYN@labour.gov.za](mailto:Job-GYN@labour.gov.za)  
: Sub-directorate: Human Resources Management, Provincial Office: Gauteng
- POST 11/16** : **SENIOR STATE ACCOUNTANT REF NO: HR4/4/5/13**
- SALARY CENTRE** : R321 543 per annum  
: Labour Centre: Pietermaritzburg
- REQUIREMENTS** : Three (3) years Tertiary qualification in Accounting or Equivalent qualification. Two (2) years functional experience. Knowledge: Departmental Policies and Procedures, Public Financial Management Act, Batho Pele principles, Transport Policy, Supply Chain Procedures, Basic Knowledge of all legislations, Budgeting in Government and Basic Accounting system. Skills Computer literacy, Planning and organising, Communication, Interpersonal relations and Conflict Management.
- DUTIES** : Monitor and coordinate the budget within the Labour Centre. Render, monitor and control expenditure within Labour Centre. Enforce compliance with Public Finance Management Act. Provide auxiliary support services within the Labour Centre. Manage the resource of the section.
- ENQUIRIES** : Mr MSJ September, Tel No: (033) 341 5300.
- APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag x9048, PMB, 3200 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: [Jobs-KZN9@labour.gov.za](mailto:Jobs-KZN9@labour.gov.za)
- POST 11/17** : **SENIOR ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR4/4/5/14**
- SALARY CENTRE** : R321 543 per annum  
: Provincial Office, KZN
- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Risk Management. Two (2) years functional experience in Risk Management. Valid driver's Licence. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management and

- Criminal Procedure Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, and Planning and organising.
- DUTIES** : Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources in the section.
- ENQUIRIES** : Mr S Mpanza Tel No: 031 366 2186.
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: [Jobs-KZN5@labour.gov.za](mailto:Jobs-KZN5@labour.gov.za)
- POST 11/18** : **ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR 4/4/8/11**
- SALARY** : R321 543 per annum
- CENTRE** : Provincial Office: Northern Cape
- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Risk Management/Internal Audit. Two (2) years functional experience in Risk Management. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, Planning and Organizing
- DUTIES** : Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources in the Section.
- ENQUIRIES** : Ms MS Tadi Tel: (053) 838 1616
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
- FOR ATTENTION** : Human Resources Operations, Provincial Office Kimberley  
Email: [Jobs-NC@labour.gov.za](mailto:Jobs-NC@labour.gov.za) (Provincial Office)
- POST 11/19** : **TEAM LEADER REF NO: HR 4/4/8/09**  
(Re-advertisement, applicants who applied before must re-apply)
- SALARY** : R321 543 per annum
- CENTRE** : Labour Centre: Calvinia
- REQUIREMENTS** : Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following, Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Innovative, Analytical, Verbal and written communication skills.
- DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Plan and conduct Advocacy Campaign on Labour legislation regularly. Manage the finalisation files of cases received and investigations conducted by the inspectors. Draft contributes to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Ensure that non-compliant

employers are referred for prosecution within the relevant time frames.  
Responsible for staff managing resources in the Unit.

**ENQUIRIES** : Mr D Leukes Tel: 027 341 1280  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301, or hand deliver at Corner Compound and Pniel Road.  
Email: [Jobs-NCCAL@labour.gov.za](mailto:Jobs-NCCAL@labour.gov.za)

**POST 11/20** : **OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR 4/4/8/13**

**SALARY** : R321 543 per annum  
**REQUIREMENTS** : Senior Certificate plus a 3 year recognised qualification in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering. Valid driver's license. No experience required. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – Incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communications skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently, incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including, compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES** : Mr Z Gwiliza Tel: (053) 712 3952  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

**FOR ATTENTION** : Human Resources Operations, Provincial Office Kimberley  
Email: [Jobs-NCKUR@Labour.gov.za](mailto:Jobs-NCKUR@Labour.gov.za)

**POST 11/21** : **SENIOR COLLECTIVE BARGAINING OFFICER REF NO: HR 4/22/03/12 HO**

**SALARY** : R321 543 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three years' Tertiary qualification in Labour Relations/Human Resource Management/Law /Social Science/Public Administration/ Management. Two (2) years functional experience performing Labour Relations/Collective Bargaining services and at least one (1) year supervisory experience. Knowledge: Trade Unions, employer's organizations and Bargaining councils work, Departmental Policies Procedures, Public Service Regulations and Financial Management procedures, Labour Relations, Batho Pele Principles. Skills: Computer literacy, Leadership, Project Management, Verbal and written communication, Conflict Management, Interpersonal relations, Problem solving, Analytical, Client Orientation, Customer orientations, Customer focus, Supervisory.

**DUTIES** : Analyse, and process the recommendation of registration of labour organisations applications. Ensure compliance of labour organisations with legal requirements. Analyse and process the extension of collective agreements to non-parties. Supervise resources of the Section.

**ENQUIRIES** : Mr L Dithuge Tel: 012 309 4131  
**APPLICATIONS** : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ5@labour.gov.za](mailto:Jobs-HQ5@labour.gov.za)

**POST 11/22** : **PRINCIPAL PERSONNEL OFFICER: PERFORMANCE MANAGEMENT AND COMMITTEE SERVICES REF NO HR4/22/03/10 HO**

**SALARY** : R261 372 per annum  
**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Human Resource Management/Human Resource Development/ Training and Development/Management of Training/Public Management/Public Administration. One (1) year functional experience in Performance Management. Knowledge: Departmental policies and procedures, Public Finance Management Act, Performance Management and Development Policies and directives. Public Service Act, Public Service Regulations, Batho Pele Principles. Skills: Interpersonal, Communication, Computer, Facilitation, Report Writing, Minutes taking, Basic Project Management.

**DUTIES** : Facilitate performance agreement and performance assessments in the department. Verify and quality check submitted performance agreements and assessments reports on Electronic Performance Management system and provide report to supervisor. Provide secretariat and logistical support to PMDS committees meetings. Procure goods and services for Sub-Directorate Performance Management and Committee Services. Responsible for administration of performance management on the online system.

**ENQUIRIES** : Mr M Ratau Tel: 012 309 4605  
**APPLICATIONS** : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email:[Jobs-HQ6@labour.gov.za](mailto:Jobs-HQ6@labour.gov.za)

**POST 11/23** : **INSPECTOR REF NO: HR4/4/411/09**

**SALARY** : R211 713 per annum  
**CENTRE** : Mamelodi Labour Centre

**REQUIREMENTS** : Three (3) year tertiary qualification in Labour Relations/BCOM Law/LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Unemployment Insurance Act and Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Employment Equity Act, Verbal and written communication skills.

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

**ENQUIRIES** : Mr MS Molefe Tel: (012) 820 1068  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein  
Email:[Jobs-GP6@labour.gov.za](mailto:Jobs-GP6@labour.gov.za)– Mamelodi Labour Centre

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

**POST 11/24** : **CLIENT SERVICE OFFICER: COID SERVICES HR4/4/5/05**

**SALARY** : R211 713 per annum  
**CENTRE** : KZN Dundee

**REQUIREMENTS** : Matriculation/ Grade 12. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles). Skills: Computer literacy, Business Writing Skills, Listening skills, Telephone etiquette, Basic interpersonal skills.

**DUTIES** : Receive and verify documents for registration. Register the claims on the Operational System. Assist employer services at the kiosk, online system and service centres. Handle all service related queries and complaints.

**ENQUIRIES** : Ms T Khumalo Tel: (034) 212 3147

**APPLICATIONS** : Deputy Director: Ladysmith Labour Centre, PO Box 445, Dundee 3000 or hand deliver at 63 Victoria Street, Dundee

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: [Jobs-KZN2@labour.gov.za](mailto:Jobs-KZN2@labour.gov.za)

**POST 11/25** : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/6/89**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Labour Centre, Polokwane  
: Matriculation/Grade twelve/Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations

**DUTIES** : SKILLS: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing.  
: To render Supply Chain Management Function in a Labour centre. Provide Finance and office management service to the Labour Centre. Render Human Resource Management. Responsible for training and performance activities in a Labour centre. Responsible for the records management in a Labour centre. Responsible for Transport in the Labour centre and ensure safe keeping of pool cars. Render general administrative work for the Labour centre.

**ENQUIRIES APPLICATIONS** : Ms JM Fope Tel No: 015 290 1699  
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane Email: [Job-PLK@labour.gov.za](mailto:Job-PLK@labour.gov.za)

**POST 11/26** : **ADMINISTRATIVE CLERK: PERSONNEL OFFICER REF NO: HR 4/4/6/91**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Provincial Office, Limpopo  
: Matriculation/Grade 12 / Senior Certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental policies and procedures, HR related systems (Persal) Batho Pele Principles, Employment Equity Act, Public Service Regulations. Skills: Computer Literacy, Analytical, Communication, Planning and Organizing.

**DUTIES** : Facilitate and provide administrative support for service benefits of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on Persal system. Attend to client's enquiries.

**ENQUIRIES APPLICATIONS** : Ms Fope JM Tel No: 015 290 1699  
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane Email: [Jobs-LP@labour.gov.za](mailto:Jobs-LP@labour.gov.za)

**POST 11/27** : **SENIOR PERSONNEL OFFICER REF NO: HR 4/22/03/34 HO**

**SALARY CENTER REQUIREMENTS** : R176 310 per annum  
: Head Office, Pretoria  
: Grade12/Senior Certificate/ NQF 4 Certificate plus National Higher Certificate (NQF5) /Diploma (NQF6) as recognised by SAQA in Human Resources Management. Knowledge: Batho Pele principles, Good Governance, Public Service Regulations, Departmental policies and procedures, LRA & BCEA. Skills: Computer literacy, Communication, Interpersonal, Planning and organizing, Analytical, Innovative.

**DUTIES** : Facilitate and provide administration support for Service Benefit of employees. Provide support to the Recruitment and Selection processes. Capture and update all personal data on Persal system.

**ENQUIRIES APPLICATIONS** : Mr OD Khumalo Tel No: (012) 309 4560  
: Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- CLOSING DATE** : 8 April 2022 before 12h00 noon No late applications will be considered.
- NOTE** : Take Note Of The Disclaimer Mentioned On Each Advert During Covid Lockdown. It is mandatory that applications with supporting documentation, including signed Z83 be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. Only send documents related to the requirements in the advert. From 1 January 2021, a new application for employment (Z83) from will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered. Requirements: Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for virtual interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Note that certain information contained in the application may be verified through the request for official documents and or other methods of verification. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

## OTHER POST

**POST 11/28** : **FINANCE ADMINISTRATOR: DISALLOWANCE REF NO: AMD/DIS/2022-03/1P**  
Accounts Receivable

**SALARY** : R211 713.per annum (Level 6) (basic salary)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A recognized three year B Degree/National Diploma or equivalent three year qualification in Accounting/Credit Management/Finance plus 18 months experience in credit management/financial field or Grade 12 qualification with a minimum of 3 (three) years proven experience in credit management/financial field, Matric/Grade 12 with Mathematics, Commerce or Accounting as passed subjects will be an added advantage. Must have good knowledge of accounting principles. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel. Knowledge of Financial administration. Knowledge of GEPF service and products. Business analytical skills. Planning and organizing skills. Decision making skills. Problem solving skills. Communication skills (verbal and written). Interpersonal relations. Customer oriented. Working independently. Ability to work under pressure. Integrity / Reliability / Honesty.

**DUTIES** : Follow up on existing Debt cases: Ensure debt is correctly calculated and captured into relevant journals; Conduct thoroughly and effective telephonic and written follow up to recover debt and trace executors or debtors; Verify debtor information through ITC, Home Affairs, etc; Send out claim letters to relevant parties; Update system with follow up details and executor and debtors' information obtained; Process and follow up debt acknowledgements, create deductions complying with debtors policy; follow up on deduction that don't comply with debtors policy; Provide accurate authentic statistics daily. Processing possible write-off cases: Ensure that all debt collecting processes and procedures have been followed; Ensure that all avenues of possible recovery has been followed; Complete submission and motivate write-off. Provide customer services: Restore telephonic, postal and fax inquiries received within two days; Follow-up on disallowance related queries; Attend to incoming post; Update system with details of enquiries.

**ENQUIRIES** : Mapule Mahlangu on Tel No: 012 399 2639 Application: enquiries: Courtney Usher on Tel No: 011 789 8282

**APPLICATIONS** : It is mandatory to email your application with the relevant supporting documentation to [rhone@telebest.co.za](mailto:rhone@telebest.co.za)

**NOTE** : Disclaimer during COVID 19 lockdown stages: Take note of the new requirements regarding a new Z83 effective 1 January 2021 as per the DPSSA regulations as well as all other requirements as contained in the footer. quoting the reference number in the subject heading of the email. The certification of all supporting documents will be expected of the shortlisted candidates only during the challenges experienced with the COVID-19 pandemic. Interviews will/may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Note: The purpose of the role is to provide administrative service to the Accounts Receivable, Disallowance function within the GPAA. One permanent position of Finance Administrator: Disallowance within the Finance: Accounts Receivable Section is currently available at the Government Pensions Administration Agency - Head Office based in Pretoria.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 11 April 2022

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

## OTHER POSTS

**POST 11/29** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 22/79/SA**

**SALARY** : R518 088 – R1 210 842 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

**CENTRE REQUIREMENTS** : State Attorney: Bloemfontein  
An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.

**DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection training to other professional staff; Provide supervision and training to other professional staff.

**ENQUIRIES APPLICATIONS** : Mr. M. Kooko Tel No: (012) 315 1164  
Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria. Note: 1. People with disabilities are encouraged to apply 2.A current certificate of good standing from the relevant Law Society must accompany the application.

<b><u>POST 11/30</u></b>	:	<b><u>DEPUTY MASTER MR-6: REF NO: 22/78/MAS</u></b>
<b><u>SALARY</u></b>	:	R480 927 – R1 157 940 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Master of the High Court: Mahikeng
	:	LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Skills and Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy;
<b><u>DUTIES</u></b>	:	Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties in terms of the Act by virtue of the delegation of South African Receiver of Revenue; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Departmental strategic objectives; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. R. Chauke Tel No: (012) 315 1329
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 11/31</u></b>	:	<b><u>COURT INTERMEDIARY: REF NO: 22/VA26/NW</u></b>
<b><u>SALARY</u></b>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Lichtenburg Magistrate Court
	:	Three-year Bachelor Degree/ National Diploma academic qualification in one of the following fields: teaching, social work/ family counselling, child care and youth development, paediatrics, psychiatry, clinical counselling and educational psychologist; Minimum of 3 years working experience in the applicable field; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be an added advantage; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act, (Act No 116 of 1998); A Valid driver's licence. Language proficiency: Setswana and English are compulsory; Candidate must be able to speak fluent Afrikaans. Skills and Competencies: Good communication skills (written and verbal); Computer literacy (MS Office); Sound interpersonal relations; Ability to work under pressure; Good filing skills; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide intermediary service to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witness and make appropriate referrals, where necessary; Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.
<b><u>ENQUIRIES</u></b>	:	Ms. L Shoai Tel No: (018) 397 7054

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 11/32** : **LEGISLATIVE LANGUAGE PRACTITIONER: SESOTHO; REF NO: 22/70/SLA**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Office of the Chief State Law Adviser: Cape Town
- : A three year tertiary qualification majoring in Sesotho or an equivalent qualification; Experience in working as Language Practitioner in Sesotho; Knowledge of other languages coupled with a practical understanding of the law. Skills and Competencies: Presentation skills; Language proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Translate legislation from English to Sesotho in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit and proofread Legislation in Sesotho; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of Sesotho as an official language and legal terminology for the use in legislation; Provide language quality control mechanisms in respect of legislation; Perform any other duties as assigned by Senior Legislative Language Practitioner.
- ENQUIRIES APPLICATIONS** : Ms P Leshilo Tel No: (012) 357–8240
- : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. Or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 11/33** : **SENIOR COURT INTERPRETER: REF NO: 10/22/NC/KIM**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Kimberley
- : Grade 12 and National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with minimum of three (3) years' practical experience as a Court Interpreter or Grade 12 with ten (10) years practical experience as a Court Interpreter; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended; A valid drivers' license. Language Requirements: IsiXhosa, Setswana, English, Afrikaans are compulsory; Skills and Competencies: Excellent communication, Listening, Inter- personal relations; Problem solving; planning and organizing and analytical thinking skills; Time management; Confidentiality and ability to work under pressure.
- DUTIES** : Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.
- ENQUIRIES APPLICATIONS** : Ms M Phiri Tel No: (053) 8021300
- : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7<sup>th</sup> floor, Kimberley, 8301.
- POST 11/34** : **STATE ACCOUNTANT: (JYP CALL CENTRE) REF NO: 22/29/CF0**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
- : An undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management/Public Administration/Business Management/Supply Chain Management/Logistic Management or Transport Management; At least 3 years' experience in the Supply Chain Management environment (Demand

and Acquisition, Asset, Logistics, Fleet, Contract); 1 year should be at supervisory level/as a team leader; Knowledge of Public Finance Management Act, BAS and Treasury Regulations pertaining to asset management. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Interpersonal skills; Problem solving skills.

**DUTIES** : Key Performance Areas: Provide guidance to end users in resolving JYP queries/calls IT service management; Capture user profiles on JYP (Justice Yellow Pages); Provide guidance to JYP users as to how requisitions must be captured on JYP; Attend to different JYP procurement requests; Ensure that unresolved calls are escalated to call center management and external stakeholders (SITA); Ensure proper filling are done on all end user request (profiles applications) and retrieved for audit purposes; Ensure all JYP calls are attended within the relevant timeframes as per SLA agreement; Create CSD Secondary User profiles, approve and link items as per SCOA allocations.

**ENQUIRIES** : Mr. J. Maluleke Tel No: (012) 315 1090

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**NOTE** : People with disabilities are encourage to apply

**POST 11/35** : **MAINTENANCE OFFICER (MR1 – MR3) REF NO: 11/22/NC/SPR**

**SALARY** : R201 387 – R298 350 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Springbok Magistrates Office and Namakwa District (Calvinia, Carnarvon, Williston, Garies, Port Nolloth, Fraserburg and Sutherland

**REQUIREMENTS** : An appropriate four (4) year recognized legal qualification; Extensive knowledge of the maintenance system and Family Law Matters; Proficiency in at least two official languages; Knowledge of the Maintenance Act (Act 99/1998) and of all services and procedures in the area of maintenance and other areas of family law; A valid driver's license, and willing to travel extensively within the province and beyond. Skills and Competencies; Computer literacy (MS Office); Communication skills (written and verbal); Numeric skills; Facilitation and mediation skills; Supervisory skills; Litigation skills; Ability to work with public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Innovation and work in pressurized environment;

**DUTIES** : Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

**ENQUIRIES** : Ms D Joseph Tel No: (053) 802 1300

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7<sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.

**NATIONAL SCHOOL OF GOVERNMENT**

*The National School of Government (NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes. The National School of Government is an accredited institution.*



- APPLICATIONS** : The Principal: National School of Government, Private Bag X759, Pretoria, 0001 or E-mail at [NSG.Recruitment@thensg.gov.za](mailto:NSG.Recruitment@thensg.gov.za)
- FOR ATTENTION** : Kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017
- CLOSING DATE** : 08 April 2022
- NOTE** : Applications must consist of: A fully completed and signed Z83 form with a comprehensive CV containing contactable references. The applicants must submit copies of qualifications, Identity document, and driver license and any other relevant documents. Only shortlisted candidates will be required to submit certified documents on or before the interview. The relevant reference number must be quoted in the Z83 application form prescribed by DPSA. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to a technical exercise as well as personnel suitability checks such as security vetting, citizen verification, financial records check and qualifications verifications. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption and to disclose particulars of all registrable financial interests within a month. The selection process will be in line with the Senior Management System requirements. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> suitably qualified, dynamic, passionate and experienced persons are invited to apply for the vacant permanent position of Director: Financial Account. Applicants are requested to visit the NSG website at [www.thensg.gov.za](http://www.thensg.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) for information on the requirements and duties of the position.

**MANAGEMENT ECHELON**

- POST 11/36** : **DIRECTOR: FINANCIAL ACCOUNT REF NO: NSG: 03/2022**  
Job purpose: To manage the provision of fast, accurate financial accounting and reporting processes for the NSG.
- SALARY** : R1 073 187 per annum, (level 13). (An inclusive remuneration package commencing) comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic
- CENTRE** : Pretoria.
- REQUIREMENTS** : A relevant 3 years tertiary qualification in Financial Management at NQF level 7 or equivalent as recognized by SAQA. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). At least 6 - 10 years' experience in financial accounting of which 5 years' must be at a middle management level. Any experience working within a workplace environment that utilizes GRAP is required. Knowledge: A track record in preparation and management of financial reports. Ability to implement internal systems and controls to ensure sound Financial Accounting Management, and reporting. Knowledge and understanding of the PFMA, including experience in its application. Competencies/skills: Skills in Financial Management within a trading entity. Proven managerial skills. Strategic Capability and Leadership.

Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Personal attributes: Results driven. Resourceful and highly proactive. Attention to detail. Display a professional demeanor. Assertive. Resolve conflicts decisively. Work extended hours. Work under pressure to meet deadlines. Apply honesty and Integrity in the area of work. Ability to maintain a high level of confidentiality.

**DUTIES**

: Prepare financial statements according to cash accounting and GRAP accounting. Implement approved NSG policies and operational procedures related to Financial Accounting in accordance with specific relevant legislative prescripts, in order to enhance accountability and performance. Ensure NSG compliance reports related to financial management submitted in relation with the Treasury guidelines and timelines and EMP201 /EMP601 and accurate and complete VAT returns submitted to SARS on a monthly and bi-monthly basis. Manage 100% reconciliation of general ledger towards a zero balance on the suspense accounts and accurate expenditure interface, through monthly reconciliations. Manage the entire payments and receipts sections including the reporting aspects. Drive the expansion of a modernised financial accounting section to handle the high volume of transactions, arising from increased training activities. Engage vigorously with clients to understand their needs and to empower them. Support the CFO, Principal and other Senior Managers in the execution of their functions in terms of the Public Service and Public Finance Management Acts.

**ENQUIRIES**

: Ms P Mkwazi Tel No: (012) 441-6173

## OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATION** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to [recruitment@opsc.gov.za](mailto:recruitment@opsc.gov.za)
- CLOSING DATE** : 14 April 2022, 10h00
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

## OTHER POST

- POST 11/37** : **DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT REF NO: DD/SD/03/2022**
- SALARY** : R744 255 per annum (Level 11)
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal candidate profile: A relevant recognised three year Degree in Information Technology (NQF Level 7). Minimum of 5 years' experience at a supervisor or junior management level. Knowledge in the area of Information Technology and Communications. Knowledge and understanding of Information Technology prescripts, legislations and strategies. Experience in the public sector/service Information Technology prescripts and standards. In-depth knowledge of the various programming languages. Vast experience in development environment. Knowledge of Business Processing Re-engineering. Experience in Multi-tier applications development. Analytical and report-writing skills. Essential Skills: Web development, C#, JavaScript, PHP, ASP.NET, HTML 5, CSS3, JQuery, Entity Framework, MVC, AngularJS, Web API services, Regression, Stress and Functional Testing, Database design, TSQL, MSSQL server Database Development, ASP.Net Core Micro Services.

Beneficial: SharePoint Customisation, Reporting Services, Power BI, SQL (SSIS, SSAS, T-SQL). Data integration, ETL and Data Migration experience. Good verbal and communication skills. Project management and coordination skills. A Valid driver's licence (with exception of disabled applicants). Understanding of the Constitutional Values and Principles in section 195 and how these CVP's contribute towards effective public service delivery will be beneficial.

**DUTIES**

: The successful candidate will be responsible for: the following Key Performance Areas: To manage the fulfilment of information systems requirements of the Office of Public Service Commission. Develop and maintain applications and software for the Office of the Public Service Commission. Develop, design and support applications components/functionality, integration and configuration requests. This entails the developing complex solutions or maintaining code and systems developed by other engineers. Manage specific Systems Development functions. Implement and maintain applications. Development, implementation and monitoring of policies. Maintain transversal systems. Providing of technical expertise and recommendations in assessing new IT software projects and initiatives to support and enhance existing based applications and developing and implementing of business intelligence solutions.

**ENQUIRIES**

: MR E Masango Tel No: 012 352 1125

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATION** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 11 April 2022
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) .”From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered”, a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver’s license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa. All shortlisted candidates for post/s will be subjected to a technical exercise that intend to test relevant technical elements of the job, personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance within one month of appointment.

## OTHER POSTS

- POST 11/38** : **DEPUTY DIRECTOR: EMPLOYMENT MANAGEMENT REF NO: DPSA 10/2022**
- SALARY** : R882 042 per annum (Level 12). (An all-inclusive remuneration package) Annual progression up to a maximum salary of R1 038 999 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria.  
: An appropriate NQF 7 qualification in the human resources, organisational development or labour relations fields, Minimum of 3 years’ experience at a junior management level/supervisory level. 5 years technical experience in human resource management practices related to career management and recruitment as well as policy development. Must have effective Strategic thinking, Project management, Team Leadership, Conflict Management and Methodologist. Very good written and verbal communication, analytical thinking, research, managing interpersonal conflict and problem solving and policy development skills. Ability to apply information technology and communication management. Proven policy development experience. Advanced knowledge of theories, governmental policies and approaches pertaining to human resource practices. Thorough knowledge of the laws, regulations and practices applicable to human resource practices in the Public Service, in particular – Public Service Act, 1994 (as amended); Public Service Regulations, 2016; The Constitution, 1996; Employment Equity Act, 1998; Basic Conditions of Employment Act, 1997; Skills Development Act, 1998; SAQA Act, 1995; Promotion of Administrative Justice Act, 2000; Access to Information Act, 2000; Labour Relations Act, 1995; Senior Management

		Service Handbook; Executive Protocol: Principles and procedures for the employment of HoDs and DDGs nationally; Relevant collective agreements with organised labour; various White Papers; MPSA directives and determinations. DPSA policies and prescripts related to Employment in the Public Service.
<b><u>DUTIES</u></b>	:	To develop policies, render advice and review such policies pertaining Employment Management in order for effective attraction, retention and termination of service of personnel (including Heads of Department), i.e. levels 1 to 16. To conduct research, develop and maintain policies and practices pertaining to the Employment Management. Render clear and accurate advice on the career incidents/practices to stakeholders in terms of advertising; recruitment; selection; appointment; employment contracts; probation; deployments/secondments/transfers; extension/expiry of contracts; retention; terminations/re-determinations amongst other linked processes to Employment Management; Building capacity by providing training/ conducting workshops on the policies, practices and systems related to the Employment management; Monitoring and evaluation of policies and conducting of related research and analysis; Provide comments on Employee Initiated Severance Package (EISP) applications; Provide comments to MPSA on Cabinet Memoranda dealing with the appointment of HoDs/DDGs (including extension of contract of HoDs) and related correspondence/actions; Manage a national/provincial HoD database; Render functional and administrative support; the Minister for the Public Service and Administration, Deputy Minister, Director-General, the Director: Employment Management and other Units in DPSA as and when required. Prepared to work in a high pressure environment.
<b><u>ENQUIRIES</u></b>	:	Ms. R. Singh Dastaghir Tel No: (012) 336 1241
<b><u>POST 11/39</u></b>	:	<b><u>ASSISTANT DIRECTOR: ESTABLISHMENT REF NO: DPSA 11/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 9). Annual progression up to a maximum salary of R450 255 is possible, subject to satisfactory performance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria. An appropriate National Diploma in Human Resources Management/Public Administration / within the Humanities field or equivalent qualification at NQF level 6. At least six (06) years appropriate experience in Human Resource Management and Administration within the Public Service including Establishment Management. Sound knowledge of the Public Service Act, Public Service Regulations, PSCBC Resolutions, Labour Relations Act, HR Policy and Procedures, PFMA, PERSAL systems. Advanced Computer literacy. Excel, MS Word and PowerPoint. Strong organizational and leadership skills. Ability to work under pressure and within deadlines, Good communication skills (written & verbal) and managerial skills.
<b><u>DUTIES</u></b>	:	To maintain human resource and staff establishment information system, Management of PERSAL in the HR sphere (PERSAL Control), Maintain and monitor the compensation of employee costing model in collaboration with the financial management costing unit, Conduct an analysis of human resource information and produce reports to facilitate decision making in collaboration with other human resource units, Maintain database for recruitment of contract workers, Oversee the effective maintenance of documents in the HR registry and administer employment on contract, additional to the establishment
<b><u>ENQUIRIES</u></b>	:	Mr. Thabang Ntsiko, Tel No: (012) 336 1163
<b><u>POST 11/40</u></b>	:	<b><u>CHIEF PAYMENT OFFICER REF NO: DPSA 12/2022</u></b> Re-Advertisement (Those who previously applied need not to re-apply)
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 8). Annual progression up to a maximum salary of R378 765 is possible, subject to satisfactory performance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An appropriate National Diploma in Public Administration/Management, Finance, Supply Chain Management or any other equivalent qualification at NQF level 6. One (01) year supervisory experience. Three (03) years' experience in Supply Chain Management environment, specifically procurement and payment Chain environment. Knowledge of Supply Chain Management Policies, practices, procedures framework and principles. Knowledge of Procurement Information Management System (Logis). Attributes: Analytical, Communication, Interpersonal Relations, Team Work, Initiative and Openness and transparent. Statutory requirements: PFMA and

associated Regulations, PPPFA and associated Regulations, B-BBEE Act and associated Regulations. Managerial skills: Strategic Management, Project Management, Developing others, Planning and organising and Team leadership. Generic skills: Client orientation and customer focus, Problem solving, Decision making, Diversity management, Communication and information management, Facilitation, Negotiation, Presentation, Report writing and Computer literacy

**DUTIES** : To render efficient and effective Supply Chain Management functions within the DPSA, in conformity with the requirements of the PFMA, PPPFA and Supply Chain Management Framework. Requisition Management and Administration: Maintain a register of all requisitions (Log1) received and the allocation thereof to RFQ personnel. Payment Administration: Maintain a central register of all invoices received and the allocation thereof to Payment personnel. Render Sub-System Controller function on Procurement Information System (LOGIS): Update Procurement Information System when necessary and accurate record keeping of amendments thereto. Management reporting.

**ENQUIRIES** : Mr. Michael Jackson Tel No: (012) 336 1189

**POST 11/41** : **SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: DPSA 13/2022**  
Re-Advertisement (Those who previously applied need not to re-apply)

**SALARY** : R321 543 per annum (Level 8). Annual progression up to a maximum salary of R378 765 is possible, subject to satisfactory performance.

**CENTRE REQUIREMENTS** : Pretoria  
An appropriate National Diploma in Management Accounting or equivalent qualification at NQF level 6 in Finance. Minimum of three (03) years in Management Accounting with one (01) year supervisory experience. Sound knowledge of the Public Finance Management Act, Treasury Regulation, Practices and Procedures. Numerical, Financial Management and Analytical skills, Problem solving, Team work, Written and Verbal communication, Decision making, Knowledge of Basic Accounting System, Computer literacy, Excel, Ms word and PowerPoint.

**DUTIES** : To develop internal prescripts (Policies, Norms and Standards, Directives, Circulars, Framework and Guidelines) in line with departmental standards and submit for approval by the relevant authority. Conduct long term financial planning by compiling budgets in line with the National Treasury budget processes. Compile and implement monthly forecasts. Advise Programme and Responsibility managers with regard to allocation, additional re-allocation, approval of budgets and other budgetary matters. Monitoring and reporting on expenditure trends. Compile inputs to Interim, Annual Financial Statements and Annual Report. Develop systems to monitor and implement compliance of designed and maintained internal prescripts, systems and processes. Ensure monitoring is conducted and reported quarterly and evaluations annually. Escalate non-compliance to the Deputy Director: Financial Management. Manage subordinate within the sub-directorate

**ENQUIRIES** : Mr. Revolution Madingwane Tel No: (012) 336 1116.

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

*The Department of Public Works and Infrastructure is an equal opportunity and affirmative action employer. The filling of the positions as advertised will be positively biased towards persons with disabilities and women in Senior Management Services (SMS). An indication by candidates in this regard will facilitate the processing of applications.*

**APPLICATIONS**

: All Applications With The Exception Of Senior Management Positions Must Be Forwarded or Hand Delivered to the Correct Regional Office/Centre: Applications for Senior Management positions must only be emailed to the email address specified for each senior management positions. Faxed or late applications will NOT be accepted.

**Head Office Applications:** The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building or hand-deliver at: Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms N.P. Mudau.

**Bloemfontein Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus

**Umtata Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For Attention: Ms N Mzalisi

**Nelspruit Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr E Nguyuzza

**Cape Town Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag x 9027, Cape Town, 8000 or Hand deliver to: Customs house building, Lower Heerengracht Road, Cape Town For Attention: Ms. N Mtsulwana

**Polokwane Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure; Private Bag X9469, Polokwane, 0700 or Hand deliver at: Ground Floor, Sanlam Building, 77 Hans Van Rensburg Street, Polokwane, 0699. For Attention: Mr. NJ Khotsa

**Johannesburg Regional Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr M Mudau

**Durban Regional Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms. NS Nxumalo

**Kimberley Regional Office:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301. For Attention: Ms N Hlongwane

**Port Elizabeth Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056. For Attention: Ms. S Mafanya

**CLOSING DATE**

: 08 April 2022 AT 16H00

**NOTE**

: Applications must be submitted on a fully completed and signed new Z83 form, (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit application with the following attachment (1) copies of qualifications, (2) identity document and (3) driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted

candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional “additional information” that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will Not be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview, the selection panel will identify candidates to undergo a generic management competency assessment and the successful candidate must be willing to sign a performance agreement and be subjected to security clearance.

**ERRATUM:** Kindly note that the following posts was advertised in Public Service Vacancy Circular 09 dated 11 March 2022. (1) Deputy Director: Acquisitions Property Management Ref no: 2022/120, Centre: Port Elizabeth Regional Office, have been withdrawn.

#### **MANAGEMENT ECHELON**

<b><u>POST 11/42</u></b>	:	<b><u>CHIEF DIRECTOR: REAL ESTATE MANAGEMENT SERVICES: STATE OWNED REF NO: 2022/25</u></b>
<b><u>SALARY</u></b>	:	R1 269 951 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	An Undergraduate qualification (NQF level 7) in Real Estate Management, Economics, Property Management and Development, Law or Commerce and Management Sciences as recognized by SAQA plus 5 years of experience at a senior managerial level in construction/built environment. A valid driver's licence (required to travel). Learning Fields: Supply Chain Management, Asset Management. Knowledge: Horticultural processes/regulations, Property economics, Public Finance Management Act, Cleaning Industry, Supply Chain Management framework, Integrated Facilities Management, Procurement directives and procedures, Project Management, Government Budget procedures. Skills: Computer Literacy Financial skills, Time management, Administration, People management, Negotiation, Coaching and mentoring, Presentation, Report writing, Planning and organising, Diplomacy, Problem solving, Facilitation, Effective communication. Personal Attributes: Innovative, Creative, Financial administration, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering

- excellent results. Ability to communicate at all levels and participate at an executive level, People orientated. Ability to establish and maintain personal networks, Trustworthy, Assertive, Hard-working, highly motivated, Ability to work independently.
- DUTIES** : Manage the acquisitions and disposals of existing immovable assets. Manage collection of data for vesting. Update and maintain the assets register for existing immovable assets. Ensure compliance with procedures and legislation. Provide strategic direction on the Disposal (Letting-out of State Owned properties. Develop Business Processes and Disposal Framework. Develop and implement systems that will enhance collection revenue and management of debtors. Ensure that buildings are user-friendly and accessible. Ensure effective administration and performance of buildings for client satisfaction. Ensure economic efficiency in the Department's leasehold portfolio in line with market trends. Develop and implement risk management strategy. Provide support and guidance to all regions and stakeholders. Ensure compliance to property legislations and policies. Manage the acquisition and utilisation of vacant land. Update and maintain the asset register for vacant land. Develop policy guidelines. Manage property revenue. Efficiently manage all stakeholders; including Inter- governmental and External (Private). Ensure effectiveness of the property asset register. Implement internal control measures. Implement, monitor and manage expenditure. Oversee the development and training of staff. Manage and monitor the budget expenditure of the component. Compile budgetary reports. Provide reports on performance issues. Ensure capacity and sustainability of staff in the component.
- ENQUIRIES** : Ms N Makhubela, Tel. (012) 406 2195
- APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment22-05@dpw.gov.za](mailto:Recruitment22-05@dpw.gov.za)
- NOTE** : The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests
- POST 11/43** : **CHIEF DIRECTOR: PORTFOLIO PERFORMANCE AND MONITORING (SENIOR ASSET MANAGER) REF NO: 2022/26**
- SALARY** : R1 269 951 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office
- REQUIREMENTS** : An undergraduate Degree ( NQF level 7), preferably in the Built Environment, Finance or Business Administration disciplines, a post graduate qualification relevant to the responsibilities of this post will be an added advantage, Minimum 5 years proven experience in strategic management of immovable asset portfolios. Knowledge: Excellent knowledge of Property investment, Property financing, Property law, Property developments and refurbishments, Property management and Property valuation. Personal attributes: Excellent interpersonal, communication and analytical skills, Ability and willingness to work under pressure. Proven managerial abilities with an emphasis on working with people. Proven extensive experience in program management. Strong policy development skills. Commitment to excellence in every aspect of work. Excellent computer skills. Excellent financial / budgetary skills. A Valid Driver's license. Willing to work long hours and travel extensively.
- DUTIES** : The incumbent will be responsible for all immovable asset management functions within the Department with the following key result areas in accordance with approved strategic plans and APP's: Development of an Immovable Asset Management Framework. In compliance with GIAMA legislation and other drivers such as the NSDF, the District Development Model etc., deliver on the Department's immovable asset investment mandate by devising strategic plans to meet portfolio requirements and tenant needs, having due regard for risk exposure, income growth, investment return, socio-economic benefit and optimum asset allocation in terms of sectoral and geographical spread. Ensuring fair valuations of properties under management to ensure growth, conducting appropriate market research when required, optimising capital value and income return by identifying value-adding opportunities, extending life cycles, reacting to the property cycle when appropriate. Report on investment to the Asset Investment Committee. Develop a lifecycle portfolio strategy to inform the annual DPWI Custodian Asset Management Plan. Develop lifecycle property strategies for each property aligned to budgets. Set property budget targets (Income, Operating Costs and Capital Expenditure) in accordance with National Treasury Medium

Term Expenditure Frameworks. Establishment of performance standards for all immovable asset classes. Measuring and reporting on property performance. Establish and chair the immovable asset performance committee. Manage decision-making for the planning, acquisition, maintenance, management and disposal of utilized and unutilized DPWI properties across the immovable asset life-cycle value chain in accordance with GIAMA and IDMS. Provide Immovable Asset Plans and report to User Departments on meeting their accommodation requirements. Participate in MTEC sessions pertaining to User Portfolio accommodation requirements and related budget allocation. Compile and deliver key presentations to strategic forums. Effectively manage the Department's asset management division comprising of sectoral portfolios and approximately 25 officials.

**ENQUIRIES  
APPLICATIONS**

: Ms S Subban. Tel. (012) 406 1790  
: All applications for this position must be submitted only via email to: [Recruitment22-06@dpw.gov.za](mailto:Recruitment22-06@dpw.gov.za)

**POST 11/44**

: **CHIEF DIRECTOR: INTERNATIONAL RELATIONS REF NO: 2022/27**

**SALARY**

: R1 269 951 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)

**CENTRE  
REQUIREMENTS**

: Head Office (Pretoria)  
: An undergraduate qualification (NQF 7) in Public Management/International Relations or related field of study plus 5 years Senior Management experience in the relevant field. A relevant Postgraduate qualification at Masters Level will be an advantage. Knowledge of Strategic management processes, Business planning processes, Applicable legislation, norms and standards related to the management of foreign relations, 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, Linkages with government clusters and Departmental standards and regulations. Skills: Leadership, Management & decision making skills, Project management, Change management, Capacity building, Analytical thinking, Strategic management, Effective communication and Conflict management. Ability to work effectively and efficiently under pressure. Ability to communicate at all levels, participate at an executive level. Ability to work independently. Willing to adapt work schedule in accordance with professional requirements.

**DUTIES**

: Oversee the development and the implementation of International Relations legislation, strategies and policies. Undertake researches on latest international trends. Assess the chief directorate administrative needs and determine priorities. Identify and develop measurable strategies that enhance and promote partnerships that will assist to augment the budget of the Department. Ensure the development and implementation of effective and efficient acts, strategies and policies. Ensure that all International Relations policies contribute to the departments` strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Monitor and ensure compliance with applicable frameworks. Ensure effective implementation of partnerships and international relations strategy:- Manage the interactions with the relevant units, public and private stakeholders regarding improvement of partnerships and international relations. Determine opportunities for international involvement and engagement. Represent the Department in AU, NEPAD and all the relevant international structures. Forge international relations and partnerships that advance and support Department's priorities, to contribute to the National outcomes. Monitor the implementation of the International Relations programs. Provide support to forums on International Relations and programmes. Manage official and State international visits. Establish, manage and maintain internal and external stakeholder relations. Liaise with external stakeholders to ensure implementation of agreements and ensuring compliance. Provide advice on the implementation of foreign policies and programmes. Manage multi and bilateral engagement within the African Continent and global arena - : Manage and coordinate bilateral engagements working closely with DIRCO. Oversee strategic processes aimed at ensuring departments participation in African Multi and Bilateral and global arena engagements. Oversee the

coordination of Multi and Bilateral discussion forums and conferences on African Cooperation and beyond. Manage the development and implementation of intervention and problem solving mechanism on multi and bilateral related processes. Oversee the continuous review and monitoring and evaluation of the department's participation in multi and bilateral processes. Manage the process of analysis for the department's participation in the global arena. Manage the Chief Directorate-: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Chief directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Manage and monitor the budget and expenditures for the Chief Directorate.

**ENQUIRIES** : Mr A Mthombeni, Tel No: 012 406 1600  
**APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment22-07@dpw.gov.za](mailto:Recruitment22-07@dpw.gov.za)

**POST 11/45** : **DIRECTOR: GENDER MAINSTREAMING REF NO: 2022/37**

**SALARY** : R1 073 187 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE** : Head Office: Pretoria

**REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Social Sciences/Public Administration or related qualifications plus 5 years relevant working experience at Middle/Senior management level in managing Gender and projects. A postgraduate qualification will be an added advantage. Sound knowledge and experience in Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations including Public Service Code of Conduct, Gender Equality; Gender Mainstreaming, Project Management including/programmes the Public Sector. Knowledge of Gender and Women Empowerment Legislative Frameworks. Knowledge and skills: Computer skills (Microsoft Office Package), Good communication (written and verbal), Interpersonal Relations & Facilitation skills, Stakeholder networking, Organizational and Presentation skills. Ability to work independently as well as in a team under extreme pressure. Strong Project and team management skills. Strong oral and written communication skills, including report writing. Strong networking and partnership building skills.

**DUTIES** : Mainstream Gender into the Departmental Programmes, projects and Policies. Establish, co-ordinate and facilitate advocacy programmes in promoting gender sensitization and responsiveness; Co-ordinate & implement effective strategies for advocacy & campaigns that increase the participation of women in DPW programmes; Establish mechanisms on stakeholder liaison regarding gender issues, Provide oversight, co-ordinate and monitor implemented programmes on women empowerment. Provide advice and support on the formulation and implementation of policies in the department for gender responsiveness; Provide inputs into the development of policies, strategies & legislative imperatives to address women empowerment; Provide inputs into the review of policies & methodologies and benchmark against international best practice; Promote policies & programmes that mainstream the economic empowerment and participation of women; Engage in the development of intervention plans for women's access & participation in the mainstream economy; Engage in interventions that promote women's access to funding opportunities; Engage in economic activities that are accessible to women to promote gender equality; Collate information for drafting of report, submissions, and briefing notes for the executive principals; Co-ordinate & convene stakeholder engagement on issues of gender & women empowerment; Provide support to the Chief Directorate through participation in various committees of the Department; Develop and implement a program of action on women empowerment programmes. Pro-actively identify risks that are related to implementation of the programmes and propose relevant solutions; Co-ordinate awareness sessions and staff training programs to raise awareness on Gender Based Violence (GBV). Manage staff & the financial resources of the Directorate in line with Public Finance Management Act (PFMA).

**ENQUIRIES** : Rev. N Stemela Tel: (012 406 1006)

**APPLICATIONS** : All applications for this position must be submitted only via email to:  
[Recruitment22-08@dpw.gov.za](mailto:Recruitment22-08@dpw.gov.za)

**POST 11/46** : **DIRECTOR: PRESTIGE PORTFOLIO MANAGEMENT REF NO: 2022/38**  
(This position is targeted for females and/ or a Persons with Disabilities)

**SALARY** : R1 073 187 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE** : Cape Town Regional Office

**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in the Real Estate; Property Management; Built Environment, Facilities Management, Public Administration or Management Science; 5 years relevant experience at SMS/MMS level. Knowledge of Public Finance Management Act; Market research; Property economics; Treasury Regulations; Government Budget procedures/timeframes; (MTEF) Financial management and administration; Project Management; Built environment; Work Control System (WCS), Basic Accounting System( BAS), Financial administration processes and systems, Procurement directives and procedures; Tender procedures; Business, accounting and financial systems; Reporting procedures. Skills: Programme and project management, financial management, Communication (written and verbal), Policy analysis and development Facilitation and presentation. Ability to work effectively and efficiently under pressure. Ability to meet tight deadlines whilst delivering excellent results.

**DUTIES** : Manage the development of policies and frameworks for Prestige; Ensure that such formulated policies and frameworks are in line with the department's strategic objectives; Assess and evaluate the impact of implementation of such policies and frameworks; Manage the procurement and maintenance of offices, residential accommodation and household furniture for Prestige Clients, Management of State Events, Draft Budget and manage the expenditure of the directorate, Manage client relations in respect of verification of clients requests; attend client consultation to establish the need requirements for clients and guide them according to the Guide for Members of the Executive; provide a report to Client on progress regarding project in execution and provide timeframes, Identify planned maintenance and capital projects and register such in the system. Request for funding for identified projects, facilities all communication with various stakeholders during implementation of projects Oversee interaction with Prestige Clients, other State Institutions, Private entities, Service Providers and Contractors- arrange bilateral meetings with Prestige clients, Establish and maintain appropriate financial and administrative internal controls and reporting systems in order to meet performance expectations, Management of key performance areas of his/her subordinates and, Establish and maintain efficient and effective communication arrangements, Develop and manage the annual performance plans and operational plan of the directorate and report on progress as required; Compile and submit all required compliance and administrative reports.

**ENQUIRIES** : Mr M Sazona, Tel No: (012) 406 1963/1322.

**APPLICATIONS** : All applications for this position must be submitted only via email to:  
[Recruitment22-09@dpw.gov.za](mailto:Recruitment22-09@dpw.gov.za)

**POST 11/47** : **DIRECTOR: RISK MANAGEMENT REF NO: 2022/39**

**SALARY** : R1 073 187 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Commerce or Risk Management coupled with five (5) years relevant experience at Middle/Senior Management Level in Risk Management, Affiliation with a professional body (e.g. IRMSA, IIASA, ACFE, etc.), Knowledge of PFMA and Treasury Regulations; National Treasury Public Sector Risk Management Framework; Knowledge of Financial Management and Provisioning Administration; Strategic Planning Framework; GIAMA; Infrastructure Development Management System (IDMS); Medium Term Strategic Framework (government priorities); Principles and Practice of risk management; Preferential Procurement Policy Framework Act, 5 of 2000 ('PPPFA'); Government and accountability; Internal control and assurance; ERM concepts, and methodologies; Risk Management environment; Risk Maturity

Model; Risk Management policies and procedures; Risk Management principles and practice; Customer stakeholder relationship management; Good communication skills (verbal & written); The candidate must be willing to work and travel beyond normal working hours, Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully, Sound understanding of Enterprise Risk Management principles and philosophy. Ability to think conceptually or strategically. Work under pressure. Provide leadership, direction and team building. Knowledgeable in various policies and practices related to government regulations. Excellent project management, financial, analytical and strategic planning skills. Have excellent interpersonal and coaching skills. Have ability to analyse and interpret data in a variety of complex processes using standardised methods. Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously. Ability to organise and motivate others, who in many cases may be in a more senior position. Establishing and maintaining effective working relationships. Have sense of urgency and ability to identify and resolve problems in a timely manner. Business Acumen, Maintain confidentiality, Consultation, negotiation and networking skills.

**DUTIES** : Develop and facilitate the implementation of the Enterprise Risk Management Framework (ERMF), which includes the development and implementation of the risk implementation plan and supporting policies and procedures; facilitating risk identification and assessment/qualification, the compilation of strategic and operational risk registers; facilitating the development of risk mitigation plans by risk owners and the monitoring thereof. Implement appropriate risk reporting to the Risk Management Committee, EXCO and Audit Committee. Facilitate the implementation of the Combined Assurance Model. Develop and implement the BCM Framework, Policy, Strategies, and Business Continuity Management Implementation Plan. Ensure implementation of Audit findings from both internal and external Auditors. Generate risk maps to assist management and oversight committees in monitoring the risks. Identify emerging risk that might affect the organisation.

**ENQUIRIES** : Ms. K Sebati, Tel: (012) 406 1351  
**APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment22-10@dpw.gov.za](mailto:Recruitment22-10@dpw.gov.za)

**POST 11/48** : **DIRECTOR: SERVICE DELIVERY IMPROVEMENT PLANNING REF NO: 2022/40**

**SALARY** : R1 073 187 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Administration/Management. 5 years' experience at middle/senior management in a Service Delivery Improvement, Knowledge of the Public Financial Management Act (PFMA), DPSA Operations Management Framework and other Public Service prescripts, valid driver's license, required to travel extensively. Skills And Competencies: Strategic financial management skills, Strategic leadership capability, Communication skills (verbal and written), Computer literacy, Project management skills, People and resource management skills, Research and development expertise, Strategic change and risk management, Presentation and facilitation skills, To tight work schedule in accordance with professional requirement.

**DUTIES** : Facilitate, coordinate and development the Service Delivery Improvement Plan in the Department; Monitor and report on the Service Delivery Improvement Plan; Review and update Service Delivery Improvement Plan annually to ensure alignment to the strategic intent of the Department; Develop and review the Service Delivery Model(s) for the Department aligned to the mandate; Develop, coordinate, monitor and review the implementation of Operational Management Framework (including Business Process Mapping, Standard Operating Procedures, Service Delivery Standards and Service Delivery Charters) in the department Carry- out service delivery inspections to monitor compliance of the set service standards at all service points in the Department and agreement/service commitment charter; Establish appropriate systems to manage institutional performance on service delivery matters; Implement service delivery improvement programmes/projects and complaints mechanism; Promote awareness of the department's Batho Pele Belief Set, service standards and charters in the Department; Develop and monitor

- internal service delivery policies and strategy aligned to the DPSA Operations Management Framework.
- ENQUIRIES** : Ms. K. Sebati Tel No: (012) 406 135
- APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment22-11@dpw.gov.za](mailto:Recruitment22-11@dpw.gov.za)
- POST 11/49** : **DIRECTOR: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2022/41**  
(This position is targeted for females and/ or a Persons with Disabilities)
- SALARY** : R1 073 187 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF 7) in Built Environment. A minimum of 5 years MMS/ SMS experience in built environment. Minimum certificate of entrance to SMS. Registration with the Council of South Africa. Knowledge of Financial management; Contract management; Programme and project management; Information management. Public Finance Management Act, Technical knowledge of the built environment, Construction regulations, Political Environment, Procurement processes and systems, Occupational health and safety, Financial administration processes and systems (WCS), PMBOK Guidelines. Skills: Management skills; Advanced report writing; Advanced communication; Analytical thinking; Strategic planning; Negotiation skills; Programme and project management skills; Organising and planning; Policy formulation. Ability to work independently. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances. Ability to work effectively and efficiently under pressure. Ability to meet tight deadline whilst delivering excellent results.
- DUTIES** : Manage the implementation and monitoring of construction management guidelines, processes, standards and strategies-: Identify construction management trends and opportunities for businesses processes improvement. Make recommendations for changes and improvements to existing construction management guidelines, standards, policies and procedures. Ensure compliance with project progresses approved programs and relevant framework. Ensure the development and implementation of support tools. Ensure the implementation of sound effective and efficient internal control system. Design and ensure implementation of project management methodologies for the projects` life-cycle. Manage the implementation and compliance of projects- Provide inputs to client departments on conceptualisation of special major projects. Manage the project change management process. Manage service level agreements. Ensure the final design conforms to the departmental quality standards and client requirements. Provide technical advice on special projects and other related matters and maintain relations with stakeholders. Manage the process of appointment of service providers/contractors. Oversee the contract management services for construction projects. Manage the implementation and coordination of RAMP projects- Manage the design, planning, documentation processes and milestones of the projects. Provide strategic and technical support to RAMP activities. Ensure the implementation of RAMP in Regional Offices. Manage the co-ordination of special projects in Regional Offices. Develop a holistic maintenance on RAMP programmes. Manage construction projects operations budget:- Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the Directorate and report on progress as required; Manage performance and development of employees; Establish, implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Quality control of work delivered by employees; Monitor the budget and expenditures for the Directorate.
- ENQUIRIES** : Mr B Mokgothu, Tel No: 012 406 1741

- APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment22-12@dpw.gov.za](mailto:Recruitment22-12@dpw.gov.za)
- POSTS 11/50** : **DIRECTOR, PORTFOLIO PERFORMANCE AND MONITORING, (DEPARTMENT OF CORRECTIONAL SERVICES, DEFENCE AND DAFF REF NO: 2022/42 (X3 POSTS))**
- SALARY** : R1 073 187 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE REQUIREMENTS** : Head Office (Pretoria)  
An Undergraduate qualification (NQF level7) in Property/ Asset Management, Construction or related field and five (5) years' experience at Middle/Senior management level. Knowledge: Asset Management, Property Management, Public Financial Management Act, Treasury regulations, Property related legislations, Market trends, Construction Industry, States property management acts, by-laws and ordinances, Contract management, Financial management, Corporate Governance and Project management. Skills: Computer literacy, Facilitation skills, Good communication skills. Ability to work under stressful conditions. Ability to adapt in accordance to office requirements. Willing to travel. A Valid Driver's licence.
- DUTIES** : The incumbent will be responsible for immovable asset management functions within the department with the following key result areas in accordance with approved Strategic Plan, Annual Performance Plan and Business Plan: Oversee the development and review of property strategies. Develop and review of Custodian Asset (immovable) Management Plans. Develop Infrastructure Implementation Programmes to address user departments' and custodian's accommodation requirements. Programme Management of Infrastructure Implementation Programmes. Facilitate the assessment of the performance of Immovable Assets. Prioritise investment solutions in line with life cycle asset (immovable) management principles. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Exercise custodial activities on immovable assets. Develop Immovable Asset Management policies, strategies and guidelines. Manage the identification, evaluation, and implementation of mitigation strategies to control of risks. Analyse and manage Asset Performance and provide periodic reports and recommendations to the User Departments to ensure optimal performance and utilisation of State assets as well as support budget provisions. Provide management support to the unit/ section.
- ENQUIRIES APPLICATIONS** : Mr P Chiapasco Tel No: (012) 406 1063  
All applications for this position must be submitted only via email to: [Recruitment22-13@dpw.gov.za](mailto:Recruitment22-13@dpw.gov.za)
- POST 11/51** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT**
- SALARY** : R1 073 187 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Pretoria Regional Office Ref No: 2022/43A  
Durban Regional Office Ref No: 2022/43B (This position is targeted for females and/ or Persons with Disabilities)
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Supply Chain Management, Public Administration, Economics, Management Sciences or Built Environment Profession and five (5) years' experience at Middle/Senior management level in Supply Chain Management; Movable Assets Management; Provisioning Administration; LOGIS; BAS Procurement; GMC/CMC/SIPDM/SLLPPS. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including; Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes; Financial management and systems. Skills: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Report writing; Interpersonal relations. Personal Attributes: Innovative; Creative; Resourceful;

**DUTIES**

Energetic; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.

: Manage the development and implementation of and update policies and strategies -:Make recommendations for changes and improvements to existing standards, policies, and procedures; Manage the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures; Manage and control the demand function in relation to goods and services, infrastructure demand and property demand-:Manage the Demand Management process; Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives and Preferential Procurement Regulations; Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Manage and control the acquisition function in relation to goods and services, infrastructure and property-:Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes; Ensure that integrity of all procurement functions is maintained; Manage the establishment of the bid specification, bid evaluation and bid adjudication committees; Oversee the proper functioning of the committees; Chair the Sub-Bid Adjudication Committee meetings; Report on the performance of the committees; Manage contracts by ensuring supplier compliance and performance is monitored, managed and reported for corrective measures. The management of logistic support services-:Ensure implementation in compliance with the Framework for Supply Chain Management; Manage the procurement of assets, supplies and services; Manage the vehicle fleet; Manage transport and travelling; Manage Auxiliary Services and Archives; Establish and manage service level agreements with service providers. Manage and control the movable assets and maintain accurate and complete movable asset register-:Put in place monitoring controls for movement of assets; Ensure that proper procedures are followed with the movement of assets; Implement effective systems of movable assets verification within the Region; Maintain the movable assets register on the system; Compile moveable asset acquisition, disposal and maintenance plans; Ensure that maintenance information is registered on systems; Manage and monitor the warranties and guarantees of moveable assets; Ensure that maintenance information is registered on systems; Ensure the effective and efficient disposal of movable assets; Manage financial reporting processes on movable assets. Design and implement measures to eliminate fraud and corruption within SCM processes.

**ENQUIRIES  
APPLICATIONS**

: Mr R Naidoo Tel No: 021- 406 1191  
: All applications for Ref No: 2022/43A position must be submitted only via email to: [Recruitment22-14@dpw.gov.za](mailto:Recruitment22-14@dpw.gov.za)  
All applications for Ref No: 2022/43B position must be submitted only via email to: [Recruitment22-15@dpw.gov.za](mailto:Recruitment22-15@dpw.gov.za)

**POST 11/52**

: **CHIEF ENGINEER: CIVIL/STRUCTURAL (GRADE A) REF NO: 2022/28 PROJECTS**

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 058 469 per annum  
: Port Elizabeth Regional Office  
: A Bachelor's degree in Civil/Structural Engineering (B. Engineering or B.Sc. Engineering) with 6 years relevant post-graduate experience in various facets of Civil/Structural engineering. Compulsory registration as a Professional Engineer with ECSA/ knowledge of structural engineering best practices and aspects of the building and construction environment, extensive knowledge of and experience in the development, implementation and oversight of recovery plans when projects are lagging. Knowledge of PFMA, OHSA, Supply chain management, Contract Management, Good technical and innovative problem-solving abilities. Computer literacy and experience in the application of Civil/Structural Engineering software in the use of dashboards to track progress, Good interpersonal skills and negotiation skills. Applied knowledge of all Built environment legislatives/regulating requirements. Excellent writing and presentation skills. A valid driver's license and the ability/willingness to travel.

**DUTIES** : Provide technical lead in proposal preparations, Define technical resources requirements for successful work execution, Perform final review and approval or audits on new engineering designs according to design principles, Set maintenance standards specifications and service levels according to organizational objectives to ensure optimum operational availability. Compile risk logs and manage significant risk and provide technical consulting services for the operation on engineering related matters, Allocate, control, monitor expenditure according to budget, check tender documentation for inviting tenders. Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures and infrastructure and scrutinize and approve fee accounts of consulting engineers. Mentor, train and develop candidates and related technical personnel to promote skills/knowledge transfer. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

**ENQUIRIES** : Mr SL Jikeka. Tel No: 041 4082074

**POST 11/53** : **CHIEF ENGINEER ELECTRICAL (GRADE A) REF NO: 2022/29**

**SALARY** : R1 058 469 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : An Engineering Degree (B Eng/ B.SC. (Eng) or relevant qualification, Six (6) years' post qualification experience required as a professional Engineer and compulsory registration with ECSA as a Professional Engineer. Must have Computer Literacy and a Valid driver's license. Willingness to adapt work schedule in accordance with office requirements. Knowledge of Electrical Engineering best practice and Project Management must have extensive knowledge of all electrical engineering aspects of building and construction environment. Applicable knowledge of the PFMA, OHSA, SCM, Contract Management Act. Knowledge of and experience in working in a High Performance Centre environment to manage project delivery, and must have experience on how to use dashboards to track project progress. Experience in development implementation and oversight of recovery plans when projects are lagging. Decision making skills, team leadership, creativity, self-management, financial management, customer focus and responsiveness, planning and organizing, conflict management, problem solving and analysis, people management, change management and innovation skills. Strong verbal and written communication skills. Good analytical skills.

**DUTIES** : Provide technical lead in proposal preparations. Define technical lead in proposal resources requirements for successful work execution. Perform final review and approvals or audits on new engineering designs according to design principle or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless 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. Set engineering maintenance standards, specifications and services levels according to organizational objectives to ensure optimum operational availability. Identify areas for technological advancement and maintaining excellent engineering standards. Maximize team performance using standard processes. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for attainment of organizational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Ensure an effective interface with other departmental staff is maintained. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Mentor, train and develop candidates and related technical and administrative personnel to promote skills/ knowledge transfer and adherence to sound engineering principles and code practice. Provide general supervision of employees.

**ENQUIRIES** : Mr. S. Jikeka. Tel No: (041) 408-2074

<b><u>POST 11/54</u></b>	:	<b><u>CHIEF ENGINEER CIVIL: GRADE A REF NO: 2022/30</u></b> Professional Services
<b><u>SALARY</u></b>	:	R1 058 469 per annum
<b><u>CENTRE</u></b>	:	Pretoria Regional Office
<b><u>REQUIREMENTS</u></b>	:	At least a BSc or BEng in Civil Engineering (Postgraduate qualification will be an added advantage). Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and (iii) construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract. Knowledge of the Infrastructure Delivery Management System (IDMS). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, and technologist and engineering candidates.
<b><u>DUTIES</u></b>	:	Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<b><u>ENQUIRIES</u></b>	:	Mr D. Sewada, Tel: (012) 310 5399
<b><u>POST 11/55</u></b>	:	<b><u>CHIEF CONSTRUCTION PROJECT MANAGER GRADE A</u></b>
<b><u>SALARY</u></b>	:	R1 058 469 per annum (All-inclusive OSD)
<b><u>CENTRE</u></b>	:	Pretoria Regional Office Ref No: 2022/31A (1 posts) loemfontein Regional Office Ref No: 2022/31B) Head Office Ref No: 2022/31C) (2 posts) Kimberley Regional Office Ref No: 2022/31D (1 Post)
<b><u>REQUIREMENTS</u></b>	:	A relevant Bachelor's degree or equivalent qualification in a technical field/the Built Environment with a minimum of 6 years post-qualification experience, Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) is compulsory, A valid driver's license. Knowledge of programme and project management, Project design and analysis, legal and operational compliance as well as the creation of a high-performance culture, Communication skills, Problem-solving and analysis skills, Decision making and conflict management skills, Research and development, Strategic capability and leadership, Financial management and computer skills, Negotiation skills.
<b><u>DUTIES</u></b>	:	Monitor the performance of Project Managers under his/her supervision, Mentor, develop and offer technical support to improve performance, Manage construction projects on his/her own, ranging from large-scale capital projects to maintenance projects and service contracts, Ensure that the needs of clients are well interpreted into manageable scopes of work, Procure the services of the Built Environment professionals through stipulated supply chain management processes, Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in

accordance with project execution plans, Coordinate all internal resources required to ensure the bidding process for appointment of contractors, Ensure that appointed consultants manage the quality of work within their professional scope and responsibility, Ensure that contractors timeously receive all relevant specifications and details to construct, Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department, Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously, Prepare and submit project information to be filed to the Head of Directorate Secure all required funding for the projects through internal set processes, Ensure that project information is filed appropriately for easy access during audit, Cultivate a culture of good working relationships with fellow colleagues within the Department, Adhere to conditions of Occupational Health and Safety, Conduct research on new best practices of materials, techniques and methods, Ensure delivery of projects within parameters of time and cost to establish and promote effective relationships with clients, Provide expert advice to the Department.

**ENQUIRIES** : Pretoria Regional Office: Mr D. Sewada, Tel: 012 310 5399  
 Head Office: Ms J Mabaso Tel (012) 492 3272  
 Bloemfontein Regional Office: Ms P Zweni, Tel: (051) 408 7348 / 067 414 3135  
 Kimberly Regional Office: Ms R Baulackey, Tel: (053) 838 5257

**POST 11/56** : **CHIEF ENGINEER: CIVIL (GRADE A) REF NO: 2022/32**

**SALARY** : R1 058 469 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : At least a BSc or BEng in Civil Engineering (Postgraduate qualification will be an added advantage). Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and (iii) construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract. Knowledge of the Infrastructure Delivery Management System (IDMS). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and engineering candidates.

**DUTIES** : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

**ENQUIRIES** : Mr M Ramushu Tel No: (012) 406 2109

**POST 11/57** : **CHIEF ENGINEER: STRUCTURAL (GRADE A) REF NO: 2022/33**

**SALARY** : R1 058 469 per annum  
**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS**

: An Engineering Degree (B Eng/ B.SC. (Eng) or relevant qualification, Six (6) years' post qualification experience required as a professional Engineer and compulsory registration with ECSA as a Professional Engineer. (Postgraduate qualification in structural engineering will be an added advantage). Extensive experience in the field of structural engineering which include but not limited to: design and construction of concrete structures (such as industrial, residential and office building; water and waste water treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.

**DUTIES**

: Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

**ENQUIRIES**

: Mr M Ramushu, Tel No: (012) 406 2109

**POST 11/58**

: **CHIEF ENGINEER: CIVIL DOLOMITE PROJECTS (GRADE A) REF NO: 2022/34**

**SALARY CENTRE**

: R1 058 469. per annum  
: Head Office (Pretoria)

**REQUIREMENTS**

: An Engineering Degree (B Eng/ B.SC. (Eng) or relevant qualification, Six (6) years' post qualification experience required as a professional Engineer and compulsory registration with ECSA as a Professional. (Postgraduate qualification will be an added advantage). Extensive experience in various fields of civil engineering which includes but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); traffic engineering (i.e. geometric and pavement design); and construction materials. Experience in design and construction of civil engineering infrastructure on dolomite land will be an added advantage. Familiarity with SANS 1936 which deals with classification of dolomite-related infrastructure will be an added advantage. Advanced computer aided design experience within the AutoCAD environment and the ARC GIS suite of programmes. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience

		in managing and leading junior engineers, technicians, technologist and candidates.
<b><u>DUTIES</u></b>	:	Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets situated on dolomite land. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters related to dolomite. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<b><u>ENQUIRIES</u></b>	:	Mr M Ramushu, Tel. (012) 406 2109
<b><u>POST 11/59</u></b>	:	<b><u>CHIEF ENGINEER: ELECTRICAL (GRADE A) REF NO: 2022/35 (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 058 469 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	An Engineering Degree (B Eng/ B.SC. (Eng) or relevant qualification, Six (6) years' post qualification experience required as a professional Engineer and compulsory registration with ECSA as a Professional Engineer. Project Management; Electrical Engineering. Project Management; Electrical Engineering. Electrical Engineering best practice; Project Management; Extensive knowledge of all electrical engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Numeracy; Computer Literacy; Planning and Organising; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hard-working; Ability to work independently. Drivers' license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate 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; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance. Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management; Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment; Manage the operational capital project portfolio for the operation to ensure effective

resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management; People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : Mr. M. Tladi, Tel: (012) 492 3247

**POST 11/60** : **CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2022/36**

**SALARY** : R1 058 469. per annum

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : An Engineering Degree (B Eng/ B.SC. (Eng) or relevant qualification, Six (6) years' post qualification experience required as a professional Engineer and compulsory registration with ECSA as a Professional Engineer. A valid driver's licence; Prepared to travel; willing to adapt to a working schedule in accordance with office requirements Mechanical engineering best practice and integration of other engineering services in the built environment; Project Management; Extensive knowledge of all mechanical engineering aspects in the built environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Understanding of different types of contracts used in the built environment and implementation thereof. Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS). Ability to undertake critical review/analysis and apply engineering skills in projects ; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Computer literacy; Planning and Organising; Relationship management; Engineering Computer Aided Software's; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hardworking; Ability to work independently

**DUTIES** : Implementation and updating of mechanical engineering related policies, manuals, guidelines, standards and specifications; Ensure that all policies, guidelines and standards implemented are aligned to the Department's strategic objectives; Develop and maintain professional best practice parameters and quality control measures; Technical evaluation of professional service providers and contractors bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections, and integrity surveys on various electrical engineering assets and provide reports on request. Conduct quality control over the work of the consultant and the contractor during the project. Assist project managers in all mechanical engineering related matters at all stages of the project. Review and audit final professional mechanical engineering accounts and construction contract final accounts. Undertake detail design, documentation and implementation of projects. Ensuring the completion of as built drawings is completed as per engineering best practices. Provide mentorship and supervision to candidate engineers, technologists and technicians.

**ENQUIRIES** : Mr. M. Tladi Tel No: 012 492 3247

#### **OTHER POSTS**

**POST 11/61** : **CHIEF QUANTITY SURVEYOR - GRADE A REF NO: 2022/44**

**SALARY** : R912 048 per annum (All-inclusive OSD Salary Package)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A Degree in Quantity Surveying or relevant qualification and Compulsory registration with the SACQSP as a Professional Quantity Surveyor, Minimum of 6 years post-qualification experience. A valid driver's licence. Clearly

demonstrating a high level of understanding and competence in all facets of the practices, construction methods and techniques and the systems applied in the full spectrum of the Quantity Surveying field. Knowledge of contract and building law to the extent applied in the profession, Quantity Surveying and planning skills and an extensive knowledge of all Quantity Surveying aspects of the building and construction environment.

**DUTIES** : Advise on the development and maintenance of policy, methods, practices and standards on Quantity Surveying services. Provide a quality, cost control and value management service on all building related matters in the Department. Audit consultant's fee accounts. Audit progress claims and final accounts of building projects. Prepare estimates on building projects or design changes. Prepare reports on building costs for clients. Visit building sites to monitor progress and perform financial control. Administration and budget control in terms of Government acts and regulations.

**ENQUIRIES** : Mr W Hlabangwane, Tel No: (012) 406 2006

**POST 11/62** : **CHIEF TOWN AND REGIONAL PLANNER GRADE A (3 POSTS) REF NO: 2022/45**

**SALARY** : R912 048 per annum, (All-inclusive salary package) total package to be structured in accordance with the rules of (OSD).

**CENTRE** : Head-Office (Pretoria)

**REQUIREMENTS** : A Bachelor's Degree in Urban/Town and Regional Planning or relevant qualifications. Certificate of entry into Senior Management Services. 6 years post qualifications professional experience required with relevant experience in various facets of district and rural planning and property development. Experience in various facets of town & regional planning and related built environment legislation and policies. Compulsory Registration as a Professional Planner with the South African Council for Planners (SACPLAN). Programme and Project Management. Background of Town Planning legal aspects (Acts/Legislation/policies/bylaws). Experience in land development applications (Rezoning, Subdivision, Township Establishment and etc.), and packaged solutions for integrated precinct planning and development. A valid driver's license. Willing to travel extensively. Knowledge: Properly developed knowledge and understanding of National Government's responsibility to improve access to Government services, Inter-related macro/micro town planning related to the development of Government precincts and revitalization and development of metropolitan centres for improved inner-city (CBD), Development of site development plans to meet inner-city regeneration and initiatives, Project management principles (including the coordination of various activities of others), Liaison with metropolitan authorities, Feasibility studies, Legislative and legal aspects of built environment developments and informed decision-making. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, report writing, presentation and negotiations skills, Computer literacy.

**DUTIES** : The main purpose of the position is to plan for the development of identified government precincts within the spatial development parameters of District and Rural municipalities to ensure integration. This is to be achieved through, inter alia: Collaboration with User Departments, sector departments, national and municipal spheres of government, Government estate footprint assessment and prioritization of targeted municipalities, Development of opportunities into packaged accommodation solutions, Integration of site development plans with existing urban fabric, Identification of State buildings for brownfield / greenfield development, Identification of land parcels in precincts for development, Alignment of user needs, Site due diligence and adherence to planning legislation, Integration of site development plans, Draft and sign land availability agreements, Facilitate site clearance and bulk service installation, Project manage all town planning related tasks in various towns towards packaged precinct solutions. Manage and mentor young professionals with the Directorate. And perform any professional responsibilities that may be delegated by Principals in the Directorate.

**ENQUIRIES** : Mr T Rachidi, Tel: (012) 406 1885

<b><u>POSTS 11/63</u></b>	:	<b><u>DEPUTY DIRECTOR: ACQUISITIONS PROPERTY MANAGEMENT REF NO: 2022/137</u></b> (People who previously applied are encouraged to re-apply)
<b><u>SALARY</u></b>	:	R882 042 per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Port Elizabeth Regional Office A three year tertiary qualification (NQF Level 6) in Real Estate Management/ Law degree in property or appropriate qualification in the Property Industry. Project Management will be an added advantage. An appropriate NQF Level 7 qualification with relevant experience will also be considered. Appropriate managerial experience in Real Estate, Property Industry and or Land Administration. Experience in acquisition and letting in of fixed property assets and property and utilization management. Appropriate experience in budget administration and financial analysis. Analytical ability verbal and written communication skills and good Interpersonal Skills, a valid Driver's license.
<b><u>DUTIES</u></b>	:	Assume overall responsibility for the acquisition and leasing process in the region. Determine and analyze options for acquisition of accommodation to meet the requirements of clients. Determine and analyze options for acquiring of accommodation to meet the requirements of government. Develop proper guidelines and implement processes for the sub-directorate. Identify preferred options from analysis done with regard to acquisition and leasing, comply with the requirements of the PFMA. Supervision of staff and manage their performance to PMS, Identify area of the business where inefficiencies may occur and recommend solutions.
<b><u>ENQUIRIES</u></b>	:	Ms. R. Jacobs, Tel No: (041) 408 2302
<b><u>POST 11/64</u></b>	:	<b><u>DEPUTY DIRECTOR: ICT CONTACT CENTRE MANAGEMENT INFORMATION TECHNOLOGY SYSTEM OPERATIONS REF NO: 2022/138</u></b> (36 Months Contract) Job Purpose: To provide Contact centre management guidelines, procedures and performance driven response services within the department.
<b><u>SALARY</u></b>	:	R882, 042 per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria) A three year tertiary qualification (NQF Level 6) in Contact/Client services or equivalent qualification. Extensive working experience in a Contact/Client centre / IT environment). Expert knowledge of contact/call centre environment frameworks and a good understanding of end to end built environment business applications and ICT client services. ITIL and COBIT certifications will be advantageous. Knowledge and application of IT Change management processes and contact/call centre best practices. Express knowledge of Service desk technologies and systems, their application and performance within the client services value chain. Poses strong verbal and written communication as well as negotiation skills. Ability to address client complaints at all levels. The candidate must express high policy development, implementation and supervisory skills. Possess tact, good ethics and high level of diplomacy. Hands-on team leadership, coaching and staff motivation. Competency in time management. The candidate must be knowledgeable about various technologies within the ICT industry. A valid driver's license. The candidate should be prepared to work shifts and week-ends.
<b><u>DUTIES</u></b>	:	Managing the daily running of the contact centre, including sourcing equipment, effective resource planning and implementing strategies and operations. Setting and meeting performance targets for speed, efficiency, service and quality. Ensuring all relevant communications, records and data are updated and recorded. Liaising with supervisors, team leaders, operatives and third parties to gather information and resolve issues. Maintaining up-to-date knowledge of industry developments and involvement in networks. Monitoring random calls to improve quality, minimize errors and track operative performance. Coordinating staff requirements, performance and identifying training needs and planning training sessions. Recording statistics, user rates and the performance levels of the centre and preparing reports. Handling the most complex customer complaints or enquiries. Organizing staffing, including shift patterns and the number of staff required to meet the demands. Coaching, motivating and retaining staff. Forecasting and analysing data against budget figures on a weekly and/or monthly basis. Determines contact centre

operational strategies by conducting needs assessments, performance reviews, capacity planning, and cost/benefit analyses; identifying and evaluating state-of-the-art technologies; defining user requirements; establishing technical specifications, and production, productivity, quality, and customer-service standards; contributing information and analysis to organizational strategic plans and reviews. Develops customer interaction and voice response systems, networks; designing user interfaces; developing and executing user acceptance test plans and implementation of their control. Maintains and improves contact centre operations by monitoring system performance; identifying and resolving problems; preparing and completing action plans; completing system audits and analysis; process improvement, quality assurance program and installing upgrades. Accomplishes overall contact centre human resource objectives. Meets contact centre financial objectives by estimating requirements; preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions. Prepares contact centre performance reports by collecting, analysing, and summarizing data and trends. Maintains equipment by evaluating and installing equipment; developing preventive maintenance programs; calling for repairs; evaluating and implementing upgrades. Maintains professional and technical knowledge by tracking emerging trends in contact centre operations management; attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies. Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. Ensure the Contact Centre meets and exceeds our customer needs. Define achievable targets and goals for agents and teams to ensure we meet customer and business needs. Regularly review as required to support the business. Ensure the team meets the above targets and goals. Manage department resources as required to support customer demands. Puts in place new ideas and best business practice and drive these initiatives. Directly handle escalated customer queries and complaints. Put in place a sustainable supervisory and management structure to sustain the day-to-day functioning of the department. Promote and utilize the CRM system for every customer contact. Analyse trends, customer satisfaction surveys and drive a continuous improvement philosophy within the contact centre. Find ways of getting team morale to a high standard, and being sympathetic and understanding of the day-to-day stress levels incurred by the agents.

- ENQUIRES** : Ms L Skhosana, Tel: (012) 406 1286 / (012) 492 2317
- POST 11/65** : **CONSTRUCTION PROJECT MANAGER**
- SALARY CENTRE** : R728 829 - R777 771 per annum (All-inclusive salary package) (OSD)  
 : Nelspruit Regional Office Ref No: 2022/46A (5 Posts)  
 : Umtata Regional Office Ref No: 2022/46B (2 Posts)  
 : Kimberley Regional Office Ref No: 2022/46C (1 Post)
- REQUIREMENTS** : A National Higher Diploma with a minimum of 4 years and six months certified experience OR B Tech degree with 4 years certified experience OR Honours degree with 3 years certified experience, Compulsory registration with the SACPCMP as a Professional Construction Manager, A valid driver's licence, Computer literacy. Knowledge and understanding of the following Acts: The Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills, Knowledge and understanding of the NEC, JBCC and GCC form of contract.
- DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects, Full project management function, cost, quality and time control, Manage project cost estimates and control changes in line with allocated budgets, Plan and attend project meetings during the project phases, Assist with the compilation of project documentation to support project processes, Implement project administration processes according to Government requirements, Ensure implementation of procurement activities and adherence thereof to Government policies, Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules, Support the project environment

and activities to ensure that project objectives are delivered timeously, Manage and engage in multidisciplinary construction teams regarding the construction/maintenance of facilities, Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

**ENQUIRIES** : Mr. J Mahloko, Tel: (013) 753 6374 Nelspruit. Ms P Pambo, Tel: (047) 502 8354 Mthatha, Kimberly: Ms R Baulackey, Tel: (053) 838 5257

**POST 11/66** : **CONSTRUCTION PROJECT MANAGER REF NO: 2022/47 (X4 POSTS)**

**SALARY** : R728 829 - R777 771 per annum (OSD)

**CENTRE** : Johannesburg Regional Office

**REQUIREMENTS** : A National Higher Diploma in the Built Environment field and a minimum of 4 years' and six months experience. B-Tech in the Built Environment field and a minimum of 4 years' experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Manager or furnish proof that you have applied to register with professional council and paid the prescribed application and registration fees (if successful registration will be required before appointment). A valid driver's licence, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

**DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

**ENQUIRIES** : Mr J Mahloko Tel: (011) 713 6051

**POST 11/67** : **PRODUCTION ENGINEER: CIVIL (TRAFFIC AND TRANSPORTATION ENGINEERING) REF NO: 2022/48**

**SALARY** : R728 829 - R777 771 per annum (All-inclusive salary package) Total package to be structured in accordance with the rules of the OSD)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : At least a BSc or BEng in Civil Engineering. A minimum of 3 years relevant experience in the field of civil engineering post qualification. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in various areas of traffic and transportation engineering which includes but not limited to: geotechnical investigations and designs; traffic impact assessments, traffic engineering designs, operations and simulation (modelling), geometric and pavement designs. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM) will be an added advantage. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements

- of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential.
- DUTIES** : Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Conduct minor traffic studies under supervision of a chief engineer. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects.
- ENQUIRIES** : Mr M Ramushu, Tel No: (012) 406 2109
- POST 11/68** : **SENIOR ADMINISTRATION OFFICER: PROPERTY PAYMENTS REF NO: 2022/139**
- SALARY** : R321 543 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : An appropriate Bachelor's degree/Diploma or equivalent qualification, preferably in Finance and Accounting. Appropriate experience as supervisor in property payments or in account payments section. Must be able to resolve problems efficiently and work well under pressure. Computer skills, good communication and interpersonal skills. Good written, analytical and financial management skills. Valid driver's license.
- DUTIES** : Management and payment of accounts received from Municipalities, Landlords and service providers in respect of municipal services and rates & taxes for state owned assets and leased accommodation. Analyse and verify the correct billing of invoices from municipalities and service providers. Perform reconciliation of accounts payable. Preparing monthly, quarterly and any other reports as may be required. Handling of queries from municipalities, service providers, property owners, tenants and clients; Assist with supervision of the section. Perform any other property payments related functions when necessary.
- ENQUIRIES** : G van Niekerk, Tel No: (051) 408 7564
- POST 11/69** : **SECURITY OFFICER REF NO: 2022/140 (X2 POSTS)**
- SALARY** : R124 434 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : Grade 10/ ABET level 3 plus Grade C (PSIRA), Basic communication, client liaison, basic security training, utilisation of firefighting equipment, evacuation processes. Relevant experience. Knowledge of legislative framework, Control of Access to Public Premises and Vehicles Act 53 of 1985. OHSA & First Aid, Basic literacy, basic communication. Knowledge of personnel movement within the work premises, Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills, client orientation, Problem solving, Polite and friendly, Being able to present the image of the Department, High tactful and diplomatic, Creativity, ability to work in a team, ability to work under pressure, Hardworking, high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts. A driver's license will be an added advantage.
- DUTIES** : To provide physical security services at all Head office buildings. To protect the lives, property/ assets and interest of department at the Head Office. Implement security services policy and procedures, to safeguard personnel and property/ assets. To provide a client's relationship between security and personnel, visitors and suppliers. To conduct effective and efficient access control, positive identification of individuals, patrols, escorts etc. The provision of support to the administration of physical security services.
- ENQUIRIES** : Mr H Kidding Tel No: (012) 406 1526

## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by email to: [recruitment@dsbd.gov.za](mailto:recruitment@dsbd.gov.za) by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 8 April 2022 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated). Applicants must submit copies of qualifications, Identity document, and drivers' licence any other relevant documents. Such copies need not be certified when applying for the post. The requirement of certified copies will be limited to shortlisted candidates only. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

## OTHER POSTS

- POST 11/70** : **DEPUTY DIRECTOR: SENIOR SOFTWARE ENGINEER REF NO: DD: SENIOR ENG**  
(12 Month Contract)
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (all-inclusive remuneration package).  
: Pretoria  
: An undergraduate Degree (NQF 7) in Software Engineering/Computer Science/Computer Programming and Analysis/Information Systems / Mathematics. A postgraduate degree in the above-mentioned areas will be considered an added advantage. Possess a minimum of 5 years' experience within software development utilising varying coding languages and a minimum of 5 years' experience working in any of the following SQL, MySQL, and Relational database methodologies. Project Management experience and programming languages will be an added advantage./ or Possess skills in Systems Development Management, have strong leadership skills (building successful teams), Organisational Capability Development, Collaboration and be agile and resilient.
- DUTIES** : Manage the development of software solutions. Determine operational feasibility by evaluating analysis, problem definition, requirements, solution development and proposed solutions. Manage the project team and operations to ensure integration and completion of related results. Provide strategic direction to the team through knowledge of the business needs and the tools required to manage development practices. Communicate and liaise with clients and stakeholders (internal and external) (written, verbal and formal presentation) including but not limited to, emails, project proposals, submissions, status reports, providing advice to management, lead complex discussions and formal presentations at relevant Committees
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 3097

**POST 11/71** : **DEPUTY DIRECTOR: SECTOR-WIDE EVALUATION REF NO: DD: SEC EVAL**  
(12 Month Contract)

**SALARY** : R744 255 per annum (all-inclusive remuneration package).  
**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate Degree (NQF 7) in Economic development field, social sciences / demography, economics and/or relevant discipline. Strong statistical background and experience in research in particular evaluations (Honours and master's in the disciplines mentioned above or a postgraduate degree specialising in Programme / Projects / Policy Monitoring and Impact Evaluation will be an added advantage. The applicant must have extensive (minimum 5 years) experience with research, monitoring & evaluation approaches, and methodologies of which at least 3 years must be at a supervisory or specialist level. Experienced with the use of logical framework approach and other strategic planning approaches, e.g. data processing and analysis using computer systems, and facilitation of M&E quality assurance and information workshops. Possess competencies such as, evaluation management skills, technical evaluation skills, strong organizational, communication, and interpersonal skills to work effectively with project program staff and clients (SMMEs), excellent analytical skills and the ability to summarize disparate information in a clear and concise manner, excellent research and data collection methodology skills in the field of evaluations, and strong monitoring, evaluation and research methods skills, including sampling, quantitative and/or qualitative research design and data analysis. Demonstrated project management experience and verifiable evidence of evaluation studies taken will also be an added advantage.

**DUTIES** : Conduct evaluation studies. Develop Terms of Reference (ToRs) for the studies and concept documents and facilitate for approval of concept notes by Head of Divisions. Conduct evaluations including complex evaluation such as outcome and impact studies of key programs of the department. Develop Evaluation Improvement Plans on the studies conducted. Prepare reports, analysis, and synthesis to management on findings and recommendations of evaluations. Draft evaluation report/s and facilitate approval by Executive Committee (EXCO). Facilitate and provide technical support to business Division (Branches) in relation to the development of Theory of Change and Logic Frameworks for evaluations purpose. Develop Departmental Evaluation Plans. Develop a three-year evaluation plan for the department in line with the Department of Planning, Monitoring and Evaluation (DPME). Facilitate approval of DSBD's 3 years evaluation plan. Develop Standard Operating Procedures (SOP) for the acquisition and provision of evaluation services in the department. Establish the Departmental Evaluation Committee to oversee the evaluation system. Collect and analyse evidence. Undertake evaluations using various research methods, processes, and designs. Develop a of costed data collection plan for the evaluation studies. Application of counter-factual analysis methods for outcome and impact studies, Advise and design research instruments for the studies including pilot testing of such instruments, Collect data and analyse findings for reporting. Facilitate for the utility of evaluation findings for learning, sharing and program improvements, planning and decision making. Support the ADDG in ensure findings of the evaluation are used to inform better decision making regarding the advancement of the Programs, as well as providing documented evidence for the implementation of other similar programmes in future. Improve in the implementation of the Program/s to ensure that it is more responsive to the need of the SMMEs, contribute to the attainment of the MTSF framework. Use of evidence (evaluation outcomes) and demonstrate to National Treasury the benefits of providing financial support to the programme and its contribution towards reducing unemployment and economic transformation. Lead technical discussions – share results of evaluation. Prepare presentations, Document, store and disseminate results. Communicate and liaise with clients and stakeholders (internal and external) (written, verbal and formal presentation) including but not limited to, emails, project proposals, submissions, status reports, results reports, and provide advice to clients and management.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 3097

**POST 11/72** : **ASSISTANT DIRECTOR: BUSINESS ANALYST REF NO: ASD: BUS ANALYST**  
(12 Month Contract)

**SALARY** : R382 245 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Computer Science. Postgraduate degree in the above-mentioned will be an advantage. Possess a minimum of 3 years' experience as a business analyst. Possess competencies in Creative Analytical and Systems Thinking, Business and Industry Knowledge, Communication skills, Problem-solving and decision making, Research and Software Applications.

**DUTIES** : Analyse and evaluate business processes. Research, and review up-to-date business processes and IT advancements to modernise systems. Create initiatives in line with the business needs and requirements. Develop projects and monitor performance. Collaborate and communicate with users and stakeholders. Communicate and liaise with clients and stakeholders (internal and external) (written, verbal and formal presentation) including but not limited to, emails, submissions, reports, emails, letters, provide advice on complex technical issues and procedures, conduct formal presentation to relevant Committees and audiences.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 3097

**POST 11/73** : **ASSISTANT DIRECTOR: SOFTWARE DEVELOPER REF NO: ASD: SOFT DEV**  
(12 Month Contract)

**SALARY** : R382 245 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate Degree (NQF 7) in Software Engineering/Computer Science / Computer Programming and Analysis/Information Systems / Mathematics. Postgraduate degrees in the above-mentioned areas will be considered an added advantage. Minimum of 3 years' experience within software development utilising varying coding languages and a minimum of 3 years' experience working in any of the following SQL, MySQL and Relational database methodologies. Formal training in programming languages will be considered an added advantage. Possess competencies in programming languages, SQL and Access, project management software, attention to detail, collaboration, critical thinking, and focus.

**DUTIES** : Collaborate with software engineers and clients to resolve application programming interface (API) issues. Develop and maintain secure and stateless web services. Build reusable code and libraries for future use. Analyse and debug issues in the client / server environment. Communicate and liaise with clients and stakeholders (internal and external) (written, verbal and formal presentation) including but not limited to, emails, project proposals, submissions, status reports, provide advice to management and lead complex discussions and conduct formal presentation at relevant Committees.

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

## DEPARTMENT OF TRADITIONAL AFFAIRS

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

- CLOSING DATE** : 8 April 2022
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied by a comprehensive CV, copies of qualifications, Identity document and driver's license. Such copies need not be certified. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

## OTHER POSTS

- POST 11/74** : **ADMINISTRATIVE ASSISTANT REF NO: 2022/03**  
(X2 posts – 12 months contract)  
Commission on Khoi-San Matters
- SALARY** : R176 310 per annum plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies with at least one (1) year experience in office management and administration. Fluent in Afrikaans. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents for the Commission: Receive and distribute documents to members of the Commission on Khoi-San matters. Record documents in the appropriate registers. File and manage the paperwork of the Commission. Establish effective document tracking systems. Provide secretarial support services to the Commission: Co-ordinate and prepare documentation for the Commission's meetings/workshops/public hearing and outreaches. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by the Secretariat or Commission. Manage the diaries of the Commission, Promote effective diary co-ordination. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.
- ENQUIRIES** : Ms T Ramsumair: Tel No: 012 334 5841
- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2<sup>nd</sup> Floor Pencardia 1 Building
- FOR ATTENTION** : Director: Human Resource Management

**POST 11/75** : **ADMINISTRATIVE ASSISTANT/COMMITTEE COORDINATOR REF NO: 2022/04 (1 POST)**  
(12 months contract)  
Secretariat: National House of Traditional & Khoi-San Leaders

**SALARY CENTRE REQUIREMENTS** : R176 310.per annum plus 37% in lieu of benefits  
: Pretoria  
: A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies with at least one (1) year experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.

**DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents to members of the NHTKL. Record documents in the appropriate registers. File and manage the paperwork of the committees. Establish effective document tracking systems. Provide secretarial support services to the House: Co-ordinate and prepare documentation for Committee meetings/ workshops/public hearing and outreaches. Coordinate meetings of committees. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by committees. Manage the diaries of the committee Chairperson. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences for the committees. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.

**ENQUIRIES APPLICATIONS** : Ms R Zungu: Tel 012 336 5852  
: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2<sup>nd</sup> Floor Pencardia 1 Building

**FOR ATTENTION** : Director: Human Resource Management

**POST 11/76** : **DATA CAPTURER REF NO: 2022/05 (1 POST)**  
(12 months contract)  
Commission on Khoi-San Matters

**SALARY CENTRE REQUIREMENTS** : R147 459. per annum plus 37% in lieu of benefits  
: Pretoria  
: A Grade 12 Certificate or equivalent qualification at NQF level 4 with at least one (1) year experience in data capturing and/or data management. Knowledge and experience in MS EXCEL or ACCESS. Ability to capture data and collect statistics. Fluent in Afrikaans. A post-Matric qualification will serve as an added advantage. Core competencies: Job knowledge. Interpersonal relations. Flexibility. Teamwork. Communication (verbal and written). Technical Competencies: Advanced computer literacy. Typing proficiency. Report writing. Planning and organizing.

**DUTIES** : The successful candidate will perform the following duties: Capture data from available records into required formats e.g databases, tables, spreadsheet. Maintain data quality. Verify, query missing data and errors observed during data entry. Review and validate all data from the records. Ensure data backups. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide secretarial and administrative support to the Commission.

**ENQUIRIES APPLICATIONS** : Ms T Ramsumair: Tel No: 012 334 5841  
: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2<sup>nd</sup> Floor Pencardia 1 Building

**FOR ATTENTION** : Director: Human Resource Management

## DEPARTMENT OF TRANSPORT

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

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

## OTHER POSTS

- POST 11/77** : **DEPUTY DIRECTOR: SYSTEMS, SERVICES AND INSTITUTIONAL DEVELOPMENT REF NO: DOT/HRM/2022/25**  
(Branch: Public Transport)  
(Chief Directorate: Rural and Scholar Transport Implementation)  
(Directorate: Rural Transport Implementation)
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum (Level 12) (All-inclusive salary package)  
: Pretoria (Head Office)  
: Applicants must be in possession of a recognised NQF level 7 (degree) qualification as recognized by SAQA in Transport Economics/ Transport planning or Public Management coupled with at least 5 years relevant experience of which 3 years must be at Assistant Director level. Knowledge and Skills Required: Knowledge of Rural Transport Strategy and public transport environment. Sound knowledge of National Land Transport Act. Development and implementation of Public Transport Network plans. Stakeholder management with understanding of Intergovernmental Relation Frameworks and processes. Strategic and leadership capabilities, financial and project management skills, Analytical and problem-solving skills. Excellent computer skills, verbal and written communication skills, Possession of a valid driver's license and must be willing to travel and work irregular hours.

**DUTIES** : Facilitate the development, review, and implementation of Rural Transport Strategy. Provide assistance to the provinces and municipalities with the development and implementation of rural transport programmes. Develop and implement rural transport strategies programme and operational plan. Facilitate the development and implementation of Integrated Public Transport Network (IPTN) plans in District Municipalities. Conduct project feasibility studies and assessments. Develop institutional support framework and monitoring system. Facilitate the integration of various forms of Non-Motorised Transport (NMT). Manage the Sub-Directorate Systems, Services and Institutional Development. Compile the strategic plan and annual performance plan for the sub directorate.

**ENQUIRIES** : Ms. Joyce Moabi Tel No: (012) 309 3236  
**NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director: Systems Services and Institutional Development"

**POST 11/78** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DOT/HRM/2022/26**  
(Branch: Office of the Director-General)  
(Chief Directorate: Strategic Planning and Cluster Coordination)  
(Directorate: Strategic Planning and Monitoring)  
(Sub-Directorate: Performance Monitoring and Evaluation)

**SALARY** : R382 245 per annum (Level 09) (All-inclusive salary package)  
**CENTRE** : Pretoria (Head Office)  
**REQUIREMENTS** : An appropriate NQF level 6/7 in Business Management / Public Administration or equivalent with three years (03) years relevant experience in monitoring and evaluation within the Public Sector. Knowledge and understanding of the legislative and policy framework informing the field of monitoring and evaluation as well as the ability to interpret and implement all relevant legislation, Computer literate and working knowledge of the Microsoft Office package, stakeholder liaison, coordination and problem-solving skills. Knowledge of development of annual and quarterly reports, business plans and reporting requirements. Knowledge and application of project management. Experience of having conducted monitoring and evaluation. Good interpersonal relations. Ability to work well under pressure and deadline oriented.

**DUTIES** : Conduct research towards ensuring that the Department's policies and strategies remain in line with national and provincial guidelines and frameworks. Generate, customize and communicate reports to relevant stakeholders. Collect and collate inputs from all Branches towards the development of Quarterly Reports, Business Plans and Annual Reports of the Department, and ensure finalisation and routing thereof. Provide support with the facilitation of information sessions within the Department and give advice to management in matters relating to resources / verification of documents as required by the Auditor-General, and assist with the implementation of performance measurement frameworks and policies. Participate in the design and implementation of evaluations. Represent the Department in national and provincial meetings on matters related to monitoring and evaluation, attend and participate in scheduled national and provincial meetings / fora. Participate in the development and implementation of an organisational performance and monitoring and evaluation system aligned to policies, strategies, guidelines and directives. Provide support in the development of monitoring and evaluation tools. Participate in coordination of management responses to audit findings on performance information (Departmental Internal Audit and Auditor-General of South Africa). Participate in the identification of risks to achievement of shareholder objectives, and provide assistance to branches in implementing risk reduction measures. Liaison with relevant departments and other stakeholders over monitoring and evaluation. Conduct spot checks on progress of departmental projects on a regular basis and liaison with Departmental Branch Coordinators. Administrative management of the sub-directorate. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting.

**ENQUIRIES** : Ms. Hlengiwe Ngwenya: Tel: (012) 309 3313

- NOTE** : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Monitoring and Evaluation"
- POST 11/79** : **HUMAN RESOURCE ADMINISTRATIVE OFFICER REF NO: DOT/HRM/2022/29**  
 Branch: Administration (Chief Operating Officer)  
 Chief Directorate: Human Resources Management and Development  
 Directorate: Human Resources Management and Administration  
 Sub-Directorate: Human Resource Administration
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 7)  
 : Pretoria (Head Office)  
 : An appropriate NQF Level 6/7 as recognised by SAQA in Human Resource Management with at least 2 years relevant experience Plus PERSAL Certificate. Knowledge and Skills: Knowledge and Understanding of Determination on leave in the Public Service And PILIR; PERSAL system; Personnel Administration Standards; Public Service Regulations; Public Service Act; Public Service Staff Code; State Guarantee Scheme; Home Owner Allowance Scheme; MMS and SMS. Pension Acts and Rules; Appointments; Staff Mobility; Service Conditions and Benefits; Performance Reporting; Promotions and Other Service Benefits. Basic Conditions of Employment Act; Reporting formats and Procedures; Departmental Policies and Delegations; PSCBC Collective Agreements; Skills: Conflict resolution? Communication (written and verbal), Telephone. etiquettes Organising Customer Liaison Computer literacy.
- DUTIES** : Render an information and administrative human resource services; Administer the Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR); Administer the implementation of the Long Service Recognition; Administer PERSAL and Render an Auxiliary services to the Sub-Directorate.
- ENQUIRIES NOTE** : Ms Sanet Janse Van Vuuren, Tel no: 012 309 3211  
 : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Human Resource Administrative Officer"
- POST 11/80** : **PROCUREMENT ADMIN ASSISTANT REF. NO: DOT/HRM/2022/30**  
 (Branch: Office of the Chief Financial Officer)  
 (Chief Directorate: Financial Administration and SCM)  
 (Directorate: Supply Chain Management)  
 (Sub-directorate: Asset Management)
- SALARY CENTRE REQUIREMENTS** : R211 713 per annum (Level 06)  
 : Pretoria (Head Office)  
 : A recognised NQF Level 6 in Logistics/Commercial studies with 1 year relevant experience or Grade 12 Certificate with 4 years relevant experience. Note: The following will serve as a recommendation: Proven knowledge of Governments procurement procedures and regulations: PPFA, knowledge of the PFMA and Treasury regulations, Ability to capture information accurately and in detail, Leadership and management skills, High level of computer literacy, Good communication skills (verbal and written), Interpersonal relationship, Co-ordinating and organising skills, Telephone etiquette, Confidence, confidentiality and reliability, Ability to work under tight deadlines and pressure, Must be willing to work beyond normal working hours when required.
- DUTIES** : The successful candidate will be responsible for the following: Administration of Assets, Recording of asset (receipt/movement), Stock take, Disposal of assets, Monitor and record all movement of assets, Keep the departmental Asset Register updated on a continuous basis, Assist in asset financials and audit queries, Barcode and record new assets on receipt voucher, Capturing of assets bar codes on LOGIS System, Capturing of asset movement on selection BAMV, Conduct the annual stock take and assist with the preparing the report, Assist with the investigation of all shortages/surpluses, Identify and report obsolete, unserviceable or redundant assets for disposal, Keep record of asset movement, disposal, stock take reports.
- ENQUIRIES NOTE** : Mr Victor Nemukombame, Tel: (012) 309 3880  
 : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Procurement Admin Assistant"

## DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

*The Department of Women, Youth and Persons with Disabilities hereby invites applications from suitably qualified and interested individuals to support and strengthen internal capacity in order to deliver on the European Union (EU) Business Plan to improve the capabilities of the South African State to be Gender-Responsive*

- APPLICATIONS** : Forward your application, stating the relevant reference number, to- The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr Shalen Gajadhar
- CLOSING DATE** : 08 April 2022 at 16:00
- NOTE** : Applications must be submitted on the new Z83 form, which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. Each application for employment form must be duly signed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit copies of qualifications, identity document and drivers licence (where applicable) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the Department regarding the requirements for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. 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. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and will only collect, use, and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

## OTHER POSTS

- POST 11/81** : **GRAPHIC AND MULTIMEDIA DESIGNER: REF NO:**  
**DWYPD/GMD/002/2022**  
(3 Year contract until 31 March 2025)
- SALARY** : R523 676 per annum (all inclusive)
- CENTRE** : 36 Hamilton Street, Arcadia, Pretoria
- REQUIREMENTS** : Recognised NQF level 6/7 in Graphic Design/ Fine Arts/ Digital Design, or any other equivalent and related field of study recognised by SAQA. Minimum of 3 years' experience. Public Sector Experience will be advantageous. Must be proficient in Adobe CS Suite 2021/2022, on Apple IOS. Must be proficient in vector work, design and layout, working on large documents, and able to prepare files for print or web optimisation. Must be able to record, and do photo,

video and audio editing. Must be able to work with Canon and Nikon cameras. Some knowledge of any of the following tools is an added advantage: Dreamweaver, Fireworks, HTML and CSS / Flash /JavaScript. Knowledge of CMS and back-end on websites for management of content. Exposure to and experience in any of the following formats will be beneficial but not a requirement: Web and micro-sites, digital media (banners), mobile and Apps and user navigation. Exceptional creativity and innovation. Excellent time management and organisational skills. Accuracy and attention to detail. Professional approach to time, costs and deadlines. Must be able to demonstrate a portfolio of graphic design work, video and audio editing, as well as photography portfolio.

**DUTIES**

: Render Multimedia Design and Graphic Design support to the department Develop Posters, brochures, booklets and similar print material; social media artwork (banners, invites, programme design, infographics etc.). Audio and Video Production and Editing to be able to package multimedia content for online platforms, including mobile devices. Develop, edit, copy write for internal publications, including newsletters for the department. Develop technical specifications for service providers to print materials and produce marketing collateral like banners, etc. Render branding and photography, as well as social media content services in support of events of the department. Ensure projects are completed in a timely manner with a quality product. Advise best practices and optimizations throughout design projects. Collaborate with service providers to develop new approaches for creating more-expressive graphics for the organisation. Manage multiple projects within design specifications and budget restrictions. Determine voice and messaging for graphic design pieces. Quality assure design for errors. Implement feedback and changes whenever possible. Create visualizations that convey accurate messaging for the project. Photography for all units in the department. Editing and managing photo libraries. Updating content to the website

**ENQUIRIES**

: Mr Shalen Gajadhar Tel No: (012) 359 0300

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM: ODI DISTRICT HOSPITAL: DEPARTMENT OF HEALTH:** Kindly note that the following post of Admin Clerk (X2 Posts) with Ref No: ODI/24/02/2022/04 advertised in Public Service Vacancy Circular 08 dated 04 March 2022, The salary level has been amended as follows: R176 310 (Level 05). Those who previously applied are encouraged to re-apply. Enquiries: Mr R.N Sithole Tel: 012 725 2443. The closing date has been extended to 08 April 2022

**MAMELODI REGIONAL HOSPITAL:** Kindly note that the following posts of Operational Manager – Speciality (Trauma & Emergency) Ref No: HRM/2022/04 was advertised in Public Service Vacancy Circular 10 dated 18 March 2022 with the closing date of the 04<sup>th</sup> of April 2022, Under the requirements: The Minimum number of Seven years recognizable experience in nursing at least five (5) years of the seven (7) years referred above should be relevant experience after obtaining the post basic qualification in Trauma and Emergency. It should be replaced with: The Minimum number of Nine (9) years recognizable experience in Nursing and at least five (5) years should be relevant experience after obtaining the post basic qualification in Trauma and Emergency. The closing date will be extended to the 19<sup>th</sup> of April 2022. And Complaints Manager (Patient Care) with Ref No: HRM/2022/08 was advertised in Public Service Vacancy Circular 10 dated 18 March 2022 with the closing Date of the 04<sup>th</sup> of April 2022, Under requirements: The Minimum number of ten years' experience as a Professional Nurse. It should be replaced with: The minimum number of seven (7) years recognisable experience in nursing after registration as a Professional Nurse. All applicants who previously applied are encouraged to re-apply. The closing date will be extended to the 19<sup>th</sup> of April 2022.

**OTHER POSTS**

<b><u>POST 11/82</u></b>	:	<b><u>OBSTETRICIAN AND GYNECOLOGIST SPECIALIST – GRADE 1, 2 OR 3 (1 POST) REF NO: OBSY&amp;GYANE- 03/2022</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 – R1 191 910 per annum, (all inclusive) Grade 2: R1283 592 - R1 362 363 per annum (All-inclusive package) Grade 3: R1.489.665 – R1 862.412 per annum (all-inclusive package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Thelle Mogoerane Regional Hospital (TMRH) Appropriate MBChB or equivalent that allows registration with the Health Professionals Council of South Africa (HPCSA) and further qualification as a Medical Specialist in Obstetrics and Gynecology, registered with HPCSA. Experience: Further experience as an Obstetrician and Gynecologist after registration with the HPCSA will be an added advantage. Inherent Requirement of the Position: Must be willing to form part of the commuted overtime for medical specialists, be able to provide 24/7 clinical services. Competencies: Must have strong clinical and leadership skills, support Gauteng Health Clinical governance; experience of training and teaching of student and qualified health care practitioners, and a desire for research. Must have managerial experience, good interpersonal relations, strong leadership skills, communications, analytical and problem-solving skills. Must have Computer literacy (MS Word, MS Excel, and Power Point, etc.). Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Surgery. Current FCORL (SA) specialist registration with the HPCSA. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anesthetic team, emergency unit nursing team, ward nursing team. Capacity to manage change both within the ENT team and within the emergency unit/theatre/ward continuum. Aptitude for increasing the “footprint” of the ENT service across the TMRH hospital cluster. Surgical skillset to manage emergency ENT and elective ENT patients. Proof of current HPCSA registration. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful

candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multidisciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy A valid driver's license. Experience in the public sector would be an advantage. Ability to plan and organize work to achieve objectives. Apply problem solving strategies. Manage own performance and development. Plan service delivery to meet client expectations and communicate as a manager in the public service. Liaison within the hospital and other health care facilities.

**DUTIES**

: ensure effective, efficient clinical service Delivery, clinical and corporate governance with the Maternal and Child Health Department at Thelle Mogoerane Regional District Hospital. Clinical & Administrative leadership of the Obstetrics & Gynecology Department. Training and Research within the Institution, at district and Community levels through supportive supervision and clinical governance within a team. Responsible for delivery of quality health care of Obstetrics & Gynecology patients at all levels within the health district. Primary support Obstetrics & Gynecology within the institution, in provision of services for Maternal and Child Health patients. Secondary support Primary Health Care Facilities. Support dissemination and implementation of clinical protocols and standard treatment guidelines aligned with National Core Standards. Provide support to ensure appropriate infrastructure, equipment, resources, and sundries for the provision of quality clinical care within the institution. Maintain personal competency by spending 15% of time on continuing professional education. Spend at least 80% of time on supporting the improvement of clinical services within the institution. Facilitate and participate in training and mentorship of health professionals and students within the health sciences. Support surveillance, health information, communication, and referral systems. Support and participate in risk management activities, clinical audit, and quality improvement cycles. Implement effective monitoring and evaluation processes, data use and reporting. Engage relevant stakeholders. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services within the hospital and Ekurhuleni cluster. 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; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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 representation in terms of race 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.

**ENQUIRIES**  
**APPLICATIONS**

: DR C Ndobe Tel No: (011) 891 0305/060 961 2628  
: Applications should be hand delivered to Deputy Director: Human Resource, Thelle Mogoerane Regional Hospital between 8am and 3pm at First Floor, Main Admin Building.

**CLOSING DATE**

: 15 April 2022

- POST 11/83** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/013545 (X 1 POST)**  
 Directorate: Internal Medicine (Cardiology: Joint post with the University of the Witwatersrand)
- SALARY CENTRE REQUIREMENTS** : R1 122 630 per annum (All-inclusive package)  
 : Chris Hani Baragwanath Academic Hospital  
 : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a Cardiology Sub-Specialty. Registration with the HPCSA as a Medical Specialist in a normal specialty. Experience in the public sector would be an advantage. This experience should be in terms of clinical service provision, teaching and research. Highly motivated and enthusiastic in order to contribute positively to the Division of Cardiology. Proof of current HPCSA registration for April 2021/March 2022 Card or Receipt of current registration with HPCSA. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team.
- DUTIES** : Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Cardiology. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other departmental policies.
- ENQUIRIES APPLICATIONS** : Prof Nethononda Tel No: (011) 933 8393/ 0193  
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act,

Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 08 April 2022
- POST 11/84** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/013546 (X 1 POST)**  
Directorate: Internal Medicine (Cardiology: Joint post with the University of the Witwatersrand)  
(Three (3) Years Contract)
- SALARY CENTRE REQUIREMENTS** : R1 122 630 per annum (All-inclusive package)  
: Chris Hani Baragwanath Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a Cardiology Sub-Specialty. This is a 3 years training Fellowship in Cardiology and the candidate will be expected to write the Certificate in Cardiology Registration with the HPCSA as a Medical Specialist in a normal specialty. Proof of current HPCSA registration for April 2021/March 2022 Card or Receipt of current registration with HPCSA. Experience in the public sector would be an advantage. This experience should be in terms of clinical service provision, teaching and research. Highly motivated and enthusiastic in order to contribute positively to the Division of Cardiology. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team.
- DUTIES** : Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Cardiology. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other departmental policies.
- ENQUIRIES APPLICATIONS** : Prof Nethononda Tel No: (011) 933 8393/ 0193  
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>.
- NOTE** : No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered.

If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 08 April 2022
- POST 11/85** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/01347 (X 1 POST)**  
Directorate: General Surgery
- SALARY CENTRE REQUIREMENTS** : R833 523 per annum (All-inclusive package)  
: Chris Hani Baragwanath Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical Officer. Registration with HPCSA as independent practitioner. Proof of current HPCSA registration for April 2021/March 2022 Card or Receipt of current registration with HPCSA. Ability to establish a working relationship in a multidisciplinary team with anaesthesia, ICU, nursing team and emergency department staff. Managing and supervising junior staff members in your team. Ability to adapt to rotations within surgical units namely Acute Care Surgery, Hepatopancreatobiliary and Upper GIT, Breast, Colorectal, Endocrine and Soft Tissue, Burns, Vascular and Trauma. Ability to work under pressure and under supervision. Ability to take orders and guidance from senior colleagues with no conflict. Reliability, leadership, discipline, and self-confidence. A valid driver's license.
- DUTIES** : Management of General Surgery patients in emergency unit, ICU, high dependency unit and ward under supervision. Booking and assisting in theatre lists both emergency and elective cases. Administrative duties within each unit. Daily management of in-ward patients including examination, management, and resuscitation. Triage and admissions of emergency surgery and trauma patients. Management of Surgical Outpatient Department patients.
- ENQUIRIES APPLICATIONS** : Dr Ndwambi and Ms Ethel Moledi –Tel: 011 933 9267/8804  
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>.
- NOTE** : No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the

position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 08 April 2022
- POST 11/86** : **MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2022/03/06 (3 POSTS)**  
Directorate: Mental Health
- SALARY** : Grade 1: R833 523 – R897 939 per annum (All-inclusive remunerative package)  
Grade 2: R953 049 – R1 042 092 per annum (All-inclusive remunerative package)  
Grade 3: R1 106 037 - R1 382 802 per annum (All-inclusive remunerative package)
- CENTRE REQUIREMENT** : Ekurhulenu Health District  
: Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a Medical practitioner. Post graduate diploma/degree in Mental Health/Psychiatry with relevant additional experience working in Mental Health /Psychiatry will be an advantage. **Grade1:** Less than 5 years appropriate experience as a Medical Officer. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Officer. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience working in district health services (including in clinics). Experience in general medical practice, mental health care, PHC, HAST, EBM and use of current clinical protocols. Requisite clinical skills include consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, teamwork ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. Competency Profile: Appropriate treatment of mental health conditions to prevent relapse. Ability to refer patients, make recommendations, provide advice and deliver information in the form of reports to all disciplines in the district mental health team. Ensuring proper referrals between hospitals and clinic and completion of correct referral documents from community to hospital. Following correct procedures for the down referrals of clients. Ability to manage a multidisciplinary team and work together with nurses, psychologists, occupational therapists and social workers for optimal patient’s management.
- DUTIES** : Support the provision of PHC services in the Community Health Centers, clinics and District hospitals within the district health services (DHS) by providing optimal mental health care, mentoring and supervision of health care professionals through integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in

accordance with national and provincial strategies. Give caregivers skills to manage patients optimally. Assist the facility in ensuring that it has adequate and correct medication for service users. Support the development of the Mental Health/Psychiatry in the district and participate in academic teaching and learning Mental Health, Family medicine & PHC units in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.

- ENQUIRIES** : DR K Maaroganye Tel No: 011 876- 1717
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting delivery to 40 Catlin Street Germiston 1400 or Private Bag X 1005 Germiston 1400. Attention: Human Resource Manager.
- NOTE** : People with disabilities are encouraged to apply, Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and settlement allowance will be paid.
- CLOSING DATE** : 08 April 2022
- POST 11/87** : **REGISTRAR REF NO: REG01/04 (1 POST)**  
Directorate: Maxillofacial and Oral Surgery
- SALARY** : R833 523 – R871 593 per annum (inclusive package), exc. commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration with HPCSA as Dentist in category Independent Practice. Two years' experience as a Dentist excluding Community Service. Primary exams are a prerequisite for this post. Applicants must have shown specific interest for Maxillofacial and Oral Surgery and may have a post-graduate qualification. Service in the public sector, ATLS and Basic Surgical skills will have an added advantage
- DUTIES** : Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Maxillofacial and Oral Surgery. Training will involve treatment of a variety of patients in oral and maxillofacial surgery, doing research and assisting with teaching and training of undergraduate students and involvement in the service rendering and administrative duties of the department.
- ENQUIRIES** : Prof RE Rikhotso Tel No: (011) 717 2130
- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown No faxed applications will be accepted.
- NOTE** : This training post is a joint appointment for Gauteng Health and Wits University. Applicants to attach copies of all the necessary documents (qualifications) to the application including a detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.
- CLOSING DATE** : 15 April 2022
- POST 11/88** : **REGISTRAR REF: REG01/03 (2POSTS)**  
Directorate: Community Dentistry
- SALARY** : R833 523 – R871 593 per annum (inclusive package), exc. commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration with HPCSA as Dentist in category Independent Practice. Two years' experience as a Dentist excluding Community Service. Applicant must

- show specific interest in Community Dentistry and may have a post-graduate qualification.
- DUTIES** : Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Community Dentistry. This requires working in the community for situation analysis and community epidemiology, advocacy, carry out research, rotations, and assist with teaching and training of undergraduate students and involvement in the service rendering and administrative duties of the department.
- ENQUIRIES APPLICATIONS** : Dr Y Malele-Kolisa Tel No: (011) 717 2594  
: New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown No faxed applications will be accepted.
- NOTE** : This training post is a joint appointment for Gauteng Health and Wits University. Applicants to attach copies of all the necessary documents (qualifications) to the application including a detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.
- CLOSING DATE** : 08 April 2022
- POST 11/89** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/013548 (X 2 POSTS)**  
Directorate: (Obstetrics and Gynaecology)
- SALARY CENTRE REQUIREMENTS** : Grade 1: R833 523 per annum (All-inclusive package)  
: Chris Hani Baragwanath Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. Proof of current HPCSA registration for April 2021/March 2022 Card or Receipt of current registration with HPCSA. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES APPLICATIONS** : Prof Y Tel No: (011) 933 8156  
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified

when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply. 08 April 2022

**CLOSING DATE**

:

**POST 11/90**

:

**MEDICAL OFFICER GRADE 1 REF NO: REFS/013549 (X3 POSTS)**

Re-Advertisement, Those Who Previously Applied Are Encourage To Re-Apply  
Directorate: Radiology

**SALARY CENTRE**

:

R833 523 per annum (All-inclusive package)

:

Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

:

Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. FC Rad Part 1 will be added an advantage. Proof of current HPCSA registration for April 2021/March 2022 Card or Receipt of current registration with HPCSA. Training opportunities are inter alia available in Radiology Department.

**DUTIES**

:

The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meeting like mortality meetings, near miss meeting and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Medical Officers will inter alia be responsible for rendering of clinical services, assessment and treatment of patient, Medical Officers will be rotated through related units in the department.

**ENQUIRIES**

:

Prof Mngomezulu Tel No: (011) 933 8393/ 0193

- APPLICATION** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.
- CLOSING DATE** : 8 April 2022
- POST 11/91** : **CLINICAL PSYCHOLOGIST REF NO: REF NO/ CL/PSY – 03/2022 (X 1 POST)**
- SALARY** : Grade 1: R713 361 – R784.278 per annum  
Grade 2: R832 398 – 923 847 per annum  
Grade 3: R966.039 – R1 137 936.per annum
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Grade 12 Certificate with Appropriate qualification that allows registration with the health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with HPCSA as a Clinical Psychologist and proof of current registration. **Grade 1:** No experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa. One-year experience post qualification if foreign national. **Grade 2:** Eight years' experience after registration with HPCSA. **Grade 3:** Sixteen years' experience after registration with HPCSA. The ability identifies and diagnose psychopathology, psychiatric disorders and psychological conditions.
- DUTIES** : Assessing, diagnosing and providing interventions to clients who are dealing with psychological challenges, including development difficulties, psychological distress and/or psychopathology. Applying evidence –based and culturally applicable psychological interventions to clients presenting with psychological and /or psychiatric conditions or problems. Appropriate referral

to other professionals when indicated. To give advice on the development of policies. Consider relevant aspects of psychological theory and research. Designing, managing and evaluating programmes aimed at alleviating psychological distress or psychiatric conditions. Training and supervision of other registered Clinical psychologists intern Clinical Psychologists and Clinical psychology students, when it becomes applicable. Conducting psychological work in an ethical manner, as well as adhering to the scope of practice of Clinical Psychologists as specified in the Health Professions Act, 1974. Conducting, Managing and designing research, as well as reporting on such research. Supervision of Psychological research. Provision of Expert opinion and /or evidence.

**ENQUIRIES  
APPLICATIONS**

: MS D Chauke Tel No: (011) 891 7289  
 : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1<sup>st</sup> 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 surveillanceas 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; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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 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**

: 15 April 2022

**POST 11/92**

: **HEAD OF DEPARTMENT: ACADEMIC PND III REF NO: 013452 (X2 POSTS)**  
 Re Advertisement Post. Candidates Who Applied Previously Need To Re-Apply  
 Directorate: Nursing Education and Training

**SALARY  
CENTRE  
REQUIREMENTS**

: PND III: R588 390 – R682 098 per annum (plus benefits)  
 : Gauteng College of Nursing (Ga-Rankuwa Campus)  
 : A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic qualification in: Nursing Education and Nursing Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year Post–basic qualification in Nursing Education. A post basic qualification in R.212, R.48 programme. Master's degree in Nursing or Midwifery. Computer literacy. Valid driver's licence. Skills and Knowledge: Knowledge of procedures and processes related to basic and post basic programmes, knowledge of relevant Acts and Legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Sound communication and Leadership skills. Good communication,

- supervisory, report writing and presentation skills. Ability to work in a team and under pressure.
- DUTIES** : Coordinate the facilitation of teaching and learning in theory. Coordinate Work Integrated Learning (WIL). Collaborate with other stakeholders and build a sound relationship within the Department of Health. Participate in day-to-day management of the Campus. Coordinate scholarly research and community engagement activities. Facilitate budget needs for Academic components of the campus. Provide Academic support to students. Develop, implement, review, and evaluate the curricula of academic programmes.
- ENQUIRIES** : Govene B (Mr.) Tel No: 073 253 8671
- APPLICATIONS** : Applicants can apply online at <http://professionaljobcentre.gpg.gov.za>. NB: For assistance with online applications, please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za).
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website. Drivers' License and copies of qualifications must be attached. Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance. Incomplete applications or applications received after the closing date will not be considered. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed, or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s).
- CLOSING DATE** : 08 April 2022
- POST 11/93** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2022/03/07**  
Directorate: Primary Health Care
- SALARY** : R571 242 - R642 933 per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District (Daveyton Main Clinic) ESDR
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R48 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy is essential. A valid Driver's license is essential. Knowledge of all Legislation relevant to Health Care Services.
- DUTIES** : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Participate in facility operational plans, Management of equipment and machinery. Management of HR, Finances, Supply Chain within the facility. Ensure clinical practice by the clinical team and school health teams in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify targets, gaps and take remedial steps. Ensure proper record keeping within the facility. Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation and support ward outreach teams. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of

Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

**ENQUIRIES  
APPLICATIONS**

: Ms N.M Xaba Tel No: (011) 421-4901  
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager

**NOTE**

: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE**

: 08 April 2022

**POST 11/94**

: **OPERATIONAL MANAGER (SPECIALITY) PNB 3 REF NO: HRM 3/22 (1 POST)**

Directorate Nursing

**SALARY  
CENTRE  
REQUIREMENTS**

: R571 242 - R642 933.per annum (plus benefits)  
: Sterkfontein Hospital  
: Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A one year post basic qualification in Advanced Psychiatry which is accredited by SANC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognisable experience in Psychiatry after obtaining the advanced psychiatric qualification. Proof of current registration with SANC. Good interpersonal, communication and leadership skills. Knowledge of the Mental Health Care Act, Criminal Procedure Act PFMA, Public Sector Regulations, Regulated Norms and Standards and other legislative framework. Must be Computer literate and have a valid driver's license.

**DUTIES**

: Deputize for Nursing managers in their absence and take charge of the hospital after hours, at night, during weekends and public holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management Procedures. Ensure effective, efficient coordination and integration of quality specialised nursing care and management of complex psychiatric cases through implementation of advanced procedures and nursing interventions that are in accordance with the developed care plan and best practice standards. Compliance to Batho Pele Principles, Mental Health Care Act procedures and Quality Assurance Standards. Drive the implementation of the National Nursing Strategy. Participate in hospital committees, training, coaching and mentoring of young nurses.

**ENQUIRIES  
APPLICATIONS**

: Ms. Sono Tel No: 011 951-8202  
: Application must be submitted on a fully completed new format Z83 (81/971431 [www.dpsa.gov.za](http://www.dpsa.gov.za)) CV, copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE**

: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If

you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

- CLOSING DATE** : 08 April 2022 at Time: 12H00
- POST 11/95** : **CHIEF SPEECH THERAPIST REF.NO: CHBAH 553 (X1 POST)**  
Directorate: Speech Therapy
- SALARY** : R473 112.per annum (All-Inclusive Package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Degree in Speech Therapy. Registration with the HPCSA and a Speech therapist with independent practitioner status, proof of current registration for the period 2022/2022.A minimum of 3 years appropriate experience (excluding) community service. Experience in rehabilitation of adults within a tertiary setting. This should include complex neurological and neurosurgical conditions. Candidates with experience in head and neck cancer, burns, critical care and AAC will be given preference. Computer literacy and use of platforms such as Teams and Zoom. Knowledge of public service legislation, policies and procedures. Good written and oral communication skills. Supervisory, planning and organization skills. Good teamwork and conflict resolution skills. Knowledge of budget planning and resource monitoring. Experience in a public hospital and evidence of further relevant training and development. Research in a public service context. Participation in provincial and/or national workgroups will be an advantage.
- DUTIES** : Manage and lead (plan, coordinate and implement) the adult speech therapy section and manage own patient load. Provide evidence based advice on complicated clinical cases .Coordinate meetings, audits, and service evaluation within the adult speech therapy sub-section. In the absence of the head of the department, the chief speech therapist is expected to attend relevant meetings and assume certain functions of the HOD. Monitor, motivate for and complete procurement processes for new equipment. Promote and implement ongoing research in the sub-section. Assist with implementing and monitoring effective record keeping, accurate statistics collection and analysis and adherence to quality assurance measures. Supervise, mentor and manage production level and community service speech therapists and students. Ensure knowledge and skills transference. Monitor the use of resources and adherence to protocols within the sub-section. Work as a member of the multidisciplinary team. Manage and implement consultation and support to cluster facilities. Manage and monitor down-referrals of speech therapy patients. Communicate effectively and respectfully with patients, colleagues and stakeholders. Contribute to a positive departmental identity. Contribute positively to staff morale and well-being. Contribute to departmental planning, budgeting, monitoring and evaluation. Provide input into the departmental demand plan. Develop, implement and monitor the annual operational plan for the sub-section. Submit monthly reports to the HOD. Implement Ideal Hospital Standards in the speech therapy & audiology department. Implement guidelines and contribute to the development of protocols aligned to provincial and national strategies and priorities. Attend meetings and training as approved by the HOD. Comply with the Performance Management and Development System.
- ENQUIRIES** : Dr Sadna Balton Tel No: 011 9339269
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity

document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

: 08 April 2022

**POST 11/96**

: **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: REFS/013550 (X 1 POST)**  
Directorate: Supply Chain Management

**SALARY CENTRE REQUIREMENTS**

: R452 895 per annum  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: National Diploma in Electrical Engineering or SAQA level 6 Engineering qualification. 6 years (Six) experience in the repair and maintenance of medical equipment (Clinical Engineering) off which minimum of three-years (3) experience in the maintenance, repair and management of medical equipment in a hospital environment. A valid driver's license. Registration with the Engineering Council of South Africa (ECSA) with proof of current registration. Computer literacy. Sound verbal and written communication skills. Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Ability to work under pressure and to take initiative and in a team. Have an exceptional knowledge of medical equipment, its characteristics functionality and compatible accessories so as to advice Clinicians appropriately, when there is technical problem. Have an aptitude as we as desire to help improve healthcare service delivery. Project management, sound judgment and financial control. Knowledge of public service legislation, policies and procedures. Applicant should be prepared to undergo medical surveillance as an inherit job requirement.

**DUTIES**

: Manage and Maintain all medical equipment at CHBAH as per the manufacture's specification and Health. Manage and maintain the medical equipment installed base including Demo and Loan units. Plan and execute timely equipment services to comply with the manufacture's specifications and ensure that correct service intervals are adhered to Create and maintain a service history database of all service, maintenance and repairs on all medical equipment to ensure that only economically viable equipment is maintained and repaired. Repair and maintain all medical equipment, supervision of Clinical Engineering Technicians, keep documented and electronic record of repairs and maintenance of equipment, training of clinical engineering students, end users and other staff in the safe use of medical equipment, monitor maintenance contract and report monthly thereon, monitor and manage equipment maintenance schedule. Oversee medical equipment contracts and monitor and record turnaround times. Ensure results of all

maintenance (reactive and preventative maintenance) are captured accurately on the hospital system, these entries should include spares used, labour involved, associated costs, tasks performed, actions taken, and persons/suppliers involved in accordance with the hospital guidelines and technical requirements. Ensure that medical equipment works effectively and safely. Perform in-house preventive maintenance, repairs and installations on all medical equipment where you have received factory training. Coordinate the utilisation of technical and financial resources. Financial control through proper budgeting and control of outsourced services. Use test equipment to perform inspections and diagnosis equipment failure and be able to differentiate between operational and technical problems. Acceptance of service certificate to ensure that equipment returned from service providers has indeed been serviced or repaired, complete with accessories, functioning and ready for use. Ensure commissioning and installation tests are performed prior to acceptance of new, demo or loan equipment and maintain the necessary documentation. Compile yearly budgets per month for scheduled service and maintenance of equipment. Compile medical equipment replacement audits to ensure database accuracy and keep an accurate record thereof. Compile weekly, monthly and yearly reports and submit to the director. Be available for overtime and be on standby as and when required. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES  
APPLICATION**

: Ms. TTT Ravele Tel No: (011) 933 0537  
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

: Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments

<b><u>CLOSING DATE</u></b>	:	will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.
<b><u>POST 11/97</u></b>	:	08 April 2022
	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (EXPANDED PROGRAM ON IMMUNIZATION AND DISEASE SURVEILLANCE) REF NO: EHD2022/03/08</u></b>
		Directorate: Primary Health Care
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R450 939 – R507 531 per annum (plus benefits)
	:	Ekurhuleni Health District ESDR
	:	Basic qualification accredited with SANC in terms of Government Notice No. R425 qualification, i.e. Diploma/Degree in Nursing. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse and midwife. Good interpersonal relational skills to work with colleagues and all internal and external stakeholders. Good communication, supervisory and report writing skills. Ability to work independently and under pressure. Valid driver's license is essential. Computer Skills is essential. Experience of EPI and Disease Surveillance Program (attach evidence of short courses attended (EPI and IMCI)). Evidence of current registration with SANC. Good organizational and analytical skills and Supervisory experience will be an added advantage
<b><u>DUTIES</u></b>	:	Coordinate the program at the Sub District level. Ensure availability and implementation of policies and guidelines related to the program in all facilities. Performs support visits to facilities, conduct audit of records and take remedial action to address gaps identified. Organize and support workshops and campaigns in the Sub District. Coordinate Sub District Disease outbreak team. Monitor cold chain maintenance and usage of vaccines, follow up and investigate AEFI. Monitor Program Performance and participate in Operational plans and research. Provide professional and technical support for the provision of quality services through proper management of the Programme. Perform all other duties that are delegated by Supervisor/Manager.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms J.F Joubert Tel No: (011) 737- 9746
	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human ResourceManager
<b><u>NOTE</u></b>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<b><u>CLOSING DATE</u></b>	:	08 April 2022
<b><u>POST 11/98</u></b>	:	<b><u>OPERATIONAL MANAGER REF NO: CHBAH 548 (X 1 POST)</u></b>
		Directorate: Nursing Services (Palliative Care)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R450 939 per annum
	:	Chris Hani Baragwanath Academic Hospital
	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and

communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

**ENQUIRIES** : Mr B Mulaudzi Tel No: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>.

**NOTE** : No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

**CLOSING DATE** : 08 April 2022

**POST 11/99** : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: EHD2022/03/09**  
(Re-Advertisement)  
Directorate: Logistics

**SALARY** : R382 245 – R450 255.per annum

- CENTRE REQUIREMENT** : Ekurhuleni Health District  
 : Three Year National Diploma in security management NQF level 6, plus 7 years relevant experience of which 3 years must be at supervisory level. Registration with PSIRA is a requirement. Security advisory management course (SSA course),SAMTRAC certificate will be added advantage . Driver's license and computer literacy are essential .Competency E: Knowledge of computer related prescripts, Security Law, MISS, MPSS, OHS and Security Risk Management. Knowledge of Security Supervision, Security Operational Management, Security Administration, Personnel Security Administration and Security Contingency Management. Good communication and interpersonal relations skills and problem-solving skills
- DUTIES** : The purpose of this position is managed and coordinate security services with Ekurhuleni Health District. To manage the information security, physical security and administration security. Manage security policy and procedures implementation. Conduct security assessment and report security breaches to South African Police services (SAPS) and Gauteng Department of Health. Investigate security breaches .Create, interpret and report on security management information and advice management on security related issues. Attend meetings and provide feedback to staff and management. Conduct security awareness and training. Implement locking system control. Hold monthly meeting with contracted security contractors and generate reports. Monitor the performance of contractors in line with the Security Service Level Agreement. Perform any other duties delegated by Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : DR N. Zwane Tel No: (011) 876- 1753  
 : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting delivery to 40 Catlin Street Germiston 1400 or Private Bag X 1005 Germiston 1400. Attention: Human Resource Manager.
- NOTE** : People with disabilities are encouraged to apply, Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and settlement allowance will be paid.
- CLOSING DATE** : 08 April 2022
- POST 11/100** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: EHD2022/03/10**  
 Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (plus benefits)  
 : Ekurhuleni Health District  
 : Grade 12 with (NQF level 6) post matric qualification in Human Resource Management / Human Resources Development as recognized by SAQA. Minimum of 5 years' experience in HRD at salary level or Supervisory level. Skills Development Facilitator; Assessor and Moderator will be an added advantage. Computer Literacy and Valid Driver's License is essential. Skills: problem solving organizing, strategic planning computer utilization, change/diversity management, team building, conflict resolution, presentation, and facilitation. Communication verbal and written.
- DUTIES** : Monitor the co-ordination of training and development interventions, co-ordinate the identification of training and developmental needs, co-ordinate and oversee the development of and monitor the implementation of workplace skills plan for the district. Ensure implementation of training and development programmes (including learner ships). Manage and co-ordinate the implementation of District Employment Equity Plan & Training plan. Lead Employment Equity Committee and Training committee of the district. Be part of Provincial Employment Equity Committee Co-ordinate and Implement Onboarding programme and Inservice trainings on HR policies for all personnel in the district. Ensure compliance to PRAAD policy. Coordinate PMDS for the district. Perform any other delegated duties.
- ENQUIRIES APPLICATIONS** : Mr A. Mdunyelwa Tel No: (011) 876-1721  
 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za). Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your

application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 08 April 2022
- POST 11/101** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: EHD2022/03/11**  
Directorate: Hast
- SALARY** : R382 245 per annum (plus benefits)  
**CENTRE** : Ekurhuleni Health District  
**REQUIREMENTS** : Diploma /Degree in Health-related qualification. Grade 12 or equivalent qualification. Minimum of 7 experience in HIV/AIDS .3 years' experience in supervisory .Post qualification in Monitoring and Evaluation /HIV/AIDS will be an added advantage. Minimum of 3 years' experience in Monitoring and evaluation. Experience in quality improvement, implementation of quality methodology for monitoring and evaluation .Knowledge of the District Health Information System (DHIS), Biostatic, or other analytical tools (TIER.NET,DHIS. EDR WEB etc. will be an added advantage. Knowledge in TB and HIV. Computer skills is essential and valid driver's license is essential. Data analysis, problem solving and communication skills.
- DUTIES** : Manage the departmental monitoring and reporting requirements to different stakeholders. Develop DHP, Business Plan, Operational Plan. Develop sub directorate operational plan. Compile and submit TIER.NET, DHIS and EDR WEB reports. Coordinate auditing of performance information, this includes the provision of information sessions and / or advice managers, inclusive of resources / verification of documents as required by the Auditor General. Implement and maintain Performance Information Monitoring and reporting policy, framework, systems, processes and tools. Support facility data verification teams District and Sub District nerve Centre meetings (DPMR/SPMR).Monthly data analysis and verification. Setting of targets .Developments of monitoring and reporting tools. Support data management for HAST Program. Weekly, monthly and quarterly data management for HAST program. Compile monthly, quarterly and annual performance reports.
- ENQUIRIES** : Ms S.A Motloug Tel No: (011) 876-1820  
**APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 08 April 2022
- POST 11/102** : **ASSISTANT DIRECTOR: COMMUNICATION OFFICE REF NO: REFS/013565**  
Directorate: Communication

<b><u>SALARY</u></b>	:	R382 245 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Matric and appropriate three (3) year National Diploma or Degree from a recognized SAQA accredited tertiary institution in Public Relations/ Communication Science/ Communication management or Journalism. At least three (3) years' experience as Communication Officer. Skills: sound interpersonal relations, project planning skills, ability to prepare reports. Good communication skills both verbal and written. Must be computer literate. Knowledge: Good understanding and knowledge of communication, must have a valid driver's licence.
<b><u>DUTIES</u></b>	:	Plan, implement and oversee both internal and external communication. Formulate and implement communication strategies. Coordinate outreach and communication activities. Manage effectively and economically the hospital resources for public education, public relations, media services and stakeholder relations. Drive and coordinate generation of good news to cater for various media platforms and formats inclusive of corporate publications, media statements, electronics media, social media, visual and audio, live interviews. Coordinate responses to media enquiries and legislature Responses. Provide communication support to the various department's events and activities. Ensure that hospital has adequate communication materials and publications at all times. Publish quarterly internal newsletters, coordination of the annual open day events. Manage and develop content for hospital's social media accounts. Carry out photo coverage in all events, implement social media strategy in line with departmental corporate identity with cooperate identity manual. Secretary and liaison between hospital board.
<b><u>ENQUIRIES</u></b>	:	Ms Gladys Bogoshi Tel No: 011 488 3792
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted on a (PDF Format only) to the following email-address <a href="mailto:Supportthr.Cmjah@gauteng.gov.za">Supportthr.Cmjah@gauteng.gov.za</a> Only email applications will be considered. Please Use The Reference As The Subject.
<b><u>NOTE</u></b>	:	Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> ) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
<b><u>CLOSING DATE</u></b>	:	08 April 2022
<b><u>POST 11/103</u></b>	:	<b><u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: EHD2022/03/12</u></b> Directorate: Health Programmes
<b><u>SALARY</u></b>	:	R322 746 – R367 299 per annum(plus benefits)
<b><u>CENTRE</u></b>	:	Ekurhuleni Health District
<b><u>REQUIREMENTS</u></b>	:	Four-year degree in Environmental Health Registration with the Health Professional Council of Southern African as an Environmental Health Practitioner independent. A minimum of 1-year appropriate experience in Environmental Health and Knowledge and experience with District health services Good communication skills (verbal and written), computer skills is essential (e.g. Microsoft Office), good interpersonal skills. Ability to work in a team, in changing environment and under pressure. Good financial management skills and knowledge of PFMA. A valid driver's license is essential
<b><u>DUTIES</u></b>	:	EHPs needs to be part of the Quarantine site committee. Monitor EHS in all quarantine sites within Ekurhuleni Health District. Ensure proper handling and monitoring of Health Care Risk Waste generated during the COVID 19 outbreak. Monitor disinfection and decontamination of premises according to the Infection Prevention and Control COVID19 guideline. Monitor all municipal health services within the quarantine site.TO monitor and reduce environmental nuisance and related risks that could impact on the physical and

human health. Conduct Health awareness and health education .Participate in the COVID 19 vaccination program. Conduct COVID 19 investigations Conduct COVID 19 bereaved family visits. Monitor COVID 19 vaccination site. Conduct COVID 19 Risk Assessments in all medical and non-medical sites .Monitor the COVID 19 waste generated at the testing and vaccination sites. Provide support to District Environmental Health Manager and Chief Environmental Health Practitioner on other related activities. Execute other tasks/duties delegated by the District Environmental Health Manager / Supervisor.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. C. Mومakwe Tel No: 0824977147  
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager

**NOTE**

: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE**

: 08 April 2022

**POST 11/104**

: **OCCUPATIONAL THERAPIST GRADE 1 – GRADE 3 REF NO: EHD2022/03/13**  
Directorate: Therapeutic Services

**SALARY**

: Grade 1: R322 746 - R367 299. per annum (Plus benefits)  
Grade 2: R378 402 – R432 684. per annum (Plus benefits)  
Grade 3: R445 752 – R540 954. per annum (Plus benefits)

**CENTRE**  
**REQUIREMENTS**

: Ekurhuleni Health District  
: Appropriate Qualifications (degree) that allows for the required registration with the health profession council of SA (HPCSA) in the in the relevant profession as an Occupational Therapist. **Grade 1:** No experienced is required after registration with HPCSA as an Occupational Therapist. **Grade 2:** A minimum of 10 relevant experience after registration with HPCSA as an Occupational Therapist. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as an Occupational Therapist. Knowledge in community-based Rehabilitation (CBR) and Primary Health Care Services. Valid drivers' license is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of Occupational Therapy services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team.

**DUTIES**

: Suitable candidate will be expected to render effective patient centered Occupational Therapy services in a clinic and community setting in adherence to the scope of practice and health protocols. Provide community base services with focus on health promotion, prevention, curative and community intervention. Compilation of daily and monthly reports using the available departmental tool. Relieve as and when the need arises, and to work closely with multidisciplinary team members. Carry out delegated duties by supervisor or manager. Participating in student training and supervision. Implement and maintain quality assurance, National core standards, Ideal clinic and norms at facility level. Adhere to provincial, district and clinic policies, procedures, guidelines and regulations. Assist with budget control and asset management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the district. Communicate effectively with effectively with all stakeholders with all consumables and equipment.

**ENQUIRIES**

: Ms A.E Tshivhase Tel No: (011) 876 – 1776

- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 08 April 2022
- POST 11/105** : **OPTOMETRIST GRADE 1 – GRADE 3 REF NO: EHD2022/03/14**  
Directorate: Therapeutic Services
- SALARY** : Grade 1: R322 746 - R367 299 per annum (Plus benefits)  
Grade 2: R378 402 – R432 684 per annum (Plus benefits)  
Grade 3: R445 752 – R 540 954. per annum (Plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA).as an Optometrist with Ocular Diagnostic Privilege. HPCSA registration as an independent Practitioner and Current registration with HPCSA. **Grade 1:** No experienced is required after registration with HPCSA as an Optometrist. **Grade 2:** A minimum of 10 relevant experience after registration with HPCSA as an Optometrist. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as an Optometrist. Certified Copy of Driver's License. A sound knowledge of clinical theory, practice and ethics relating to the delivery of Optometry services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team.
- DUTIES** : Rendering of Eyecare Services in a community setting in adherence to the scope of practice and health protocols. Examination, diagnosing and treatment of eye conditions as per Optometry scope of practices-ordinate and ensure the promotion and marketing of Optometry Services in the District Perform record keeping, data collection, assist with budget control and asset management. Exercise safeguarding of all consumables and equipment. Implement and maintain Quality Assurance Audits at facility level, Knowledge of Batho Pele Principles, Patients right charter, Ideal clinic and other relevant policies and regulations. Adherence to PMDS. Contribute and participate in continuous professional development activities. Work as part of multi-disciplinary team to deliver better service delivery. Collaborate with stakeholders in the Eye care service delivery. Participate in student training and supervision. Participate in research projects of the district .Communicate effectively within the team. Relieve as and when the need arises. Perform any other duties as delegated by the supervisor
- ENQUIRIES** : Ms A.E Tshivhase Tel No: (011) 876 – 1776
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following

communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 08 April 2022
- POST 11/106** : **PODIATRIST GRADE 1 – GRADE 3 REF NO: EHD2022/03/15**  
Directorate: Therapeutic Services
- SALARY** : Grade 1: R322 746 - R367 299 per annum (Plus benefits)  
Grade 2: R378 402 – R432 684 per annum (Plus benefits)  
Grade 3: R445 752 – R540 954 per annum (Plus benefits)
- CENTRE REQUIREMENTS** : Ekurhuleni Health District  
Appropriate Qualifications (degree) that allows for the required registration with the health profession council of SA (HPCSA) in the in the relevant profession as a Podiatrist. **Grade 1:** No experienced is required after registration with HPCSA as a podiatrist. **Grade 2:** A minimum of 10 relevant experience after registration with HPCSA as a podiatrist. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as a podiatrist. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. Valid drivers' license is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of podiatry services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team.
- DUTIES** : Suitable candidate will be expected to render effective patient centered Podiatrist services in a clinic and community setting in adherence to the scope of practice and health protocols. Provide community base services with focus on health promotion, prevention, curative and community intervention. Compilation of daily and monthly reports using the available departmental tool. Relieve as and when the need arises, and to work closely with multidisciplinary team members. Carry out delegated duties by supervisor or manager. Participating in student training and supervision. Implement and maintain quality assurance, National core standards, Ideal clinic and norms at facility level. Adhere to provincial, district and clinic policies, procedures, guidelines and regulations. Assist with budget control and asset management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects
- ENQUIRIES APPLICATIONS** : Ms A.E Tshivhase Tel No: (011) 876 – 1776  
Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 08 April 2022

- POST 11/017** : **PHYSIOTHERAPIST GRADE 1 REF NO: REFS/006578 (1 X POST)**  
Directorate: Allied
- SALARY** : R322 746 – R367 299 per annum (plus benefits)  
**CENTRE** : Province: Gauteng DR Yusuf Dadoo Hospital  
**REQUIREMENTS** : BSc degree or appropriate qualifications in Physiotherapy that allows for the required registration with Health Professions Council of South Africa as an independent practice Physiotherapist. Current registration with HPCSA. No experience required after completion of community service in Physiotherapist as required in South Africa. Basic computer literacy. Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public operational systems. Experience in a hospital setting will be an added advantage.
- DUTIES** : Render effective patient centred physiotherapy services for in and out-patients in adherence to the physiotherapy scope of practice and health protocols. Carry out delegated duties. Compliance and implementation of standard operational standards in line with the national and provincial strategies. Participate in student training, supervision, and performance evaluation. Monitor proper utilization of allocated financial and physical resources. Implement and maintain the quality assurance and National Core Standard norms at departmental level. Perform record keeping, data collection, procurement and assets management. Contribute and participate in Continuous Professional Development. Participate in research projects in the department. Work closely with the multidisciplinary team.
- ENQUIRIES** : Ms. RE Muvhumbe, Tel No: 011 951 6014  
**APPLICATIONS** : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric, HPCSA registration as a certificate and proof of current registration. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 08 April 2022 13:30
- POST 11/108** : **SOCIAL WORKER GRADE 1 REF NO: EHD2022/03/16**  
Directorate: Therapeutic Services
- SALARY** : R261 456 per annum (Plus benefits)  
**CENTRE** : Ekurhuleni Health District  
**REQUIREMENTS** : Bachelor's degree qualification in Social Work, Proof of current registration with the South African Council for Social Services profession (SACSSP). Grade 1, less than 5 years relevant experience after registration with (SACSSP). A valid driver's license is essential. Computer literacy is essential, good communication skills, interpersonal skills, problem solving skills. Experience in working in community-based rehabilitation will be an added advantage. Knowledge in relevant policies, protocols, and guidelines. Public service Act, regulations and Batho Pele principle. Must be proactive, innovative, self-motivated, goal oriented, solution oriented and independent team player.
- DUTIES** : To render social work services regarding care, support, protection and development of individuals, groups, families and communities through relevant programs. To render social work services in the district that complies with the standard and norms as indicated by health policies. To provide community based social work with focus on health promotion, prevention, and community work. To be willing to do outreach programs in the community. To compile monthly reports, statistic, and other administrative work for social work services. Implement and contribute to proper utilization of allocated financial and physical resources. Implement quality assurance policy and develop appropriate quality improvement plan for social work services. To attend staff meetings, social work forums and trainings.

- ENQUIRIES APPLICATIONS** : Ms A.E Tshivhase Tel No: (011) 876 – 1776  
 : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 08 April 2022
- POST 11/109** : **SENIOR COMMUNITY LIAISON OFFICER REF NO: EHD2022/03/17**  
 Directorate: Hast
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum ( plus benefits)  
 : Ekurhuleni Health District  
 : Diploma/Degree in Social Science, Social Worker, Psychology and Health Promotion. Minimum of 3 years' experience in HAST. Computer literacy is essential. Extensive knowledge on HIV and AIDS, STI is strongly recommended. Managerial and networking skills are recommended. Flexibility and ability to adapt to changes. Experience in NPO sector will be an advantage. Good co-ordination skills (verbal and written). A valid driver's license is essential. Be able to work under pressure
- DUTIES** : Provide technical support and mentoring for facility-based Community Health Care Workers (CHWs) and those placed at DoH funded NPO's (HTS, WBoT and Hospice). Ensure that allocated targets are met. Liaise with WBoT team leaders at sub district level. Ensure counselling complies with quality assurance protocols (RTCQI) Proficiency Testing and facility accreditation. Maintain a good relationship between intergovernmental departments and District support partners to ensure that the HAST Programme meet the set objectives. Coordinate and conduct outreach campaigns according to the health calendar in collaboration with the intergovernmental departments, NPO's, Private sectors and CBO's. Coordinate the implementation of NSP 2017 – 2022 and HTS policy including VMMC, TB/HIV collaboration, HTA and adherence clubs. Monitor and strengthen condom distribution in all Primary Distribution sites (PDSs) within NSDR. Monitor and conduct support visits to DoH funded HTS NPO's on monitoring of budget and program compliance. Compile and submit monthly, quarterly and annually reports. Identify training needs for CHW's. Conduct in-service training to capacitate CHW's. Lead and form NPO's forum meeting at a sub district level. Perform any other duties as delegated by the supervisor
- ENQUIRIES APPLICATIONS** : Ms S.A Motloutng Tel No: (011) 876 – 1820  
 : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was

unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 08 APRIL 2022
- POST 11/110** : **SENIOR COMMUNITY LIAISON OFFICER (HEALTH PROMOTION) REF NO: EHD2022/03/18**  
Directorate: Primary Health Care
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (plus benefits)  
: Ekurhuleni Health District (ESDR)  
: Grade 12 certificate with 5 years' experience in Health Promotion. Diploma/Degree (NQF6) and minimum of 3 years' experience in Health Promotion. Skills: A valid drivers' license and computer literacy is essential. Ability to work in a team and with external stakeholders. Communication skills  
: Know what guides the implementation of Health Promotion. Support and guide implementation of healthy lifestyles in all settings. Support and guide the implementation of Health Promoting Clinics, Schools and ECD's. Ensure availability of condoms in your Sub-District, strengthen condom promotion and distribution. Organize and distribute IEC material. Responsible for health promotion resources. Coordinate and support planning and execution of awareness campaigns and events. Attend meetings and participate in discussions on Health Programme Performance. Compile Weekly, Monthly, Quarterly and Annual reports. Identify needs and plan training for Health Promoters. Support House-Hold Community Component (HHCC) IMCI and Healthy Environment for Children Programme (HECP) Programme.
- DUTIES** : Know what guides the implementation of Health Promotion. Support and guide implementation of healthy lifestyles in all settings. Support and guide the implementation of Health Promoting Clinics, Schools and ECD's. Ensure availability of condoms in your Sub-District, strengthen condom promotion and distribution. Organize and distribute IEC material. Responsible for health promotion resources. Coordinate and support planning and execution of awareness campaigns and events. Attend meetings and participate in discussions on Health Programme Performance. Compile Weekly, Monthly, Quarterly and Annual reports. Identify needs and plan training for Health Promoters. Support House-Hold Community Component (HHCC) IMCI and Healthy Environment for Children Programme (HECP) Programme.
- ENQUIRIES APPLICATIONS** : Ms J.F Joubert Tel No: (011) 737- 9746  
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 08 April 2022
- POST 11/111** : **HUMAN RESOURCE CLERK (INFORMATION HELP DESK) REF NO: REFS/013569 (2 POSTS)**  
(Re-Advert)  
Directorate: Human Resources
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890. per annum (plus benefit)  
: Dr George Mukhari Academic Hospital  
: A Grade 12 with 3-5 years' experience as Human Resource Generalist. Relevant qualification will be an added advantage. Computer literacy (Proof must be attached). Intermediate or Advanced Excel Certificates will be added advantage. Persal certificate to be attached. Excellent analytical and creative problem-solving skills. Be technological savvy and understand the important HR technologies. Knowledge of the Human resource management systems and HR intelligent apps in the public sector. Excellent interpersonal skills. Good

<b><u>DUTIES</u></b>	:	customer service skills.be willing to be continuously developed and trained. Essential telephone etiquette knowledge. National School of Government courses (attach certificates) will be an advantage. Be willing to work long hours. Greet and welcome HR visitors and have good first impression. Perform all HR enquiries. Conditions of service, Recruitment and Selection and Performance management and development system. Answer the telephone and take messages, transfer calls, putting the caller on hold, checking voice mail. Receive all documents from clients and distribute them accordingly. Attend to HR enquiries and escalate unresolved complex cases. Issue out HR forms and documents to clients. Keep reception area presentable and well maintained. Effective communication with clients, stakeholders and management using various methods of communication. Management of Data base and follow up of inquiries. Update clients and stakeholders. Submission of daily reports for all resolved and unresolved issues. Perform other tasks as allocated by the manager.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. N Giyose Tel no: 012 529 3947
<b><u>NOTE</u></b>	:	can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Closing Time Will Be 12h00 On The Closing Date. Shortlisted candidates will be subjected to computer assessment. Candidates who previously applied are encouraged to re - apply. Shortlisted candidates will be subjected to computer assessment. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant need not be certify, only shortlisted applicants will be requested to submit certified documents. The specific reference must be quoted. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check(PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<b><u>CLOSING DATE</u></b>	:	08 April 2022
<b><u>POST 11/112</u></b>	:	<b><u>HUMAN RESOURCES OFFICER: TRAINING COORDINATOR REF NO: REFS/013563 (1 POST)</u></b> (Re – Advert) Directorate: Human Resources
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 – R307 890 per annum (plus benefits) Dr George Mukhari Academic Hospital A minimum of a grade 12 or equivalent with 3 years relevant experience. MS Excel (Advanced), MS Word, Outlook and PowerPoint. Valid driver's license. Knowledge of accessing National School of Government online courses. Knowledge of e-learning. Knowledge of relevant prescripts. Diversity management. A relevant tertiary qualification, experience working in an agile delivery environment, relevant upskilling courses, SDF / Assessor / Moderator certificates will be an added advantage. Database Management and Reporting essential. Ability to analyse and evaluate training needs. Experience in researching and reading data and report. Be technological savvy, understand the important HR technologies and HR intelligent apps in the public sector. Strong will for continuous learning.
<b><u>DUTIES</u></b>	:	Conduct Training Needs Analysis, Coordinate the development and submission of the Workplace Skills Plan and Annual Training Reports. Implement the Human Resource Development Strategy and Policies. Administer Internal Bursary scheme. Coordinate and implement training interventions. Coordinate and Facilitate the Internal Induction Programmes and Orientation for the Department. Facilitate the Compulsory Induction programme (CIP). Coordinate and render secretariat support to the Skills Development and Training Committee. Administer and manage the implementation of Graduate/Internship, Learnerships and Apprenticeship

Programmes. Execute all other relevant Training and Skills Development programmes. Monitor the HRD budget. Advise management and staff on training issues. Coordinate & promote On-Line trainings. Diversity management. Administer Performance management and development system.

**ENQUIRIES  
APPLICATIONS**

: Mr. JV Mtinkulu, Tel 012 529 3450  
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE**

: Closing Time Will Be 12h00 On The Closing Date. Shortlisted candidates will be subjected to computer assessment. Candidates who previously applied are encouraged to re - apply. Shortlisted candidates will be subjected to computer assessment. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant need not be certify, only shortlisted applicants will be requested to submit certified documents. The specific reference must be quoted. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check(PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

**CLOSING DATE**

: 08 April 2022

**POST 11/113**

: **FINANCIAL CONTROLLER REF NO: REFS/006579 (1 X POST)**  
Directorate: Finance

**SALARY  
CENTRE  
REQUIREMENTS**

: R261 372 – R307 890 per annum (Level 7)(plus benefits)  
: Province: Gauteng DR Yusuf Dadoo Hospital  
: Grade 12 with national Diploma in Financial Management/ Accounting or Grade 12 with 5-10 years' experience in the section or Bachelor in Commerce with 3 years' experience in the relevant finance field (cost management accounting, internal auditing, risk management public finance management etc) undergraduate degree may be an added advantage. A minimum of three years' in the financial environment (Public Sector), valid driver's licence. Competencies and knowledge: Business and organisational structures, monitor and evaluation methods, tolls, systems and procedures (BAS, SAP, PAAB) cash management. Applicable legislative and regulatory requirements: PFMA, Treasury Regulations, Labour Relations Act, Public service regulation, OHSA, BCEA, prevention and combating of corrupt activities Act. Skills and Expertise: Ability to interpret and implement acts/ legislation, work individually and as a team, ability to work under pressure, analyse high volume and complex data, use computer and respective software's i.e. Excel, Microsoft Word, conform with the ethical conducts, achieve targets within short period of time, haste understanding and management of various behaviour, project coordinating skills. Planning and organising, creative and innovative, verbal and written communication, report writing, problem solving, interpersonal, conflict management.

**DUTIES**

: Budget and Expenditure, preparation of monthly report including the IYM, SAPBAS, BAS, PERSAL, Commitment register, Budget versus expenditure, Expenditure performance, accrual including GRV no invoice, cycle, fruitless and wasteful, irregular and unauthorised expenditure: compilation of budget Bid and budget adjustment, alignment of demand plan with indicative/ approved budget, updating, reviewing and monitoring of the commitment register, attending to web cycle, prevention of fruitless, irregular and unauthorised expenditure. Revenue and receivables: cash and cashier management, compilation of reports including the IYM, parking and accommodation, receipts and deposit, Annexure F, donation, vendors and PAAB reconciliation, TPH 45 (deposit & receipts), petty cash, revenue collection, billing of various funded and non-funded patients accounts, reconciliation of billed and unbilled accounts, follow-up on outstanding

accounts, case management, stakeholder management. supervision entailing, performance system, report writing, employee budget and expenditure, capturing of original budget and adjustment. Compilation of monthly reports including the IYM revenue and expenditure. Reconciliation of SAPBAS, BAS PAAB, BASMEDSAS, BAS PERSAL, SAP E-receipt, receipt and deposit. BAS accommodation, BAS parking. Capturing of invoice from web cycle. Compilation of irregular unauthorised expenditure and fruitless and wasteful and Donation. Supervise and day end the main cashier transaction. Perform bookkeeping support service. Clear suspends account and misallocation. Allocation of expenditure on the RLs 01 and monitor commitment register. Supervise both revenue and expenditure's. performance management system. Attend to audit queries and other administrative duties.

**ENQUIRIES** : Mr. T Lithoko / Ms. L Rangongo, Tel No.: 011 951 6218/6123  
**APPLICATIONS** : Applications must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.  
**NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.  
**CLOSING DATE** : 08 April 2022 13:30

**POST 11/114** : **CLINICAL ASSOCIATE REF NO: REFS/006580**  
 Directorate: Allied (2x post)

**SALARY** : R261 372 – R307 896.per annum (plus benefits)  
**CENTRE** : Province: Gauteng DR Yusuf Dadoo Hospital  
**REQUIREMENTS** : 3 years' bachelor of Clinic Medical Practice (BMCP). Current registration with Medical and Dental Board of Health Professional Council of SA as a Clinic Associate. Psychomotor skills, to be able to perform clinical/medical skilled procedures. Clinical problem solving skills and time management in a district hospital. Previous work experience will be added as advantage in the field in the Clinical Associate work.

**DUTIES** : Perform patient centred consultation across all ages in a district hospital. Apply clinical reasoning in the assessment and management of patients. Perform investigative and therapeutic procedure for district hospital. Provide emergency care. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of families, communication and health system in practice.

**ENQUIRIES** : Ms. P Molamu Tel No: 011 951 6181  
**APPLICATIONS** : Applications must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

**NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications and matric. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

**CLOSING DATE** : 08 April 2022 13:30

**POST 11/115** : **PROPERTY CARETAKER MAINTENANCE REF.NO: CHBAH 549**  
 Directorate: Logistics (Facility Management Unity (F.M.U.)

**SALARY** : R261 372 per annum (Level 7) (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital

- REQUIREMENTS** : Grade 12 or equivalent, and appropriate Trade/Basic Certificate in (electrical/carpentry/bricklaying/painting/plumbing/welding). Three- five years' experience in Artisan and/or maintenance matters. A three-year diploma/degree in build environment will be an added advantage. Ability to plan, organize and manage resources. Knowledge of the PFMA and the OHSA National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Sound analytical and good written and verbal communication skills. Must be computer literate. Willingness to work irregular hours. A valid Driver's License.
- DUTIES** : Effective supervision and management of day-to-day activities of the maintenance staff in the built environment conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment, monitor the removal of refuse and office furniture in the hospital, attend to maintenance related meetings with client departments. Assist with financial and procurement administration processes of workshops/maintenance materials/equipment. Manage staff and yearly-allocated budgets according to the PMDS and PFMA. Identify training needs. Leave management and personnel performance management. Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to infrastructure works, do site inspections and reports on hospital's buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile scope of work and prepare specifications for in-house projects.
- ENQUIRES APPLICATIONS** : Ms S Mothei Tel.No (011) 933 0158  
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 08 April 2022

**POST 11/116** : **PROFESSIONAL NURSE (MIDWIFERY) GRADE1/2 REF NO: REFS/006581 (2X POSTS)**  
 Directorate: Nursing

**SALARY** : Grade 1: R260 760 – R302 292 per annum (OSD)  
 Grade 2: R320 703 – R368 307 per annum (OSD)

**CENTRE** : Province: Gauteng DR Yusuf Dadoo Hospital

**REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in MIDWIFERY. Current registration with the SANC as a Professional Nurse.

**DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Work as part of a multidisciplinary team to ensure quality care. Able to plan and organize own work and that of her support team to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs, requirements and Batho Pele expectations. Work effectively, co-operatively, amicably with persons of diverse intellectual cultural, racial or religious differences. Perform clinical nursing practice in accordance with the scope of practice, nursing standards and quality assurance standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Willing to rotate through departments, work night duty. Promote quality of nursing care as directed by the professional scope of practice and standards. Work as a team player. Guide and teach or mentor those in a level under you. Able to lead and supervise a team in the unit, knowledgeable in aspects of Ideal Hospital Realisation, Management of complaints and Patient's safety Incidents. Willing to attend in-service training.

**ENQUIRIES** : Ms. D.S Ngwenya Tel No: 011 951 6045

**APPLICATIONS** : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

**NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993

**CLOSING DATE** : 08 April 2022 13:30

**POST 11/117** : **STAFF NURSE GRADE 1 REF NO: REFS/006582 (2 X POST)**  
 Directorate: Nursing

**SALARY** : R171 381 - R192 879 per annum (plus benefits)

**CENTRE** : Province: Gauteng DR Yusuf Dadoo Hospital

**REQUIREMENTS** : Qualification that allow registration with SANC as a Staff Nurse. Current registration with SANC as a Staff Nurse.

**DUTIES** : Execute nursing care plan for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and re-assurance of patients' administration of oral medication and carry out other procedure according to scope of practice. Supervise and maintain fluid balance, oxygen and sensory promote healing of wounds, fractures and protection of skills. Prepare for and assist with ward specific therapeutic acts performed by registered person. Prepare for and assist with ward specific procedures. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patient, promoting and advocating basic care including awareness and willingness to respond to patients need, requirement and expectation. Knowledge of Batho Pele Principle, Nursing Values and 6 Ministerial Priorities.

**ENQUIRIES** : Ms. DS Ngwenya, Tel No.: 011 951 6045

**APPLICATIONS** : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

**NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric, SANC registration as a certificate and proof of current registration. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

**CLOSING DATE** : 08 April 2022 13:30

**POST 11/118** : **RECEPTIONIST REF NO: CHBC/ADMIN/MARCH2022 (1 POST)**

**SALARY** : R176 310 - R207 681 per annum (Level 5) (plus benefits)

**CENTRE** : Chris Hani Baragwanath Campus

**REQUIREMENTS** : Senior Certificate /Grade 12 or equivalent qualification. Two years' experience in Reception or Call Centre or equivalent work experience. Telephone etiquette. Good Customer Service. Good communication skills. Good Interpersonal Relations. Computer Certificate and ability to apply computer skills. Typing skills. Problem solving. Ability to work in a team and under pressure. Comply with Batho Pele Principles.

**DUTIES** : The successful candidate will be responsible for the following tasks: Attending to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Receive messages and convey them appropriately to division and persons. Receive guests on behalf of the Campus and direct them to the relevant people or destination. Maintain and updating telephone directory and distribute thereof. Identify and report faulty Private Automatic Branch Exchange (PABX) system and intercom system to the supervisor. Administration of all reported faults. Effective working relationship with all stake holders (Managers, Staff, Students and Community). Perform other tasks that may be delegated to by the Supervisor. Escalate any problems to line management.

**ENQUIRIES** : Ms. A Miller Tel No: (011) 983 3158

**APPLICATIONS** : All applications must be submitted on a new Z83 (81/971431) and can be obtained from Department of Public Service and Administration (DPSA) website. Applications should be submitted at the Chris Hani Baragwanath Campus (inside the Chris Baragwanath Academic Hospital premises), Human Resource Department, Chris Hani Road, Diepkloof, Soweto or posted to Human Resource Department, Private Bag X05, Bertsham, 2013.

**NOTE** : Job application form with your C. V., copies of your I.D and qualifications must be attached. Copy of service record signed by Human Resource Department. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies including computer literacy in your C.V. Smart ID card must be copied both sides. Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

**CLOSING DATE** : 08 April 2022 12H00

**POST 11/119** : **CLIENT INFORMATION CLERK REF NO: CHBAH 550 (X1 POST)**  
 Directorate: Information Communication and Technology

**SALARY** : R176 310 per annum (Plus Benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Grade 12 and computer literate (Microsoft Office Suite). Good communication and interpersonal skills. Ability to work under pressure and shifts. The incumbent should be fully multilingual. A methodical worker and able take instructions. Switchboard or Call Centre experience in a hospital environment will be an added advantage.

**DUTIES** : Handle incoming calls. Outgoing calls and transferring calls to appropriate extensions. Making calls on behalf of the staff, keeping records, and taking messages. Sending of bulk SMS messages for hospital communications and patients. Answer general enquiries pertaining to hospital clients and staff. Report faulty telephone lines and keep record. Handle Switchboard apparatus appropriately by using the equipment according to specifications and monitor call durations. Keeping track with doctors call rooster and be able to use paging system. Expected to work night shifts, weekends, and holidays.

**ENQUIRIES** : Mr: Themba Mnguni Tel No: (011) 933 - 9038  
**APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE** : Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

**CLOSING DATE** : 08 April 2022

- POST 11/120** : **SECRETARY REF NO: CHBAH 551 (X 1 POST)**  
 Directorate: Anaesthesia
- SALARY** : R176 310 per annum (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Grade 12 a minimum. Must be Computer literacy (MS Office). Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills with people at different levels. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Minute taking and document management skills an advantage. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently in a team. Applicant should be prepared to undergo speed test and Medical surveillance as an inherent job requirement.
- DUTIES** : Screen, transfer calls and handle telephonic enquiries as well as other enquiries from internal and external Clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support as assigned by the departmental executive team. Ensure safekeeping of all documentation in the office. Compile reports and documents. Office management. Administer the filing system, typing of correspondence, agendas, submissions, memos and letters. Coordinate and manage meetings, workshops taking minutes during meetings. Collate reports for submission to various management structures and other stakeholders. Ensure that strategic decisions taken in meetings are actioned timeously and followed-up. Arrange refreshments for visitors and other key stakeholders that may engage with the executive. Receive and direct correspondence to relevant managers/departments. Liase with other Hospital departments. Procurement of office equipment and stationery. Create and maintain an appropriate filing system in line with the Departmental Record Management policy framework and the National Archives Act. Typing of confidential reports and develop case summaries, where necessary. Maintenance of user-friendly office. Be willing to undergo continuous training and development programmes. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment
- ENQUIRIES** : Dr P Mogane Tel.No (011) 933 9335  
**APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability

of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**

: 08 April 2022

**POST 11/121**

: **PROPERTY CARE TAKER MAINTENANCE REF NO: CHBAH 552**  
Directorate: Logistics (Facility Management Unity (F.M.U.)

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

: R124 434 per annum (Level 3) (plus benefits)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Grade 10/ Abet level or equivalent. Experience in building maintenance will be added advantage. Basic knowledge in electrical/plumbing/welding/painting/brick laying/carpentry will be an added advantage. Must be able to work in team. Must be able to work overtime (after hours). Good communication and interpersonal skills at all levels. Must be able to work under pressure without supervision. Basic knowledge of legislative framework and processes related to maintenance. Ability to work independently as well in a team. Knowledge of Batho-Pele principles. Understanding of Occupational Health and Safety. Ability to liaise with internal and external stakeholders. Ability to act with tact and discretion. Must be self – motivated. Ability to handle tasks of multidisciplinary nature

**DUTIES**

: Attend to minor maintenance activities in the hospital, e.g. plumbing i.e. blockages of sinks, hand washbasins: replacement of shower caps, toilets, taps and washers; carpentry, painting, glazing etc. Report to the supervisor on any other activities performed. Ensure that maintenance works done are compliant the relevant legal framework. Taking daily readings of Oxygen levels, water, diesel and coal. Taking monthly water and electricity meter readings. Accompany the diesel delivery trucks whenever there make deliveries. Assist in daily walk-about to identify risks/hazards. Ensure that defects are logged/reported and attended to. Submit job cards to the supervisor. Adhere to OHS prescriptions. Adhere to the hospital's code of conduct.

**ENQUIRES**  
**APPLICATIONS**

: Ms K Mothei Tel. No (011) 933 0158  
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

: No faxed or emailed applications will be considered. Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling

of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE** : 08 April 2022

#### **GAUTENG DEPARTMENT OF SOCIAL DEVELOPMENT**

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

**CLOSING DATE** : 08 April 2022

**NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all academic qualification(s) including the matric certificate, Identity document and driver's licence (where applicable) and any other relevant documents. Applicants must submit copies of qualification, identity documents and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. 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. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.

#### **OTHER POSTS**

**POST 11/122** : **SOCIAL WORK MANAGER: PARTNERSHIP AND FINANCING: REF NO JHB REGION SD/2022/03/06**

**SALARY** : R806 811 per annum (plus benefits)

**CENTRE** : JHB Metro Region

**REQUIREMENT** : A degree in social work with registration with South African Council for Social Services profession as Social Worker. A minimum of 10 years' appropriate experience in social work after registration as Social Worker with SACSSP. submission of valid council registration certificate and current registration with the SACSSP. Knowledge and understanding of legislative, policy, procedures and processes regulating social work probation services and computer literacy. Skills and Competencies: knowledge and understanding of PFMA, Knowledge of the departments constitutional mandate. Project management, report writing, problem solving, - interpersonal, leadership, coordination, planning and organizing skills. A valid driver's license.

- DUTIES** : Managing and supervising Social Worker supervisor and a team of community development liaison officer and community development liaison workers. ensuring that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of knowledge management. conducting audits and DQA's to funded NGO's. ensuring that the budget is allocated and utilised appropriately according to the funding agreements. Developing a transformation plan for the regions on the NPO's based on the PFMA. Assisting in developing appropriate costing norms. Monitoring transformation and ensuring the rendering of quality and equitable social services. Developing training manuals. coordinating the welfare summit steering committee. managing staff training and development. managing projects allocated to the sub-directorate.
- ENQUIRIES APPLICATIONS** : Ms C Dukwana Tel: (011) 355 9502- JHB Metro Region  
: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Johannesburg Metro Region for attention Ms CS Dukwana Tel:(011) 355 9502, 41 Fox Street, Private Bag X1, Johannesburg, 2000. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 11/123** : **DEPUTY DIRECTOR: HRM AND AUXILIARY SERVICES REF NO: SD/2022/03/07**
- SALARY** : R744 255 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
- CENTRE REQUIREMENTS** : West Rand Region  
: A 3-year tertiary qualification (NQF level 6/7) in Human Resource Management with 3 – 5 years' supervisory experience in the field of Human Resource environment. Knowledge and understanding of Human Resource legislative, policies, procedures and processes applicable in the public service. A valid driver's license. Computer Literate. Skills and Competencies: Good communication, management, dispute resolution, conflict resolution, negotiation, excellent planning & organizing skills.
- DUTIES** : Co-ordinate Human Resource Management functions. Co-ordinate the administration of service benefits and conditions. Co-ordinate recruitment and labour relations functions. Co-ordination of Regional Records Management functions and the management of service points. Co-ordination of Transport Management as well as Auxiliary Services. Oversee service delivery improvement plans for all service point clusters. Overall management of sub-directorate. Manage operational plan of the unit, performances, training, development and absenteeism of staff. Provide units' monthly, quarterly and ad-hoc reports.
- ENQUIRIES APPLICATIONS** : Mr RS Makgorogo Tel No: (011) 950-7782  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, West Rand Region, SA Dutch Building, 16 Human Street, Krugersdorp or post to Private Bag X2068, Krugersdorp, 1740
- POST 11/124** : **DEPUTY DIRECTOR: INVESTIGATIONS AND LOSS CONTROL REF NO: SD/2022/03/08**
- SALARY** : R744 255 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
- CENTRE REQUIREMENT** : Head Office (Johannesburg)  
: An NQF Level 7 qualification in Forensic Investigations/Fraud Examination (CFE). 3 – 5 years management experience within the investigations field and managing multiple investigations simultaneously. At least 10 years of working experience within investigation field and the undertaking of reporting on investigations. Valid driver's license. Must be a certified Ethics Officer. Knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment, investigation, governance and integrity management framework of the public service and the ability to apply such technical knowledge in simple and complex assignments. Knowledge of a wide range of work areas, processes and systems such as HR, SCM: Tenders and quotations, asset and inventory

management, petty cash management, debtors management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records management and integrity management principles, frameworks and legislative requirements etc. to be able manage and guide the investigations, monitoring, reporting as well as corrective measures to be designed and implemented. Ability to design and manage the design investigation and fraud detection review procedures, checklists and work papers which will facilitate the testing to be undertaken and then reported on in line with legislative prescripts. Ability to plan and organise multiple investigations and independently manage allocated tasks and provide adequate and timeous progress reports to CRO. Knowledge of compilation of investigation reports which also include the design of action plans to address findings raised. Knowledge of transversal operating computer systems utilised within department such as: BAS/PERSAL/SAP etc., how they operate and all security parameters thereto and relevant to the investigation within the control environment. Skill and Competencies: Teamwork, supervision, good interpersonal relations, staff development, information system, policies, procedures, and legislations, analytical, project management, report writing, problem solving, planning and organizing skills, interrogation skills, time management skills, document management and evidence compilation skills, negotiations skills and advanced research skills.

**DUTIES** : Manage all the requests for, undertaking of and reporting of investigations (Internally reported, through the National Anti-Corruption and Premiers Ethics Hotline): Manage liaison with law enforcement agencies in the investigation of fraud and corruption cases, oversight structures and externally appointed investigations capacity. Manage and report on all Losses reported: Manage the development and implementation of Loss Control Policy, procedures and directives, Manage the maintenance of electronic loss control registers and manual files from which statistical information is extracted from to undertake tend, root cause and impact analysis which is filtered into the Directorate reports. Manage the development, implementation and reporting of the ethics management framework for the department, Develop the unit's operational plan, Manage the implementation and reporting on the operational plan for the sub-directorate, Manage the component budget for all outsourced investigations and expenditure management, manage training and development of staff, manage staff leave, attendance, travel, Co-ordinate the activities of the sub-directorate, Manage staff performance.

**ENQUIRIES** : Ms S Moloi Tel: (011) 227 0062  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Ms S Moloi, Tel (011) 227 0062 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 11/125** : **OPERATIONAL MANAGER (NURSING) REF NO: SD/2022/03/09**

**SALARY** : R450 939 per annum (Within OSD Framework)  
**CENTRE** : Marry Moodley Child and Youth Care Centre  
**REQUIREMENTS** : National Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council with 7 years' experience as a Professional Nurse with the SANC in General Nursing. Submission of valid proof of registration with the council. A valid driver's licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.

**DUTIES** : Develop and manage Nursing Plan. Monitor the implementation of a comprehensive nursing care plan and screening of Health problems and diseases in accordance with prescribed norms and standards. Identify health indicators, risk factors and conduct client satisfactory surveys. Manage Nursing Practice and Health Care in accordance with regulatory. Develop and monitor a professional and ethical practice as well as enabling environment for ethical practice. Manage a constructive working relationship with other stakeholders. Promote the role of nursing with multi-disciplinary health teams, organizations and special interest group. Manage nursing staff, leave plans and attend to

		staff grievance and disciplinary matters. Manage individual performance and development. Promote nursing ethical conduct to nursing staff.
<b><u>ENQUIRIES</u></b>	:	Ms T Chauke Tel: (011) 964 8700 Marry Moodley CYCC
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to Gauteng Department of Social Development: Marry Moodley Child and Youth Care Centre, 1 Tsetsebe Street, Apex, Benoni Attention T Chauke 011 964 8700.
<b><u>CLOSING DATE</u></b>	:	08 April 2022
<b><u>POST 11/126</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR GRADE 1(NPO PARTNERSHIP AND FINANCE)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R389 991 per annum (within the OSD framework) Region: Johannesburg Metro Region: Ref No. SD/2022/03/10 Tshwane Region: Ref No. SD/2022/03/11
<b><u>REQUIREMENTS</u></b>	:	Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's licence. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports.
<b><u>DUTIES</u></b>	:	To 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 engaged in these functions. 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.
<b><u>ENQUIRIES</u></b>	:	Ms CS Dukwana Tel: (011) 355 9502- Johannesburg Metro Region and Mr V Dhladhla Tel: (012) 359 3312 -Tshwane Region
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms CS Dukwana Tel:(011) 355 9502, Johannesburg Metro Region 41 Fox Street, Private Bag X1, Johannesburg, 2000 and Tshwane Region for attention Mr V Dhladhla Tel:(012) 359 3312, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 266, Pretoria, 0001 NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 11/127</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR GRADE 1 (FIELD AND INTAKE) JOHANNESBURG METRO REGION: REF NO. SD/2022/03/12</u></b>
<b><u>SALARY CENTRE</u></b>	:	R389 991 per annum (within the OSD framework)
<b><u>REQUIREMENTS</u></b>	:	Region: Johannesburg Metro Region (Directorate: Field & Intakes) Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's licence. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent

		and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports.
<b><u>DUTIES</u></b>	:	To 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 engaged in these functions. 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms CS Dukwana Tel: (011) 355 9502- Johannesburg Metro Region
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms CS Dukwana Tel:(011) 355 9502, Johannesburg Metro Region, 41 Fox Street, Private Bag X1, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per
<b><u>POST 11/128</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR (PROBATION AND CANALIZATION) REF NO: SD/2022/03/13</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R389 991 per annum (within the OSD framework)
	:	Region: Johannesburg Metro Region (Directorate: Probation and Canalization)
	:	Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP.A valid driver's licence. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effective. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports.
<b><u>DUTIES</u></b>	:	To 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 engaged in these functions. 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms CS Dukwana Tel: (011) 355 9502- Johannesburg Metro Region
	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms CS Dukwana Tel:(011) 355 9502, Johannesburg Metro Region, 41 Fox Street, Private Bag X1, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 11/129</u></b>	:	<b><u>ASSISTANT DIRECTOR: AUXILLIARY SUPPORT: REF NO. SD/2022/03/14</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (plus benefits)
	:	Region: Sedibeng Region
	:	A 3-year tertiary qualification (NQF level 6/7) in Public Management/Administration with 3-5 years at a supervisory level. A valid driver's licence. Knowledge of Government Fleet Management Systems and Facilities/Property Management within a Public-Sector environment. Knowledge and understanding of legislative and policy framework regulating procedures and processes in the Public Service. Skills & Competencies: Problem Solving Analysis, Project Management, Report Writing,

		Communication, Planning & Organizing, Computer Literacy (MS Office Packages).
<b><u>DUTIES</u></b>	:	Co-ordination of Office Services, manage the provision, upgrading and maintenance of switchboard and photocopy services. Manage the identification and assessment of Infrastructure Development requirements. Manage the sourcing of services on upgrading of facilities as well as the inspection and maintenance of facilities. Manage the implementation of Occupational Health and Safety Measures in the Region. Co-ordination of Fleet Management functions. Manage the identification of fleet capacity requirements and the submission of requests for fleet capacity. Monitor the implementation of security measures on fleet capacity of the region. Monitor the preparation and submission of fleet utilization reports. Manage performance of staff, grievances and disciplinary matters. Manage the preparation and submission of reports as required
<b><u>ENQUIRIES</u></b>	:	Ms Bridgette Nkeane Tel: (016) 930 2096
<b><u>APPLICATIONS</u></b>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development Sedibeng Region for attention Ms B Nkeane Tel: (016) 930 2096, 3 Moshoeshoe Street, Sebokeng or Private Bag X 209, Vanderbijlpark 1911.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 11/130</u></b>	:	<b><u>ASSISTANT DIRECTOR GENDER, YOUTH AND DISABILITY MAINSTREAMING REF NO: 2022/03/15</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENT</u></b>	:	A three-year tertiary qualification in Social Science/Public Management (NQF 6/7) with 3 – 5 years' experience in supervisory level. A valid driver's licence. Knowledge and understanding of legislative and policy framework governing Gender, Youth and Disability Mainstreaming in the public Service, programmes, process, systems, procedures, departmental policy mandates, priorities, objectives and service delivery model. Skills and Competencies: Project Management, Planning and organizing, financial management, people management and empowerment, Communication (written and verbal) and service delivery, analytical, evaluation and monitoring skills. Sensitivity to youth, Persons with Disability and women. Diversity centred and respect for targeted groups.
<b><u>DUTIES</u></b>	:	Assist in the development and monitor policies and practice guidelines that will accelerate the inclusion and empowerment of youth and people with disabilities. Internally and Externally- Monitor and make recommendations for the improvement of youth and disability representation in terms of Employment Equity, access, procurement, bursaries, internships, learnerships, etc. Collect relevant information that will assist in the developing of presentations and reports to monitoring bodies. Provide support to Departmental Mainstreaming Focal Points in terms of youth and disability mainstreaming within the Department.
<b><u>ENQUIRIES</u></b>	:	Mr ST Mmakola Tel (011) 227 0250
<b><u>APPLICATIONS</u></b>	:	The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street, Perm Building for attention Mr ST Mmakola (011) 227 0250 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 11/131</u></b>	:	<b><u>GIS TECHNOLOGIST REF NO: SD/2022/03/16</u></b>
<b><u>SALARY</u></b>	:	R369 351 per annum (within the OSD framework)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Science (NQF 6/7) Geography/Geomatics or Environmental Sciences, A Valid drivers Licence, 3 years GISc professional experience, Registration with PLATO as a GISc professional.
<b><u>DUTIES</u></b>	:	To provide Technical function :Collect and capture of data from various formats and sources, Maintain GISc unit effectiveness: Ensure easy access to spatial information at all times, Governance: Allocate, control, monitor and report on all resources, Financial Management: Manage the operational capital project portfolio for the operation to ensure effective resourcing according to

organization needs: GIS Implementation: Undertake system audit, requirement analysis and cost benefit analysis: Conduct research: Research, investigate and advice on new GIS technologies. Competencies: Skills: Strategic management and direction, problem solving and analysis, Team leadership, Computer skills, Planning and organising skills. Knowledge: Programme and project management GISc legal and operational compliance, spatial modelling design and analysis knowledge, Research and development, Policy Formulation.

**ENQUIRIES** : Mr Z Jaca Tel: (011) 355 7678  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr Z Jaca, Tel- (011) 355 7678 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 11/132** : **COMMUNITY DEVELOPMENT SUPERVISOR REF NO: SD/2022/03/17**

**SALARY** : R369 258 per annum (within the OSD Framework)  
**CENTRE** : West Rand Region  
**REQUIREMENTS** : A three-year tertiary qualification in Community Development, Development Studies or Social Sciences and a minimum of 7 years' recognisable experience in Community Development after obtaining the required qualification. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the point where people interact with their environment in order to promote self-empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Skills and Competencies: Presentation skills, problem solving skills, computer literate, written and verbal communication skills, research and report writing skills, financial management and supervisor skills.

**DUTIES** : Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players (internal and external) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise community development practitioners to ensure an efficient and effective service.

**ENQUIRIES** : Ms R Mashaba Tel: (011) 950-7803 West Rand Region  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, West Rand Region, SA Dutch Building, 16 Human Street, Krugersdorp or post to Private Bag X2068, Krugersdorp, 1740

**POST 11/133** : **SOCIAL WORK POLICY DEVELOPER: SUBSTANCE ABUSE, PREVENTION, TREATMENT AND REHABILITATION REF NO: SD/2022/03/18**

**SALARY** : R369 258 per annum (within the OSD Framework)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A tertiary qualification in Social Work, Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's license is essential. Knowledge and understanding of legislative, Policy and Institutional framework governing, Substance Abuse Services in the Social Welfare Services sector. Knowledge and understanding of Departmental priorities, commitments, policies, procedures and processes pertaining to the prevention, treatment and rehabilitation of substance abuse. Good planning and capability, project and

<b><u>DUTIES</u></b>	:	programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills.
	:	Develop provincial policies and guidelines for substance abuse. Administer the implementation of the National Drug Master Plan, policies and legislative mandates in the field of substance abuse. Coordinate and Implement substance abuse prevention and awareness programmes. Conduct training and capacity building workshops in the field of substance abuse. Ensure compliance with legislation, policies and procures through DQAs, case audits and site visits. Manage programme performance reporting processes.
<b><u>ENQUIRIES</u></b>	:	Ms E Choshi Tel: (011) 355 7700
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Ms E Choshi , Tel- (011) 355 7700 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 11/134</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: DOCUMENT MANAGEMENT: REF NO: SD 2022/03/19</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year Tertiary Qualification in Records Management or relevant qualification with 2-3 years' experience in administrative environment. A valid driving licences. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge of the Department's Constitutional mandate. Skills and Competencies: Customer Relationship Management Skills, demand / planning skills, analytical skills, negotiation skills, communication skills, report writing skills, Interpersonal skills, monitoring and evaluation skills, p /organizing and computer skills.
<b><u>DUTIES</u></b>	:	Custody and keeping of the Master Copy of the approved functional Filing System of the Department of Social Development. Compile a functional Filing System for the Department. Liaise with all directorates, regions and institutions within the department to compile the File Plan. Review the File Plan and apply for the Disposal Authority for the Department from the National/Provincial Archives. Monitor total document security of the Department, and render an effective and efficient document, records and information services in line with the relevant Legislation. Liaise with the National/Provincial Archives in order to get the File Plan Approved. Control the correct classification of all documents within the Department. Conduct physical periodical inspection and spot-checks on files. Examine the daily files in order to spot any discrepancies on classification of documents. Oversee and control the maintenance and application of the Filing System and List of Other Archives at Head and Regional Offices. Responsible for Safe-Custody of all documents within the Department. Regular inspection of files for any contravention of records practices and inspection of registers, fire-fighting apparatus for any defects and inspect the safe and strong-rooms for hazardous elements such as leaks, light, dust and pests. Develop and Implement Records Policies and procedures/practices within the Department. Ensure that the Policy and Procedures are implemented. Conduct workshops to inform all our clients and the records staff what the policy and procedures entails. Ensure that there is a Systematic Disposal Programme in place within the Department. Apply for Standing, Limited and General disposal authority from the National/Provincial Archives. Liaise with the directorates and inform them on the different disposal authority in order establish a working relationship on the programme. Ensure that Records Management Staff are trained.
<b><u>ENQUIRIES</u></b>	:	Ms V Cimani Tel: (011) 355 7707
<b><u>NOTE</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Ms V Cimani Tel- (011) 355 7707 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 11/135</u></b>	:	<b><u>SENIOR ADMIN OFFICER: INTERNAL CONTROL REF NO: SD/2022/03/20</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	<p>: Head Office (Johannesburg)</p> <p>: A 3 year tertiary qualification (NQF Level 6/7) in Internal Auditing/Internal Control. Minimum 2-3 years' experience at a supervisory level. Code B Driver's License. Technical knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. knowledge of a wide range of work areas, processes, and systems such as HR, SCM: Tenders and quotations, asset and inventory management, petty cash management, debtors management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records management etc. to be able test and monitor. A minimum of 2-3 years' experience in working with auditors by supporting and supervising audit process, requests, queries until resolution and monthly monitoring and tracking implementation of audit recommendations until fully implemented and audit risk reduced. Skills and Competences: Technical skills, analytical thinking, mathematical, statistical, problem solving, negotiation, conflict resolution, project management and time management skills.</p>
<b><u>DUTIES</u></b>	<p>: Testing and monitoring of control environment and offer technical guidance, advice and support on control deficiencies. Plan and organise assessments to be undertaken at allocated departmental sites within group plan agreed upon timelines and for juniors assigned to mentor. Plan and organise the quarterly key controls assessment with relevant management without assistance from supervisor. Undertake the testing and reporting on the quarterly key control assessments with no assistance of supervisor. Communicate all deficiencies identified with relevant management during the quarterly assessment without assistance of supervisor. Test and monitor level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and HR prescripts, Anti – Corruption Strategy and Governance Frameworks, KING IV, Integrity Management Framework. Plan and undertake the monthly cost containment testing and monitoring for reporting to Treasury without assistance of the supervisor. Supervise and monitor audit processes. Monthly undertake the tracking of status of implementation of audit action plans (AG &amp; GAS) designed to resolve audit findings with relevant management. Testing the implementation of audit action plans to vouch progress made done with relevant managers on allocated components of findings. Make inputs to the Directorates budgeting and strategic planning process.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>: Mr O Mkhabela Tel: (011) 355 7937</p> <p>: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr O Mkhabela, Tel- (011) 355 7937 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.</p>
<b><u>POST 11/136</u></b>	<p>: <b><u>SENIOR ADMINISTRATIVE OFFICER: SPECIAL PROJECTS REF NO: SD 2022/03/21</u></b></p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>: R321 543 per annum (plus benefits)</p> <p>: Head Office (Johannesburg)</p> <p>: A 3-year tertiary qualification (NQF Level 6/7) in Community Development or relevant and equivalent qualification with 2 – 3 years' experience in Sustainable Livelihoods environment. A valid drivers' licence. Knowledge and understanding of legislative and policy frameworks, procedures and processes regulating Sustainable Livelihoods programmes in the Public Service. Knowledge and understanding of Departmental Special Projects priorities, commitments, systems and processes. Skills and Competencies: Customer Relationship Management Skills, demand planning skills, analytical skills, negotiation skills, report writing skills, Interpersonal skills, monitoring and evaluation skills, planning /organizing and computer skills.</p>
<b><u>DUTIES</u></b>	<p>: Monitoring and analysis of cooperatives supported by the Department including collection and analysis reports from cooperatives and NPOs. Monitor database of cooperatives supported by the Department and submit progress reports. Provision of assistance in the management of special projects. Administer the projects and the task management system. Capture all required projects tasks and information in conjunction with project manager. Develop exit strategies and timelines for each project based on its maturity. Develop</p>

and recommend interventions for development. Source markets on behalf of cooperatives within government and the private sector and facilitate sound financial support to cooperatives within and outside the department and private sector. Perform any other delegated duties including the attending of meetings, workshops and regional disaster management and provide support within Sustainable Livelihoods. Compilation of weekly, monthly and quarterly reports on special projects. Liaise with relevant stakeholders on development and support of cooperatives including facilitating partnership with governmental departments, municipalities, agencies and private sector to source markets for cooperatives.

**ENQUIRIES** : Ms Z Hlatshwayo Tel: (011) 227 0121  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Ms Z Hlatshwayo Tel- (011) 227 0121 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 11/137** : **SENIOR ADMINISTRATIVE OFFICER: POPULATION ADVOCACY AND KNOWLEDGE MANAGEMENT REF NO: SD/2022/03/22**

**SALARY** : R321 543 per annum (plus benefits)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in Population Studies with 2-3 years' experience at supervisory level. A valid driver licence. Knowledge of the Public Service Legislations. Knowledge of and experience in the social development sector. Knowledge of population and development policy. Skills and Competencies: Computer literacy, Planning and organizing, Communication (written, verbal and liaison), Problem solving, Interpersonal, Project and programme management, facilitation skills.

**DUTIES** : Application of Population Advocacy & Knowledge Management strategy. Assist in ensuring the availability of required information to support the development of the advocacy and Knowledge Management strategy. Draft the advocacy and Knowledge Management strategy. Assist in facilitating approval of the strategy, ensuring implementation of the strategy and assessing the impact of the strategy. Facilitation of advocacy and Knowledge Management activities (events, radio programmes, workshops, forums, etc.) to promote understanding of the population policy and its implementation. Assist in identifying ad hoc population advocacy/ Knowledge Management issues and determine appropriate interventions. Assist in liaising with relevant stakeholders to ensure participation, coordination and integration. Assist to promote National and Provincial Population Unit (resource centre) activities. Facilitation of the development and dissemination of publications/materials to support advocacy Assist in planning and allocation work. Assist in maintenance of discipline. Design population and development resource centre including to provide access to population and development materials. Assist in designing databases for the population resource centre and design databases for the population resource centre. Assist to manage and facilitate capacity building for the integration of population factors into Integrated Development Plans including Identifying the capacity building needs of municipalities and coordinate capacity building session.

**ENQUIRIES** : Mr T Melane Tel: 011 227 0043  
**APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, 69 Commissioner Street Perm Building, Johannesburg 2000 for attention Mr T Melane Tel: 011 227 0043 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures.

**POST 11/138** : **SENIOR ADMINISTRATIVE OFFICER - FLEET MANAGEMENT REF NO: SD/2022/03/23**

**SALARY** : R321 543 per annum (plus benefits)  
**CENTRE** : Region: Sedibeng Region  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in fleet management with 2-3 years' supervisory experience in Fleet Management environment. A Valid

driver's licence. Knowledge and understanding of Policy framework regulating Government owned and subsidised vehicles Fleet management. Knowledge and understanding the regulatory frameworks regulating the Implementation, administration, planning, maintenance of Records Management. Knowledge and understanding of Office support services. Knowledge and understanding of financial management. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Management of GG vehicles and subsidized vehicles in the Public service. Knowledge and understanding of Departmental procedures, processes and systems regulating the provision of Fleet Management functions in Head Office. Management skills, Leadership Skills, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skills, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Coordination Skills and Facilitation Skills.

**DUTIES** : Management of Staff, Staff Development and Training. Staff Leave Plan, Staff Grievances and Disciplinary matters. Management of GG Vehicles and assist with subsidized Vehicles in the Region. Monitor GG Vehicles inspections in the Region. Monitor booking of vehicles for repairs and servicing. Ensure compliance and monitoring of use of GG Vehicles. Implementation of policies, compiling of reports and monitoring of vehicle utilisation. Monitor the use of petrol cards and investigate the use thereof. Update risks registers and conduct tracker analysis. Conduct information sessions on awareness of Fleet Management guidelines for officials within the Region.

**ENQUIRIES** : Ms L Harmse Tel No: (016) 930 2055 – Sedibeng Region  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms L Harmse Tel:(016) 930 2055, Sedibeng Region, 3 Moshoeshoe Street, Sebokeng, or Private bag x 209, Vanderbijlpark, 1911.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 11/139** : **SENIOR SUPPLY CHAIN OFFICER: FINANCE AND SUPPLY CHAIN REF NO: SD/2022/03/24**

**SALARY** : R321 543 per annum (plus benefits)  
**CENTRE** : Fabian & Florence Rebeiro Treatment Centre  
**REQUIREMENT** : A 3-year tertiary qualification in Finance and Supply Chain Management environment with 2-3 years' experience. A valid driver's licence. I. Competencies, Problem Solving, Customer Focus and Responsiveness, Communication, Honesty and Integrity, applied strategic thinking, Project management, Budgeting and financial management, Change management, Impact and influence, Team leadership, People management and empowerment, Communication and information management, Honest and integrity, II. Skills and Knowledge, Knowledge of Public Sector Finance ,Knowledge and understanding of legislative framework governing the public service, Knowledge of the department's constitutional mandate, Knowledge of legislative prescripts relating to Public Finance ,Knowledge of legislative framework governing Supply Chain Management, Communication Skills, Problem solving skill, Interpersonal Skills, Planning and Organizing skills, Coordination Skills, Analytical Skills, Computer Literacy and knowledge of Computer Software Programs MS Office package, Numerical skills.

**DUTIES** : Implement and Monitor the budget, Manage Supply Chain Management functions, financial administration, Administration, Supervision and management of staff

**ENQUIRIES** : Ms Samantha Hutchinson Tel: (012) 734 8325  
**NOTE** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. The Gauteng Department of Social Development for attention Ms Samantha Hutchinson Tel: (012) 734 8325, Fabian & Florence Rebeiro Treatment Centre. Zonderwater Prison, Cullinan, 1000 NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures

**POST 11/140** : **SENIOR ADMINISTRATIVE OFFICER: HR AND AUXILIARY SERVICES**  
**REF NO: SD/2022/03/25**

**SALARY** : R321 543 per annum (plus benefits)  
**CENTRE** : Emmasdal Child and Youth Care Centre  
**REQUIREMENTS** : A three (3) year' Tertiary Qualification (NQF Level 6/7) in Human Resource Management/Public Administration with 2-3 years' experience. Knowledge of Recruitment, Service Benefits and Conditions, Performance Management and Human Resource Development Legislative Framework, systems, and procedures in the Public Sector. Knowledge of Systems and procedures governing Records Management, Fleet Management and General Support services in the Department. Skills and Competencies: Attention to detail, People centred and self-driven, Process orientated and procedural individual. Must have People Management skills, Report writing skills, Coordination skills, Planning and organising capabilities, Communication skills and Leadership skills.

**DUTIES** : Management of Human Resource Functions. Manage Human Resource Administration, functions. Manage Training and Development functions. Coordinate Performance Management functions. Manage Recruitment functions. Manage Auxiliary Services functions. Manage Switchboard and reception functions. Coordinate fleet management functions. Coordinate Records Management functions. Manage general support services (where functions are not outsourced). Management of staff. Manage staff performance and development. manage staff leave plan. manage staff training needs. manage staff grievances and disciplinary matters.

**ENQUIRIES** : Ms Z Moahloli Tel: (016) 340 1083 / Mr M Sebiloane Tel: (016) 340 1083  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms Z Moahloli Tel: (016) 340 1083 / Mr M Sebiloane Tel: (016) 340 1083, Emmasdal Child and Youth Care Centre, Plot 390 Vaaldam Road, Ratanda, Heidelberg,1446.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 11/141** : **SENIOR ADMIN OFFICER: NPO MONITORING AND EVALUATION REF**  
**NO: SD/2022/03/26**

**SALARY** : R321 543 per annum (plus benefits)  
**CENTRE** : Region: Tshwane Region (Directorate: NPO Funding)  
**REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6 or 7) in Cost Accounting/ Financial Management or Auditing with a minimum of 2-3 years' experience at supervisory level. Knowledge and understanding of legislative/Policy frameworks governing the monitoring of NPO in the Public Sector. Computer literacy in Microsoft package – Excel, Word and PowerPoint. Knowledge of applicable financial systems such as BAS, SAP, Pastel, etc is essential. A valid driver's license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

**DUTIES** : Responsible for monitoring of funded organisations for compliance with the service level agreement (SLA) entered with the Department particularly on financial performance aspects. Conduct regular on-site and desktop financial monitoring as per standard operating procedure (SOP) to verify compliance with terms & conditions of the SLA. Periodically conduct risk assessments of funded organisations to categorise them according to their risk profile and monitor changes thereof. Develop periodic narrative reports on findings of onsite and desktop financial monitoring conducted, and the reports should be acknowledged by each organisation monitored. Monitor progress on all adverse findings highlighted in previous financial monitoring reports and assess improvement of each NPO's profile. Compile consolidated narrative and spreadsheet financial monitoring reports for your supervisor's review and escalation to various committees of the Department for implementation and action. Participate in Departmental NPO monitoring task teams to discuss financial monitoring findings, SLA deviations and future funding or suspension. Provide capacity building and training on various financial aspects to identified organisations with negative findings or general awareness about financial monitoring requirements to funded NPOs.

**ENQUIRIES** : Mr Attholang Kotsedi Tel No: (012) 359-3314 – Tshwane Region

- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development for Attention Mr A Kotsedi Tel: (012) 359 3314, Tshwane Region, 268 Lilian Ngoyi and Pretorius Streets or Private Bag x266 Pretoria, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 11/142** : **SENIOR ADMINISTRATIVE OFFICER: NPO FUNDING: SD/2022/03/27**
- SALARY CENTRE REQUIREMENT** : R321 543 per annum (plus benefits)  
: Region: Ekurhuleni Region  
: A three-year qualification (NQF Level 6/7) in Cost Accounting/Financial Management or Auditing with 2-3 years' experience in the NPO environment at a supervisory level. A valid drivers' license. Knowledge and understanding of legislative/Policy framework, processes and procedures governing the transfer payment to NPO's in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the transfer payment of funded non-profit organisations. Knowledge of SAP Social Care Solution. Skills and Competencies Sound financial management and monitoring skills. Good communication and report writing skills. Must be able to work in a team. Auditing, analytical and planning, coordinating skills. Must be computer literate.
- DUTIES** : Provide advice during panel discussions based on APP targets on funding and approved budget for funding of NPO's. Implement transfer payment to funded NPO's. Reconcile transfer payments. analyses Audited Financial Statements. Consolidate transfer payments. Develop staff work plans. Manage staff leave plans and supervise staff performance. Plan and implement staff training and development programmes.
- ENQUIRIES APPLICATIONS** : Ms Ziyanda Noncolela Tel: (011) 820 0429 – Ekurhuleni Region  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms ZO Noncolela Tel: (011) 820 0429, Ekurhuleni Region, 40 Catlin Street, Germiston,1400.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 11/143** : **ADMINISTRATIVE OFFICER- HUMAN RESOURCE MANAGEMENT**
- SALARY CENTRE** : R261 372 per annum (plus benefits)  
: Tshwane Region Ref No: SD/2022/03/28  
: Itireleng Residential Care for the Disabled Ref No: SD/2022/03/29
- REQUIREMENTS** : A three-year Tertiary Qualification (NQF Level 6 or 7) in Human Resource Management with 1-2 years' experience. A valid driver's license. Knowledge and understanding of Legislation, Policies, processes, and procedures governing Human Resource practice in the Public Service Knowledge and understanding of Human Resource needs, model and challenges in the Regional Office. Skills and Competencies; People oriented person, Performance driven, Goal oriented, People management; Query management and good communication skills.
- DUTIES** : Facilitating the implementation of overall leave capturing, Monitoring leave system interface, conducting leave audits, reporting and statistics complain. Receiving registers and quality checking resignations, retirements and transfers requests coordinating the submission of Document to Head Office. Preparing requests for filing of post source documents and coordinating the submission processes to Head Office. Monitoring the development of recruitment project plans and oversees implementation. Participating in short listing and interviews processes and providing HR support, Overseeing the implementation of the PMDS cycle compliance and issue reminders to supervisors and managers. Reporting documents submission discrepancies and requesting corrections from the components within a reasonable timeframe. Coordinating and supervising the creation of Personal Files, leave and PMDS files for all staff Supervising and monitoring the update and retrieved of HR files. Managing HR file storage access control, attending to staff grievances, and disciplinary matters. Managing the allocation and distribution of work to staff. Coordination of training and Development and Bursary within the region.
- ENQUIRIES** : Mr Atholohang Kotsedi Tel: (012) 359 3314 -Tshwane Region and Mr M Mokwena (012) 703 9014-Mr M Mokwena (012) 703 9014

- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Mr. A Kotsedi Tel: (012) 359 3314, Tshwane Region, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 226, Pretoria and Development, Itireleng RCFD, 3152 Sekwati Street Zone 2, Ga-Rankuwa 0208.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
- POST 11/144** : **ADMINISTRATIVE OFFICER: ESS AND DATA MANAGEMENT REF NO: SD/2022/03/30**
- SALARY** : R261 372 per annum (plus benefits)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Computer Science with minimum of 1 - 2 years' experience. A Valid driver's licence. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge of the Department's Constitutional mandate. Knowledge on SAP Social Care Solution and SAP Customer Relationship Management (SAP CRM). Knowledge on Business Warehouse (BW, concept data) and electronic records. Skills and Competencies: Time Management, Communication, Problem solving, Interpersonal, Writing, Conflict Management, Administrative Management and Computer skills.
- DUTIES** : Development of ESS relations including the creation of ESS reporting line template for users. Consolidation of reporting line report with all users and implement reporting line request on backend. Training super users on SAP R3. Training super users on SAP R3. Update ESS roles and obtain a request for creation on new user, investigate the error experienced by the user on ESS. Liaise with E-Gov for creation of ESS role. Ensure that leave quotas are correctly executed on all employees. Maintenance of SAP backend and obtain request from HR super-user and reset password for users and provide feedback. Compilation of ESS reports on monthly basis and analyse ESS report for error and omission. Forward the ESS report on leave status via the line manager to Senior management. Verification of ESS Org Structure Master Data. Maintain and Update ESS Org Structure. Ensure proper clean-up of the ESS Org Structure and correct placement of Staff in the SAP ESS Org structure.
- ENQUIRIES** : Ms N Smith Tel: (011) 355 7620  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Ms N Smith, Tel- (011) 355 7620 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 11/145** : **PERSONAL ASSISTANT REF NO: SD/2022/03/31 (X2 POSTS)**
- SALARY** : R261 372 per annum (plus benefits)  
**CENTRE** : Head Office (Johannesburg) Directorate: Supply Chain and Directorate: Social Welfare and Specialist Social Services.  
**REQUIREMENTS** : Secretarial Diploma or equivalent qualification with 3-5 years' experience in rendering a support service to Senior Management. A valid drivers' license. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.
- DUTIES** : Provide Secretarial/administrative support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, printers, photocopiers and shredder are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manger. Respond to enquiries received from internal and external stakeholders. Provide

support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**  
**APPLICATIONS**

- : Mr O Mkhabela Tel No: (011) 355 7937
- : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or Private Bag X35, Johannesburg, 2000 for attention- Mr O Mkhabela Tel- (011) 355 7937 NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

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

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

**OTHER POSTS**

<b><u>POST 11/146</u></b>	:	<b><u>HEAD CLINICAL UNIT- OBSTETRICS AND GYNAECOLOGY RKK HCU 01/2022 (1 POST)</u></b>
<b><u>SALARY</u></b>	:	R1 754 739.per annum (All-inclusive salary package consists of 70% basic salary and 30% flexible portion that can be structured in terms applicable rules) (commuted overtime is compulsory)
<b><u>CENTRE REQUIREMENTS</u></b>	:	R. K Khan Hospital – Obstetrics and Gynaecology Grade 12 or Matric Certificate. Appropriate Tertiary qualification in the Health Science Degree in MBChB or equivalent qualification. Registration certificate with the HPCSA as Specialist in Obstetrics and Gynaecology. Current registration with the HPCSA as a Specialist in Obstetrics and Gynaecology. Five (5) years' experience as a Specialist in Obstetrics and Gynaecology after registration with HPCSA as a Medical Specialist. NB Certificates of Service from previous employers and current employer which must be endorsed by Human Resource Management is compulsory. Possess sound knowledge of Human Resource Management, budgeting, programme, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication skills, leadership, decision making and clinical skills. Sound knowledge of clinical procedures and protocols. Assessment and management of critical ill patients. Have the ability to evaluate new technologies and decide on the cost effective implementation thereof. Ability and experience in teaching, research and administration. Willingness to provide after hour specialist services. Sound knowledge in Obstetrics and Gynaecology and outreach programmes.
<b><u>DUTIES</u></b>	:	Effective overall management of the service, their organization and monitoring of identify needs and to formulate and implement staffing and health care programmes. Provide academic teaching and clinical training to the students and trainees in Medical, Nursing and allied Professions. Provide in reach and outreach to referring disciplines and institutions. Promote and provide community oriented services. Participate in development of guidelines, protocols and referral pathways for the management of MHCH's. Ensure the effective, efficient and economical use of allocated Resources Inclusive of Human resource. Stimulate, participate and supervise research. Co-ordinate specialist's services for the discipline. Participate in postgraduate and other relevant academic and training program. To conduct quality improvement and clinical programmes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	DR. B. Madlala Tel No: 031 459 6410
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Department, R K Khan Hospital Private Bag x 004Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35 Human Resource Manager Applications should be submitted on form Z83from any Public Service. Department Human Resource Department OR from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> please attached copies of ID, Matric, highest educational qualifications and HPCSA registration. Such copies need not be certified (certified documents will be limited to shortlisted candidates). Current registration with HPCSA 2022. Updated Curriculum Vitae. Certificate of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2021. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following checks (Security clearance, criminal clearance, credit records, citizenship, verification of Qualification by SAQA and verification from (CIPC) Company

Intellectual Property Commission. Applicants in possession of a foreign qualification must attach an evaluation certificate which is obtained from South African Qualifications Authority (SAQA). Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB: Relocation Is At Your Own Cost Due To Financial Constraints- No S&T Claims or Relocation Cost To Be Paid To the Candidates Attending the Interview  
14 April 2022 16:00 afternoon

**CLOSING DATE**

:

**POST 11/147**

:

**MEDICAL SPECIALIST REF NO: MEDSPECANAE03/2022 (2 POSTS)**

Department: Anaesthetics

**SALARY**

:

Grade 1: R1 1122 630 per annum (all inclusive Salary package)

Grade 2: R1 283 592. per annum (all inclusive salary package)

Grade 3: R1 489 665. per annum (all inclusive salary package)

**CENTRE**

:

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

:

**Grade 1:** excluding commuted overtime requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa) **Grade 2:** excluding commuted overtime requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. **Grade 3** excluding commuted overtime requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Senior Certificate (Matric). MBChB or equivalent qualification registered with the HPCSA. FCA (SA) or MMed (Anaes) Plus Current Registration with the Health Professions Council of South Africa as a "Specialist Anaesthesiologist". Candidates who have completed their period of registrar training as registrars may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Additional experience in providing a specialist service as a senior anaesthetist in the sub-specialty areas of Anaesthesia will be considered an advantage. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

**DUTIES**

:

Key Performance Areas And Duties: Provide a specialist anaesthesia service and assist the Anaesthetic head of department and heads of clinical units with effective overall management of the provision of Anaesthetic services based at IALCH. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide a consultative service and expert opinion on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours (nights, weekends, public holidays) Anaesthetic consultative service for the theatres and units based at IALCH within the commuted overtime contract. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Maintain clinical, professional and ethical standards related to these services. Assist the head of department and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the Departmental undergraduate and post-graduate teaching programmes. Participate in both academic and clinical administrative activities. Participation in commuted overtime is compulsory.

**ENQUIRIES**

:

Dr. L Cronjé Tel No. 031) 240 1762.

**APPLICATIONS**

:

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

- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment of S&T Claims.
- CLOSING DATE** : 8 April 2022
- POST 11/148** : **MEDICAL SPECIALIST REF NO: MEDSPECT&B 01/2022 (1 POST)**  
Department: Trauma and Burns
- SALARY** : Grade1: R1 1122 630.per annum (all-inclusive salary package)  
Grade 2: R1 283 592 per annum (all-inclusive salary package)  
Grade 3: R1 489 665 per annum (all-inclusive salary package)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: **Grade 1**: requires the Fellowship in Surgery of the College of Medicine of South Africa or equivalent, and registration with the Health Professions Council of South Africa. Applicants must be registered as a specialist in surgery at the commencement of duties **Grade 2**: requires appropriate qualification, specialist registration certificate plus 5 years' experience after registration with the Health Prof Applicants must be in possession of an appropriate higher surgical qualification (FCS) (SA) or MMed Surg) and currently / eligible to be registered with the Health Professions Council of South Africa. Preference will be given to applicants who have at least experience in the management of burns and including Critical care /ICU experience. Calls will include cover of Burns and Trauma Unit, plus assisting at transplant unit if needed. Completion of ATLS required. Recommendations: eFAST course, MIMMS and, or ACLS/PALS. DSTC or Burns experience.
- DUTIES** : Participation in the clinical trauma and burns services: inter-disciplinary in-house coordination of the management of the patients: supervision of the surgical trainees rotating through the trauma and transplant units: ensuring the highest standards of clinical, professional, and ethical behavior: assist in teaching of undergraduate medical students, postgraduate surgical trainees: conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in trauma prevention and transplant community awareness. Physical presence on arrival of scene calls and unstable cases expected.
- ENQUIRIES APPLICATIONS** : Dr. T C Hardcastle Tel No: 031 240 2389 or speed dial 6195  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and

recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

- CLOSING DATE** : 8 April 2022
- POST 11/149** : **MEDICAL OFFICER REF NO: MOGERIATRICS01/2022 (1POST)**  
Department: Geriatrics
- SALARY** : Grade 1: R833 523 per annum (All Inclusive Salary Package) excluding commuted overtime  
Grade 2: R953 049 per annum (All-inclusive Salary Package) excluding commuted overtime  
Grade 3: R1 106 037 per annum (All-inclusive Salary Package) excluding commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital and DFR  
: MBCHB Degree Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Experience: **Grade 1:** No Experience required from South African qualified employees. Must be registered as an independent medical practitioner with the HPCSA. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** 10 year's appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience Required: Sound clinical knowledge in Internal medicine with ability to manage medical emergencies. Knowledge of ethical medical practice, including the assessment of competence, advanced directives and elder abuse. Ability to assess, diagnose and manage older in-patients and out-patients in geriatric medicine with a special emphasis on the assessment of cognitive and physical function, management of chronic non-communicable diseases, multimorbidity and prevention and rehabilitation.
- DUTIES** : Examination, diagnosis and management of patients and discharge planning. Performance of commuted overtime. Facilitation of staff and undergraduate training and on-going medical education. Participation in quality improvement imperatives (morbidity and mortality meetings, clinical audits). Performance of research. Contribution to the Department's academic program. Be part of a multi-disciplinary team. Participate in outreach programs.
- ENQUIRIES APPLICATIONS** : Prof. B Cassim Tel No: 0312604246 /4537 OR 0312401304.  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Copies of ID documents, Std 10, educational

qualifications, certificates of service and professional registration certificates need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate It is the applicant's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

- CLOSING DATE** : 8 April 2022
- POST 11/150** : **PROFESSIONAL NURSE (GENERAL STREAM) REF NO: HTA 01/2022**  
Component: Kwadukuza Taxi Rank
- SALARY** : Grade 1: R260760 per annum Plus 8% rural allowance  
Grade 2: R320 703 per annum Plus 8% rural allowance
- CENTRE** : Ilembe Health District Office Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- REQUIREMENTS** : **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing & Midwifery, Current registration with SANC as General Nurse. And Midwifery, Driver's license. Recommendations: Experience in outreach services. Computer literacy. Nimart trained. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery. Current registration with SANC as General Nurse with Midwifery. A minimum of 10 years appropriate/recognizable experience after registration with SANC as General Nurse with Midwifery. Driver's license. Recommendations: Experience in outreach services. Computer literacy. Nimart trained. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Strong interpersonal and communication skills. Report writing. Knowledge of relevant regulations and policies. An understanding of potential challenges facing HTA .Information management .Ability to work under pressure. Leadership, organizational, decision making and problem solving.
- DUTIES** : Participate in implementation of health promotion, self-care, treatment and rehabilitation of key population. Ensure implementation of treatment plan in accordance with prescribed norms, standards, guidelines and treat minor conditions of key population. Ensure availability and implementation of outreach services to key population. Maintain a therapeutic relationship and environment in provision of optimal and safe health care to key population. Ensure complete and accurate record keeping. Participate in health promotion and in illness prevention strategies in order to meet facility 90 90 90 targets. Ensure protection and advocacy of key population rights. Ensure implementation and maintenance of effective infection control and prevention and occupational and safety measures in accordance with occupational health and safety legislation. Communicate with multidisciplinary health team, organizations and special interest groups when dealing with key population issues and needs. Participate in dissemination of information, epidemics nutritional diseases and common diseases affecting key population. Ensure effective utilization of human, material and physical resources. Maintenance of TROA and linkage to care.
- ENQUIRIES** : MS TM Banda Mrs. R Bhagwandin (Operational Manager Nursing: Phc Supervisor) Tel No: 032 - 5513686
- APPLICATIONS** : All Applications Should Be Forwarded To: The District Director: Human Resource Management Services, I Lembe Health District Office, Private Bag

X10620 KwaDukuza 4450 or Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza 4450

**NOTE**

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za) Originally signed Z83 must be accompanied by a detailed CV and highest educational qualification/s copies of required educational qualifications set out in the advertisement plus I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE/01/2022 NB: The abovementioned documents need not be certified when applying for the post. HR department will inform only shortlisted candidates to submit certified documents on or before the day of the interview. 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). Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Persons with disabilities should feel free to apply for any of the advertised posts. 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 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. This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)

**CLOSING DATE**

: 08 April 2022

**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.*

**NOTE** : Applications should be submitted on the online application system of the Department of Health (Mpumalanga Province) and applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please quote the Correct references when applying and where possible the station/centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za) N.B. Applicants are advised to apply as early as possible to avoid disappointments. Only Online Applications will be accepted. NB: Candidates who are not contacted within 6 months after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

**OTHER POSTS**

**POST 11/151** : **HEAD: CLINICAL FORENSIC PSYCHIATRIST GRADE 2 REF NO: MPDOH/MAR/22/01**

**SALARY** : R2 363 379 - R2 546 040 per annum (Depending of years of experience in terms of OSD).

**CENTRE** : Themba Hospital (Ehlanzeni District).

**REQUIREMENTS** : Senior Certificate/ Grade 12 plus an appropriate qualification that allows registration with HPCSA as a medical specialist in psychiatry. Appropriate tertiary qualification in the health science degree in MBChB or equivalent qualification. Registration certificate with the HPCSA as a Specialist in Psychiatrist. Five (5) years' experience as a Specialist in psychiatry after registration with HPCSA as a Medical specialist. NB Certificate of Service from previous compulsory. Clinical administrative and management abilities. Experience and knowledge of mental health service in Mpumalanga province. Knowledge of teaching and training health care professionals in mental health leadership communication, organisation skills and computer (MS Office package) programme planning, implementation and evaluation, knowledge and ability to develop programs focused on psychosocial rehabilitation and management substance abuse commodity with mental illness. Management of resources and Valid Driver's Licence. Competencies: Understand mental health related policies. Strategic leadership qualities. Ability to work under pressure. Good verbal and written communication and people skill.

**DUTIES** : Provide specialist psychiatric care, assessment and evaluations of mental health care users (MHCU's) at both institution and community levels. Provide academic teaching and clinical training to the student and trainees in Nursing and allied Professions. Provide in reach and outreach to referring disciplines and institutions. Promote and provide community oriented services Participate in development of guidelines, protocols and referral pathways for the management of MHCH 's. Ensure the effective, efficient and economical use of allocated resource inclusive of Human Resource. Stimulate participate and supervise research. Co-ordinate specialist services for the disciple. Participate and other relevant academic and training program. To conduct quality

- improvement and clinical programmes. **NB:** Any previous experience must be covered by the attachment of certificate of services.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).
- POST 11/152** : **CHIEF FINANCIAL OFFICER: DDG REF NO: MPDOH/MAR/22/27**  
(Replacement)
- SALARY** : R1 544 415 per.annum. (All-inclusive remuneration package).  
**CENTRE** : Provincial Office, Mbombela.  
**REQUIREMENTS** : Postgraduate qualification (NQF Level 8) as recognized by SAQA in Finance, Financial Accounting/Management. SMS Pre-entry certificate is a requirement. A postgraduate qualification, Chartered Accountant (South Africa) qualification coupled with extensive Public Sector Financial Management experience will serve as an added advantage. Eight (8) years' experience as Senior Management in an accounting environment. Expertise knowledge of the Basic Accounting Systems, PERSAL, Medium Term Expenditure Framework and Budget process, Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, Division of Revenue Act, Income Tax Act, Supply Chain Management, Treasury Regulations and associated practice notes. Extensive experience in the application of Strategic management, Business planning and design, Performance measurement, Financial accounting (including principles of GRAP/MCS), Management accounting, Cost Accounting, Internal control, Internal and external audit, Information systems and Supply Chain Management. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. An understanding of how current public administration management and operational processes comply, or do not comply, with the CVPs. Exceptional written, communication skills and report writing skills. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Analytical thinking, problem solving and conflict resolution skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's licence.
- DUTIES** : Key Performance Areas: Supporting the Accounting Officer and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. Manage the financial, supply chain management and Information Technology functions of the Department. Specific focus areas will include the following: Establishing sound financial management in the Department. Establishing and maintaining appropriate systems (analytical tools, information systems and models or projections of cost behavior and policies to ensure effective and efficient management of resources. Ensuring an appropriate supply chain management system which is fair, equitable, transparent, competitive and cost effective. Ensuring the effective, efficient, economical and transparent use of the resources of the Department. Taking effective and appropriate steps to collect all money due to the Department, prevent unauthorised, irregular and fruitless and wasteful expenditure. Ensuring proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Department. Settling all contractual obligations and paying all money owing, including intergovernmental claims, within the prescribed or agreed period. Ensuring compliance by the Department to the provisions of the PFMA. Ensuring that expenditure of the Department is in accordance with the budget vote and the main divisions within the vote. Ensuring that full and proper records of the financial affairs of the Department are kept (including preparation of financial statements for each financial year). Preparing management accounting reports for the preparation of periodic non-financial performance reports, e.g. financial reports, quarterly reports etc. Formulating creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Advising the Accounting Officer pertaining to matters that have strategic and financial implications Coordinating Medium Term Expenditure Framework (MTEF) and Estimate of National Expenditure (ENE) Liaising with the relevant role-players in the

- financial environment regarding transversal financial matters. Oversee the information technology function of the department and to ensure the establishment of sound information management systems. Align the department's information management system and information technology (enabler) strategy with the strategic direction, management plans and the business processes of the Department.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).
- NOTE** : Short listed candidates will need to undergo a competency assessment and write a Technical exercise.
- POST 11/153** : **CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: MPDOH/MAR/22/28**  
(Replacement)
- SALARY** : R1 269 951 per.annum. (All-inclusive remuneration package).
- CENTRE** : Provincial Office, Mbombela.
- REQUIREMENTS** : An undergraduate qualification (NQF 7) as recognized by SAQA in Finance, Financial Accounting/Management. SMS Pre-entry certificate is a requirement. At least five (5) years' experience in financial accounting / management at SMS level. A valid driver's licence. Skills: Proven experience in public sector accounting, reporting, risk management, internal controls and/or auditing. Proven experience in managing Supply Chain Management and fraud prevention. Experience in programme management as well as diversity and change management. Clear understanding of priorities of government. High level of communication and consultation skills. Ability to work proactively and under pressure. Track record in the preparation and management of strategic plan, business plans and budgeting ability to implement, monitor and evaluate internal systems controls to ensure sound financial management and other resources management practices. An in-depth knowledge of PFMA, Treasury Regulations and PPPFA. An understanding of good cooperate governance principles (King III) and all other relevant financial regulations and budget laws. Public Service Act. Public Service Regulation. National Treasury regulations. National Treasury/Practice Notes. National Treasury & DPSA Circulars. General Accounting Principles. Division of Revenue Act. SCM Guidelines and Frameworks Public Service Regulation; and other relevant acts, policies and regulations. Planning. Team development. Decision making. Problem solving. Report writing & general (Academic) writing skills. Financial management. Budgeting systems. Analytical skills. Management skills. Written Communication: Prepare reports required in terms of Public Service statutory framework by collecting, formatting & explaining information.
- DUTIES** : Develop, implement and maintain appropriate mechanisms/strategic to timeously respond to the changing needs of financial information and the interpretation thereof. Give expert advice on the strategic financial planning of the Department through analysis of budget and expenditure patterns, financial status, financial plans, past and present financial operation and estimates of future revenues and expenditures. Ensure that financial resources and assets of the department are utilized effectively and economically to ensure the objectives of the strategic plans. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, assets security, monitoring and evaluation of systems and timeous corrective action. Assists the Head of Department by applying cost – benefit analysis principles to certify value for money. Oversee budgetary process within the Department, exercise budgetary control and provide early arrangement at a strategic level. Develop and facilitate the implementation of the Supply Chain Management System, consistent with legislative and other government policies. Facilitate Risk Management in the Department and maintain an internal audit system and external audit processes. Ensure that fraud and prevention systems are implemented. Monitor the implementation of the Departmental Clean Audit Strategy. Oversee the preparation and submission of annual financial statements and liaise with the Auditor – General. Liaise with relevant role – players within National and Provincial Department. Responsible for management of Human Resources in the respective Chief Directorate.

<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS NOTE</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	Short listed candidates will need to undergo a competency assessment and write a Technical exercise. 08 APRIL 2022.
<b><u>POST 11/154</u></b>	:	<b><u>CLINICAL MANAGER (MEDICAL): GRADE 1 REF NO: MPDOH/MAR/22/02</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	R1 191 510 - R1 322 391 per.annum. (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mmametlhake Hospital (Nkangala District) Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2022). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's licence. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Provide services as the Clinical Manager-cum-Chief Executive Officer in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the hospital. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure co-ordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organising of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and

procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).
- POST 11/155** : **MEDICAL OFFICER GRADE 3 REF NO: MPDOH/MAR/22/03**  
(Replacements)
- SALARY** : R1 106 037 - R1 382 802 per annum (Depending of years of experience in terms of OSD).
- CENTRE** : Middelburg Hospital (Nkangala District)
- REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
- DUTIES** : Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation in all activities of the

discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. **NB:** Any previous experience must be covered by the attachment of certificate of services.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 11/156** : **MEDICAL OFFICER GRADE 2 REF NO: MPDOH/MAR/22/04**  
(Replacement)

**SALARY** : R953 049 – R1 042 092 per.annum. (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Waterval Boven Hospital (Nkangala District)  
: MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Grade 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

**DUTIES** : Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. **NB:** Any previous experience must be covered by the attachment of certificate of services.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

- POST 11/157** : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/MAR/22/05 (3 POSTS)**  
(Replacements)
- SALARY** : R833 523 - R897 939 per.annum. (Depending of years of experience in terms of OSD).
- CENTRE** : Mmamethlake Hospital (Nkangala District), Evander Hospital (Gert Sibande District) and Tonga Hospital (Ehlanzeni District)
- REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2022) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
- DUTIES** : Provide clinical care to patients. The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervise junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Provide clinical care to patients in the wards, OPD/Casualty and clinics. Assist in clinical audit. Participate in after-hour calls. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community. Support and manage patients. Assess and monitor patients. Ensure provision of comprehensive care. Participation in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. **NB:** Any previous experience must be covered by the attachment of certificate of services.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).
- POST 11/158** : **PHARMACY SUPERVISOR GRADE 1 REF NO: MPDOH/MAR/22/06**  
(Replacement)
- SALARY** : R833 523 - R884 664 per.annum. (Depending of years of experience in terms of OSD)
- CENTRE** : Matikwana Hospital (Ehlanzeni District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current registration with SAPC (2022). Minimum of five (5) years appropriate experience after registration as a Pharmacist with the SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good

		Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Coordinate Hospital Pharmacy and Therapeutic committee. Implement the essential drug Program. Ensure the implementation of the down referral system. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock visibility systems. Manage human and financial resources. <b><u>NB:</u></b> Any previous experience must be covered by the attachment of certificate of services.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 11/159</u></b>	:	<b><u>DENTIST GRADE 1 REF. NO: MPDOH/MAR/22/07</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R809 067 – R897 939 per.annum (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tonga Hospital (Ehlanzeni District)
	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA 2022) as Dentist. A valid work permit will be required from non-South Africans. SA Qualified employee - No experience required after registration with the HPCSA as Dentist (Independent Practice). Foreign Qualified employee Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Dentist (Independent Practice) for foreign qualified employees. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Render clinical dental services at all health facilities in the District, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS. <b><u>NB:</u></b> Any previous experience must be covered by the attachment of certificate of services.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 11/160</u></b>	:	<b><u>OPERATIONAL MANAGER (PN-B3): PSYCHIATRIC UNIT REF. NO: MPDOH/MAR/22/08</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R662 223 per.annum (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Ermelo Hospital (Gert Sibande District)

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Psychiatric Nursing Science. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Psychiatric Nursing Science qualification. Proof of current registration with SANC (2022). Proof of service records to be attached. Demonstrate a basic understanding of HR and Financial policies and practices. Recommendation ability to function independently and prioritize work. Must have the following skills: good interpersonal skills, planning and organizational skills, good supervisory skills teaching skills and computer literacy.
<b><u>DUTIES</u></b>	:	Supervise and co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Manage the activities of the surgical unit according to National and Provincial Guidelines. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in the development and analysis of nursing guidelines, procedures and practices. Manage work place discipline. Implement and monitor staff performance in terms of PMDS. Ensure effective, efficient and economical use of allocated resources. Supervise training and development of learners and staff. Maintain professional development of self and staff. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho Pele Principles and Patient Right Charter. NB: Any previous experience must be covered by the attachment of certified certificate of service. <b><u>NB</u></b> : Any previous experience must be covered by the attachment of certificate of services.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 11/161</u></b>	:	<b><u>OPERATIONAL MANAGER (PN-B3): PAEDIATRIC UNIT REF. NO: MPDOH/MAR/22/09</u></b>
<b><u>SALARY</u></b>	:	R571 242 – R662 223 per. annum (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Ermelo Hospital (Gert Sibande District).
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Paediatric Nursing Science. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Paediatric Nursing Science qualification. Proof of current registration with SANC (2022). Proof of service records to be attached. Demonstrate a basic understanding of HR and Financial policies and practices. Recommendation ability to function independently and prioritize work. Must have the following skills: good interpersonal skills, planning and organizational skills, good supervisory skills teaching skills and computer literacy.
<b><u>DUTIES</u></b>	:	Supervise and co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Manage the activities of the surgical unit according to National and Provincial Guidelines. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in the development and analysis of nursing guidelines, procedures and practices. Manage work place discipline. Implement and monitor staff performance in terms of PMDS. Ensure effective, efficient and economical use of allocated resources. Supervise training and development of learners and staff. Maintain professional development of self and staff. Work effectively, co-

		operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho Pele Principles and Patient Right Charter. NB: Any previous experience must be covered by the attachment of certified certificate of service. <b>NB:</b> Any previous experience must be covered by the attachment of certificate of services.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 11/162</u></b>	:	<b><u>OPERATIONAL MANAGER (PN-B3): PAEDIATRIC UNIT REF. NO: MPDOH/MAR/22/10</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R571 242 – R662 223 per. annum (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Mmamethlake Hospital (Nkangala District).
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Paediatric Nursing Science. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Paediatric Nursing Science qualification. Proof of current registration with SANC (2022). Proof of service records to be attached. Demonstrate a basic understanding of HR and Financial policies and practices. Recommendation ability to function independently and prioritize work. Must have the following skills: good interpersonal skills, planning and organizational skills, good supervisory skills teaching skills and computer literacy.
<b><u>DUTIES</u></b>	:	Supervise and co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Manage the activities of the surgical unit according to National and Provincial Guidelines. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in the development and analysis of nursing guidelines, procedures and practices. Manage work place discipline. Implement and monitor staff performance in terms of PMDS. Ensure effective, efficient and economical use of allocated resources. Supervise training and development of learners and staff. Maintain professional development of self and staff. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho Pele Principles and Patient Right Charter. NB: Any previous experience must be covered by the attachment of certified certificate of service. <b>NB:</b> Any previous experience must be covered by the attachment of certificate of services.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 11/163</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/MAR/22/11 (10 POSTS)</u></b> (Replacements)
<b><u>SALARY</u></b>	:	R571 242 – R662 223 per .annum (Depending of years of experience in terms of OSD)
<b><u>CENTRE</u></b>	:	Steenbok, Nkwalini, Mbonisweni, Gutshwa, Mthimba, Manzini, Legogote Clinic, Nelspruit CHC (Ehlanzeni District), Debeersput, Loding Clinics and Lefiso CHC (Nkangala District).
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with

duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic PHC Nursing Science qualification. Proof of current registration with SANC (2022). Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.

- DUTIES** : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).
- POST 11/164** : **LECTURER GRADE 2 (PN-D2) REF. NO: MPDOH/MAR/22/12**  
(Replacement)
- SALARY** : R478 404 – R624 216 per.annum. (Depending of years of experience in terms of OSD).
- CENTRE** : Tintswalo Hospital (Ehlanzeni District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of fourteen (14) years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least ten (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. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence.
- DUTIES** : Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective

communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility. NB: Any previous experience must be covered by the attachment of certificate of services.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 11/165** : **PROFESSIONAL NURSE GRADE 2 (PN-B2): PSYCHIATRIC REF. NO: MPDOH/MAR/22/13**

**SALARY** : R478 404 – R588 390 per .annum (Depending of years of experience in terms of OSD).

**CENTRE** : Ermelo Hospital (Gert Sibande District).

**REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Psychiatric Nursing Science. Minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Psychiatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter. NB: Any previous experience must be covered by the attachment of certified certificate of services.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 11/166** : **CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): INFECTION PREVENTION AND CONTROL REF NO: MPDOH/MAR/22/14**

**SALARY** : R450 939 - R507 531 per .annum (Depending of years of experience in terms of OSD)

**CENTRE** : Middelburg Hospital (Nkangala District).

- REQUIREMENTS** : Senior Certificate/Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate/recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management.
- DUTIES** : Coordinate infection control and prevention programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention. NB: Any previous experience must be covered by the attachment of certificate of services.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).
- POST 11/167** : **PROFESSIONAL NURSE (PN-B1) GRADE 1: PHC REF. NO: MPDOH/MAR/22/15**  
(Replacement)
- SALARY** : R388 974 – R450 939 per.annum (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Allemansdrift CHC (Nkangala District)  
: Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022) plus a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in PHC). Current registration with the SANC as a Professional Nurse. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Participate in quality improvement programs. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations. Ensure adherence to Batho Pele Principles and Patient Right Charter. NB: Any previous experience must be covered by the attachment of certificate of services.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).
- POST 11/168** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PSYCHIATRIC REF. NO: MPDOH/MAR/22/16**
- SALARY** : R388 974 – R450 939 per.annum (Depending of years of experience in terms of OSD).

<b><u>CENTRE REQUIREMENTS</u></b>	:	Ermelo Hospital (Gert Sibande District)
	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Psychiatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Psychiatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter. <b><u>NB:</u></b> Any previous experience must be covered by the attachment of certified certificate of services.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 11/169</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC REF. NO: MPDOH/MAR/22/17</u></b>
<b><u>SALARY</u></b>	:	R388 974 – R450 939 per.annum (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Evander Hospital (Gert Sibande District)
	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Paediatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Paediatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance

management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 11/170** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF. NO: MPDOH/MAR/22/18**

**SALARY** : R388 974 – R450 939 per annum (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Mmamethlake Hospital (Nkangala District).  
Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Operating Theatre Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Operating Theatre Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter. **NB:** Any previous experience must be covered by the attachment of certified certificate of services.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 11/171** : **CLINICAL NURSE PRACTITIONER (PN-B1) GRADE 1: PHC REF. NO: MPDOH/MAR/22/19**  
(Replacement)

**SALARY** : R388 974 – R450 939 per annum (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Pankop CHC (Nkangala District).  
Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022) plus a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty,

(Diploma in PHC). Current registration with the SANC as a Professional Nurse. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Participate in quality improvement programs. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations. Ensure adherence to Batho Pele Principles and Patient Right Charter. **NB:** Any previous experience must be covered by the attachment of certificate of services.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 11/172** : **CLINICAL NURSE PRACTITIONER (PN-B1) GRADE 1: MARTENITY WARD**  
**REF. NO: MPDOH/MAR/22/20**  
(Replacement)

**SALARY** : R388 974 – R450 939 per.annum (Depending of years of experience in terms of OSD).

**CENTRE** : Mmamethlake Hospital (Nkangala District).  
**REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022) plus a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty. Current registration with the SANC as a Professional Nurse. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Participate in quality improvement programs. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations. Ensure adherence to Batho Pele Principles and Patient Right Charter. **NB:** Any previous experience must be covered by the attachment of certificate of services.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 11/173</u></b>	:	<b><u>PROFESSIONAL NURSE WITH MIDWIFERY (PN-A2) GRADE 1-3 REF. NO: MPDOH/MAR/22/21 (2 POSTS)</u></b> (Replacements)
<b><u>SALARY</u></b>	:	R260 760 - R492 756 per.annum (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENT</u></b>	:	Middelburg Hospital (Nkangala District). Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 1 – 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.
<b><u>DUTIES</u></b>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit. <b>NB:</b> Any previous experience must be covered by the attachment of certificate of services.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 11/174</u></b>	:	<b><u>RADIOGRAPHER GRADE 1-3 REF NO: MPDOH/MAR/22/22 (3 POSTS)</u></b> (Replacements)
<b><u>SALARY</u></b>	:	R322 746 – R540 954 per.annum (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Evander Hospital (Gert Sibande District), Tonga and Matikwana Hospitals (Ehlanzeni District).
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Grade 2: SA Qualified employees: Minimum of ten (10) years after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: Minimum of eleven (11) years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Grade 3: SA Qualified employees: Minimum of twenty (20) years after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: Minimum of twenty one (21) years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in

<b><u>DUTIES</u></b>	:	Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence. Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols. <b>NB:</b> Any previous experience must be covered by the attachment of certificate of services.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 11/175</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER REF. NO: MPDOH/MAR/22/23</u></b> (Replacement)
<b><u>SALARY</u></b>	:	R261 372 per annum. (plus service benefits)
<b><u>CENTRE</u></b>	:	Ermelo Hospital (Gert Sibande District).
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree in Human Resource, Administration / Public Management. Extensive knowledge of PERSAL and at list must have three PERSAL courses including interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, Outlook & Word. A valid driver's licence will serve as an added advantage.
<b><u>DUTIES</u></b>	:	Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Chief Personnel Officer / HR Manager.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .

**POST 11/176** : **STATE ACCOUNTANT: PAYMENT SECTION REF. NO:**  
**MPDOH/MAR/22/24**  
(Replacement)

**SALARY** : R261 372 per.annum. (plus service benefits)  
**CENTRE** : Middelburg Hospital (Nkangala District).  
**REQUIREMENTS** : Senior Certificate / Grade 12 Certificate or equivalent qualification plus three (3) years relevant experience or Diploma / Degree in Finance / Financial / Accounting Management. Know the financial and accounting processes. Be able to understand, interpret and correctly apply financial policies and prescripts. The candidate must be computer literate and have sound knowledge of the PFMA and Treasury Regulations. Know BAS / LOGIS systems. Be able to liaise effectively with clients and communicate with all stakeholders. Be orientated towards teamwork, receptive to work related issues and be able to work under pressure.

**DUTIES** : Manage and supervise all personnel and working tools under your area of responsibility. Compile financial statements monthly. Clear the suspense Accounts. Compile BAS / LOGIS reports on a monthly basis. Ensure timely payments of suppliers and to ensure payments are done in 30 days. Monitor accruals and payment of accruals. Reporting on monthly Commitment report. Reconciliation of invoices. Able to handle Supplier enquires. To keep payment, register up to date on a monthly basis and to send disbursement reports to suppliers. To keep payment filling system in place. Receive invoices from Supply Chain Management. Check invoices for correctness before capturing. Ensure timely payments of suppliers and that target are achieved. Process of T& S claim. Prepare journals for processing on BAS for approval by Supervisor.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 11/177** : **CHIEF ACCOUNTING CLERK REF. NO: MPDOH/MAR/22/25**

**SALARY** : R261 372 per.annum. (plus service benefits)  
**CENTRE** : Evander Hospital (Gert Sibande District).  
**REQUIREMENTS** : Senior Certificate / Grade 12 Certificate with Accounting / Mathematic or equivalent qualification plus three (3) years relevant experience or Diploma / Degree in Finance / Financial / Accounting Management. Knowledge of relevant legislation/ regulations and policies as well as transversal financial system in Government such as BAS and LOGIS. Sound interpersonal and communication skills. Computer literacy. Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.

**DUTIES** : Monitor and control of the adherence to sound accounting. Monitor and control all payments on the transversal systems. Supervise junior personnel and evaluate personnel in terms of PMDS management policy. Knowledge of legal frame work and any other policies. Ensure correct allocation of expenditure and revenue. Draw financial reports as well as preparing financial statement, projections and provide meaningful interpretation reports. Monitor and control of financial and billing related reports including regular financial reports to management, finance and internal control management of accounts payable and receivable. The incumbent will be expected to assist in the budge formulation, compiling of cash flow budget as well as the monthly reports. Attend monthly meetings and operational meetings.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 11/178** : **CHIEF ADMINISTRATION CLERK: AUXILIARY SERVICES REF. NO:**  
**MPDOH/MAR/22/26**  
(Replacement)

**SALARY** : R261 372 per.annum. (plus service benefits)  
**CENTRE** : Lydenburg Hospital (Ehlanzeni District).

- REQUIREMENTS** : Senior Certificate / Grade 12 Certificate or equivalent qualification plus three (3) years relevant experience or Diploma / Degree in Public Administration / Management / Human Resource Management. Extensive experience and comprehensive knowledge of all administrative aspects. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care, PFMA, Environmental Health & Safety. Willing to work under pressure. 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. Management and monitoring of staff allocation. Prepare and compile monthly S&T claims for the section. Hold monthly meetings with Auxiliary staff and attend extended management meetings. Compilation of weekly reports. Manage office space and accommodation requirements. Oversee Auxiliary Services (Cleaning, Food Service, Pest control, Waste management, Laundry and Grounds). Monitor and manage budget and cash flow of the section. Implement projects according to the operational plan. Ensure evaluation of staff in terms of performance management and development.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

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

**CLOSING DATE** : 11 April 2022  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 11/179** : **LECTURER: VEGETABLE PRODUCTION AND AGRONOMY (2 POSTS)**

**SALARY** : R321 543 per annum (level 8)  
**CENTRE** : Department of Agriculture, Western Cape Government  
 Agronomy (1Post)  
 Vegetable Production (1Post)

**REQUIREMENTS** : An appropriate 4-year BSc degree (or higher qualification); A minimum of 3 years appropriate experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Proven knowledge of the subject field; Skills needed: Communication (written and verbal); Computer literacy; Leadership, Planning and Organising; Formal training and presentation.

**DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibility and student support; Conduct research and ensure industry involvement; Facilitate change and transformation; Keep abreast of applicable prescripts, policies, procedure, technologies and new developments in the subject field.

**ENQUIRIES** : Ms B Abrahams at Tel No: (021) 808 5480  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 11/180** : **ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (GEORGE), REF NO. AGR 22/2022**

**SALARY** : R176 310 per annum (level 5)  
**CENTRE** : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Secretarial Diploma. Competencies: A good understanding of general administration and secretarial duties; Proven computer literacy; Written and verbal communication skills; Sound organisation and leadership abilities; Ability to do the following: Work in a team, work under pressure, prepare and deliver presentations.

**DUTIES** : Provides the following: Secretarial and administrative support to the agricultural advisors and deputy director; General office administration; Secretariat and logistical support for all meetings and events; Travel to meetings and provide the necessary support; Liaise with all stakeholders related to the Comprehensive Agricultural Support Programme; Practicing the eight Batho Pele principles.

**ENQUIRIES** : Mr C Lamberts at Tel No: (044) 803 3757  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF HEALTH: WESTERN CAPE, PROVINCIAL GOVERNMENT**  
*In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.*

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

**OTHER POSTS**

**POST 11/181** : **DEPUTY DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**  
 Chief Directorate: Rural Health Services

**SALARY** : R744 255 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Paarl Regional Hospital

**REQUIREMENTS** : Minimum educational qualifications: Appropriate three-year National Diploma/Degree. Experience: Appropriate supervisory experience in Human Resource Management and Facility Management in a clinical environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. High level of computer literacy (Microsoft Windows and Office package). Ability to lead, innovate and drive change. Project management skills with the ability to deliver high quality project in time and within budget. Ability to analyse and use data for problem-solving and decision-making. Knowledge of Staff Performance Management system/Permis. Excellent interpersonal and organisational skills, with the ability to lead a diverse group of line managers. Excellent knowledge and skills of HR policies, procedure and practice pertaining to Human Resource Management, Human Resource Development and Labour Relations. Strong contract management skills. Financial management in resource constraint environment, with the ability to understand and analyse statistical and financial information. Excellent knowledge of the department's infrastructure maintenance processes.

**DUTIES** : (key result areas/outputs): Ensure effective and efficient management of all aspects of Human Resource Management, including Labour Relations and Human Resource Development. Strategic, operational and financial management of all Support Services including waste management, linen, transport, porters, telecommunications, residence, food services and contracted services. Strategic, operational and financial management of infrastructure and technical services, including infrastructure, maintenance and health technology. Provide strategic management and leadership, as member of Paarl Hospital senior management team.

**ENQUIRIES** : Mr FM van der Watt, Tel No: (021) 860-2508

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 8 April 2022

**POST 11/182** : **OPERATIONAL MANAGER NURSING (SPECIALITY: OBSTETRICS)**  
 Chief Directorate: Metro Health Services

**SALARY** : R571 242 per annum (PN-B2)

**CENTRE** : Delft Community Health Centre, Northern/Tygerberg Sub-structure

**REQUIREMENTS** : 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 and Midwife. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in Advanced Midwifery and

Neonatal Nursing Science. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Basic computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution skills. Good organisational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Manage, plan, co-ordinate and maintain an optimal, specialised nursing service in an Obstetrics setting. Effective integrated execution and management of all clinical programmes (i.e.Acute, Chronic, Woman- and Child Health, PMTCT and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Community Participation. Effective communication on all levels of service delivery.

**ENQUIRIES APPLICATION** : Ms M Gaji, Tel No: (021) 954-2237  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 15 April 2022

**POST 11/183** : **OPERATIONAL MANAGER NURSING (SPECIALTY: SURGICAL ICU)**

**SALARY** : R571 242 per annum

**CENTRE** : Groote Schuur 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 qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General in terms of R212. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Intensive Care Units, after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour relations, nursing legislation, related legal and ethical nursing practices and framework, and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing. Extensive knowledge in Critical Care Nursing Science.

**DUTIES** : (key result areas/outputs): Responsible for the coordination and delivery of quality nursing care within the relevant Critical care (ICU) department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU Management Principles. Manage staff performance, training and personal development of self and subordinates, including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES APPLICATION** : Mr A Mohamed, Tel No: (021) 404-2071  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of the interview.

**CLOSING DATE** : 15 April 2022

**POST 11/184** : **OPERATIONAL MANAGER NURSING (SPECIALTY) (OPERATING THEATRE COMPLEX AND CSSD)**  
Chief Directorate: Metro Heath Services

**SALARY** : R571 242 per annum  
**CENTRE** : Mowbray Maternity 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 Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Proof of registration with the SANC as Professional Nurse with the proof of current registration i.e. annual licensing receipt for 2022. Experience: A minimum of 9 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays, and night duty when required. Competencies (knowledge/skills): Ability to effectively 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 function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Good organisational skills and the ability to function under pressure.

**DUTIES** : (key result areas/outputs): Manage the utilization and supervision of all resources effectively. Coordinate the provision of training and research effectively. Provision of effective support to nursing services and hospital management and maintain professional growth/ethical standards and self-development. Maintain and develop required standards of infection control and exercise overall control of the Central sterilisation Unit. Execute the duties of a surgical scrub sister to ensure a high standard of patient care. The appointed candidate will be responsible for the coordination and rendering of optimal, holistic and quality Obstetric Services within standards and a professional / legal framework.

**ENQUIRIES** : Ms M Holland, Tel No: (021) 659-5550  
**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 April 2022

**POST 11/185** : **CLINICAL PROGRAM CO-ORDINATOR: UNIT FOR INFECTION PREVENTION AND CONTROL (2 POSTS)**

**SALARY** : R450 939 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. Inherent requirement of the job: Must be prepared to work shifts, weekends and public holidays. 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 related to Infection Prevention and Control. 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. Knowledge of relevant legislation and policy related to IPC within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

**DUTIES** : (key result areas/outputs): Assist in planning, managing, co-ordinating and maintaining an optimal Infection prevention and control service to Tygerberg

		Hospital. Initiate and participate in training, development and research within the nursing department with regards to infection control. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms FC Marthinus, Tel No: (021) 938-4055
<b><u>APPLICATION</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	15 April 2022
<b><u>POST 11/186</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNICATIONS</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Western Cape College of Nursing based on the grounds of Stikland Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year Degree/Diploma in Communication, Journalism, Marketing or Public Relations. Experience: Appropriate experience in communication in public relations or marketing environment, including client management experience. Inherent requirements of the job: Valid (Code B/ EB) driver's licence. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Excellent writing and editing skills in English, Afrikaans and or Xhosa. Comprehensive media management experience. Sound knowledge of how the media works. Computer literate.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Implementation of corporate communication plans and campaigns. Line-management. Reputation management including media and brand. Project and Event Management. Internal Communications (Strategy and implementation).
<b><u>ENQUIRIES</u></b>	:	Dr TB Mabuda, Tel No: (021) 684-1203
<b><u>APPLICATION</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to competency testing. CV's should address experience and knowledge extensively with regard to duties above.
<b><u>CLOSING DATE</u></b>	:	8 April 2022
<b><u>POST 11/187</u></b>	:	<b><u>PROGRAMME COORDINATOR: (THERAPEUTIC TRAINING)</u></b>
		Directorate: People Development, People Development Centre, Plumstead
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Health related qualification, registrable with the relevant council South African Council for Social Service Professions or Health Professions Council of South Africa (HPCSA). Experience: Appropriate/ recognisable experience in adult training and facilitation. Appropriate/ recognisable experience in training coordination. Appropriate experience in adult training and facilitation and curriculum design. Appropriate experience in training material and assessment development. Appropriate experience in counselling. Appropriate experience in the field of HIV/AIDS and other health related topics. Inherent requirements of the job: Valid code (B/EB) driver's licence. Willingness to travel and work overtime. Competencies (knowledge/skills): Knowledge of applicable Western Cape Health policies regulations and guidelines Service. Ability to use all relevant computer applications effectively, independently and with ease. In-depth knowledge and understanding of the public health sector and adult education practices. Knowledge and understanding of project management and implementation Ensure that therapeutic training design, framework and educational pathway of health care workers are delivered as determined by service training needs and service design. Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work independently, under pressure, unsupervised and in a team context.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Coordinate the development and operational implementation of the therapeutic training component. Facilitate and train on the therapeutic educational programmes developed for health care workers. Facilitate the in-service training, updating of skills and competencies. Evaluate/ assess the competencies and skills of health care workers. Conduct content management and training outlines in respect of training programmes for health

care workers Assist with designing and conducting additional training as required. Effective management and utilisation of human resources.

**ENQUIRIES** : Ms N Calvert, Tel No: (021) 763-5329

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 15 April 2022

**POST 11/188** : **INDUSTRIAL TECHNICIAN PRODUCTION: BUILDING (3 POSTS)**  
 Directorate: Engineering and Technical Services Professional Engineering Services

**SALARY** : R261 372 per annum

**CENTRE** : Head Office, Cape Town (Location on the grounds of Karl Bremer Hospital)

**REQUIREMENTS** : Minimum educational qualifications: Appropriate B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Building or an equivalent relevant qualification. Experience: Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on maintenance, compliance and minor works. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Compilation of Drawings for Tender, Construction purposes as well as submission to Council. Contracts and quality management skills. Competent with hands-on practical work, finding practical solutions. Computer literate (Auto CAD, MS Word and Excel). Knowledge and experience in IT, design of Built infrastructure in the health care environment. Registration with SACAP/SACQSP will be advantageous.

**DUTIES** : (key result areas/outputs): Compile specifications, drawings and tender documentation within time limits. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure equipment and working areas are compliant with Occupational Health and Safety Act.

**ENQUIRIES** : Mr C Badenhorst/Mr S Reichert, Tel No: (021) 830 3753/3768

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 15 April 2022

**POST 11/189** : **INDUSTRIAL TECHNICIAN PRODUCTION: MECHANICAL (3 POSTS)**  
 Directorate: Engineering and Technical Services Professional Engineering Services

**SALARY** : R261 372 per annum

**CENTRE** : Head Office, Cape Town (Location on the grounds of Karl Bremer Hospital)

**REQUIREMENTS** : Minimum educational qualifications: Appropriate B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Mechanical Engineering or an equivalent relevant qualification. Experience: Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on mechanical systems e.g. HVAC, Medical gas, Water reticulation and -systems, Firefighting equipment as well as fire detection. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Competent with hands-on practical work, finding practical solutions. Computer literate (MS Word and Excel). Knowledge and experience in IT, design of engineering infrastructure in the health care environment. Registration with ECSA will be advantageous.

**DUTIES** : (key result areas/outputs): Compile specifications and tender documentation within time limits. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure equipment and working areas are compliant with Occupational Health and Safety Act and Built environment related regulations and prescripts in the Health Care environment.

**ENQUIRIES APPLICATION** : Mr C Badenhorst/Mr S Reichert, Tel No: (021) 830 3753/3768  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 April 2022

**POST 11/190** : **ADMINISTRATION CLERK: ADMISSIONS**  
Garden Route District

**SALARY** : R176 310 per annum  
**CENTRE** : Knysna Hospital  
**REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in electronic patient administration. Inherent requirement of the job: Must be prepared to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Competencies (knowledge/skills): Sound communication skills, with internal and external clients (verbal and written), in two of the three official languages of the Western Cape. Numerical skills and the ability to maintain confidentiality. Knowledge and experience in electronic patient administration. Computer literacy in Microsoft (Word, Excel and Outlook). Ability to accept accountability and responsibility and to work independently and unsupervised.

**DUTIES** : (key result areas/outputs): Assessment of patients according to the means test when admitting patients, update patient information and ensure availability of patient folders. Responsible for sound cash management for revenue control which includes the receipt of money, issue of accounts, receipt and safekeeping of money. Open and maintain patient folders and loan of patient folders to relevant departments on the Clinicom system Responsible for handling of patient enquiries. Filing of patient folders and documents on a daily basis. Record keeping, trace old folders, compile new folders and destruction of folders.

**ENQUIRIES APPLICATION** : Mr PDF Bouw Tel No: (044) 302-8408  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 April 2022

**POST 11/191** : **TELKOM OPERATOR**  
Chief Directorate: Metro Health Services

**SALARY** : R147 459 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENTS** : Minimum educational qualifications: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard in a hospital environment. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (Knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Appropriate knowledge in operating an electronic switchboard, a messaging and paging system. Computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Handling of incoming and outgoing calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure effective and efficient communication both internal and externally between staff, clientele and the general public. Handling of all telecommunication equipment and related tasks. Handling of all alarm systems allocated to switchboard. Maintain internal telephone directory. Provide feedback on the operational running of the component. Report all faults alarms and telephone equipment to the supervisor/ relevant technicians. Support supervisor by adhering to the Code of Conduct for the Public Service.

**ENQUIRIES APPLICATION** : Mr BC du Toit, Tel No: (021) 918-1230  
: The Chief Executive Officer, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

**FOR ATTENTION** : Ms A Titus  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 April 2022

**POST 11/192** : **TUBE FEED ROOM OPERATOR**

**SALARY** : R124 434 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualifications: General Education and Training certificate (GETC/Grade 9(Std 7). Experience: Appropriate experience in any aspect of food preparation and cleaning procedures. Appropriate experience in tube feed and supplemental drinks production will be beneficial. Inherent requirements of the job: Ability to work effectively as part of multi-disciplinary team. Required to work shifts and overtime. Required to stand in for colleagues during leave or when ill. The ability to handle heavy equipment and perform heavy duty functions, e.g., lift heavy boxes or operate heavy trollies. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Ability to read a recipe, weigh and mix products. Good numerical skills.

**DUTIE** : (key result areas/outputs): Correct weighing, mixing, decanting and labelling of formulae, tube feeds and special drinks. Deliver tube feeds and special drinks with a heavy-duty trolley. Daily cleaning of equipment, tube feed and supplementary drink bottles and all work areas in the unit. Deliver nutritional products to various clinics and storage areas in the hospital. Monitor, control and maintain stock levels. Perform and support Supervisor with work related tasks as well as administrative duties. Maintain a high standard of personal hygiene.

**ENQUIRIES** : Ms C Cloete, Tel No: (021) 938-4161  
**APPLICATION** : The Chief Director: Tygerberg/ Dental Hospitals, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION** : Ms Z Mtshisazwe  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 April 2022

**POST 11/193** : **GENERAL WORKER STORES ASSISTANT (SUPPLY CHAIN MANAGEMENT)**  
Garden Route District

**SALARY** : R104 073 per annum  
**CENTRE** : Oudtshoorn Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate stores experience. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (Knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Deliver goods to various sections. Deliver store stock to end-users. Assist with safe keeping of stock. Stock control/update stock on shelves. Sanitise the warehouse. Assist Clerk in the transit area.

**ENQUIRIES** : Mr DJ Carelse, Tel No: (044) 203 7245  
**APPLICATION** : The Manager: Garden Route District Office, Private Bag X6592, George, 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 April 2022

**POST 11/194** : **GENERAL WORKER: STORES ASSISTANT (MAIN PHARMACY STORES)**

**SALARY** : R104 073 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in medical stores. Inherent requirement of the job: Must be able to manage heavy cartons on a continuous basis. Competencies (knowledge/skills): Good interpersonal and communication skills.

**DUTIES** : (key result areas/outputs): Receipt of stock delivered of non-pharmaceutical goods from suppliers. Open cartons and check contents for correctness against the invoice and note expiry dates and batch numbers. Check external appearance for damage and accuracy. Deliver finished, final and packaged pharmaceutical items to designated areas in the hospital. Place checked stock

on designated places. Uphold the cold chain. Assist with the issuing of stock to the pharmacy. Stock taking and keeping the areas neat, tidy and hygienic. Report all deviations and discrepancies.

**ENQUIRIES** : Mr W Isaacs Tel No: (021) 938-5225  
**APPLICATION** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms Z Mtshisazwe  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 15 April 2022

**DEPARTMENT OF HUMAN SETTLEMENTS  
WESTERN CAPE GOVERNMENT**

**CLOSING DATE** : 11 April 2022  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. Will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 11/195** : **ASSISTANT DIRECTOR: POLICY DEVELOPMENT AND RESEARCH, REF NO: HS 02/2022**

**SALARY** : R382 245 per annum (Level 9)  
**CENTRE** : Department of Human Settlements, Western Cape Government  
**REQUIREMENTS** : An appropriate Honours degree (or higher) qualification in Social Science, Economics, Human Geography or the Built Environment; A minimum of 3 years working experience of policy analysis and/or research development in any of the following fields: Social Sciences, Built Environment, Human Geography or Economics; A valid (Code B or higher) driving licence. NB: People with disabilities with restrictive or limited driving abilities, may also apply. Recommendation: Master's Degree in relevant field. Competencies: Knowledge of the following: Constitution, housing and local government dispensation and legislation; Research methodologies; Copy and development editing; Writing and reviewing documents; Policy analysis; Political environment in South Africa and Western Cape; Built environment/housing sector; Skills needed: Research design and implementation; Policy design and formulation; Analytical; Planning; Process design; Interface management; Written and verbal communication; Human resource and financial management; Proven computer literacy; Writing ability, including the ability to edit and develop consistent and coherent written material.

**DUTIES** : Design and produce high quality, well written and rigorous research outputs including primary research and analysis of secondary data and research sources; Facilitate the development and formulation of well written and clear human settlement policies, policy guidelines and briefings and the design and implementation of policy review processes; Establishment and maintenance of networks, partnerships and provide support to internal and external stakeholders; People and financial management.

**ENQUIRIES** : Ms P Sisetsha at Tel No: (021) 483 3837  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF THE PREMIER  
WESTERN CAPE GOVERNMENT**

**MANAGEMENT ECHELON**

- POST 11/196** : **CHIEF DIRECTOR: LEGAL GOVERNANCE AND ADVISORY SERVICES**  
**REF NO: DOTP 12/2022**
- SALARY** : R1,269 951 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS).
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : LLB degree with admission as an advocate or attorney; Minimum of 5 years' experience at a senior managerial level. Competencies: Extensive knowledge of constitutional, legal and institutional arrangements governing the South African public sector; Extensive legal knowledge with a specific focus on Constitutional Law, Administrative Law and the Law of Contract; Extensive knowledge of the South African legal system; Knowledge of the policies of the government of the day, with specific reference to the Provincial Strategic Plan; Knowledge of global, regional and local political, economic and social affairs impacting on the Western Cape Government; Knowledge of inter-governmental and international relations; Knowledge of people management and administrative systems and processes; Knowledge of financial management processes; The ability to give independent advice on complex legal matters; The ability to brief and oversee the work of senior managers and high-level legal professionals; Excellent inter-personal skills; Excellent communication skills; Excellent negotiating and problem-solving skills; Outstanding planning, organising and people management skills; Access to and the ability to develop and maintain networks relevant to the task environment; Computer literacy skills;
- DUTIES** : Provide a legal advisory service through: Rendering legal opinions and legal advice to members of the executive, departments and provincial public entities; Rendering legal advice to members of the executive and departments on litigation and litigation strategy in complex and/or transversal litigation matters; Verification of legal aspects in Cabinet submissions; Rendering legal advice to members of the executive and department on correspondence of a legal technical nature; Negotiating, drafting and vetting of contracts for departments and providing legal support in substantial commercial transactions involving the Western Cape Government; Providing legal inputs on behalf of members of the executive and departments in internal and external forums. Provide a legal governance service through: Rendering pro-active legal advice to members of the executive and departments; Providing legal training to departments, provincial public entities, and municipalities; Reviewing and maintaining delegations for members of the executive and departments; Conducting due diligence / legal governance assessments; Providing a transversal legal governance service in respect of the Promotion of Access to Information Act, the Promotion of Administrative Justice Act, the Protection of Personal Information Act and other constitutional, as well as transversal, legislation; Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate; Drive the Chief Directorate's strategic planning process; Drive the development and management of strategic and business plans for the Chief Directorate; Manage participation in the budgeting process at Chief Directorate level; Ensure the preparation of the annual and adjustment budgets for the Chief Directorate; Assume direct accountability for the efficient, economic and effective control and management of the Chief Directorate's budget and expenditure; Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's strategic and business plans; Motivate, train and guide employees within the Chief Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate.
- ENQUIRIES** : Mr L Buter at Tel No: (021) 483 4674
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application

on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

**CLOSING DATE** : 19 April 2022

#### **OTHER POSTS**

**POST 11/197** : **EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER, REF NO. DOTP 14/2022**

**SALARY** : R382 245 per annum (Level 9)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Social Science or relevant field; A minimum of 3 years appropriate experience in the learning and development field. Recommendation: A valid (Code B or higher) driving licence Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply; Registration as an Assessor and Moderator. Competencies: Knowledge of the following: Niche areas/subject matters which the Directorate is responsible for, i.e. Induction, Management and Leadership development, Service Delivery improvement and People Management development; Theory and practice of people development using various training methodologies, including eLearning; Assessment and moderation practices; Statutory and strategic people development frameworks of the public service; Implementation of people development interventions in an adult learning environment; Curriculum development using various training methodologies, including eLearning; Quality assurance in a people development environment; Training and development impact assessment; constitutional, legal and institutional arrangements governing the South African public sector as well as policies of the government of the day. Skills needed: Communication (written and verbal); Proven computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Planning and organising; Assessment and moderation, Project management; Ability to work independently and as part of a team.

**DUTIES** : Provide input into the development, updating and review of innovative and future-focused training curricula in compliance with PSETA Quality Assurance Partner (QAP) and SAQA requirements; Present/facilitate learning programmes and other interventions ensuring alignment with SAQA and ISO 2001:2015 requirement; Ensure that Quality Management System is mainstreamed in all business processes of People Training and Empowerment; Provide input in respect of the operational management of the Sub-Directorate.

**ENQUIRIES** : Mr J van der Westhuizen at Tel No: 021-865 8063 / 082 941 5187  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 11 April 2022
- POST 11/198** : **CHIEF ORGANISATION DEVELOPMENT PRACTITIONER (ASSISTANT DIRECTOR), REF NO. DOTP 17/2022**
- SALARY** : R382 245 per annum (Level 9)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Behavioural Science (Industrial Psychology), Management Science or Public Administration; A minimum of 3 years appropriate experience in an organisation development environment; A valid driving license (Code B or higher). Recommendation: Equate Job Analyst Certificate; Business Process Mapping, Redesign and Improvement Certificate/ or Management Services Certificate/or Organisation and Development Certificate. Competencies: Knowledge of the following: Latest advances in Public Management and Industrial Psychology theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day (national and provincial); Provincial government functions and services; Intergovernmental relations; Organisation development theory, practice and technique; Systems theory; Equate Job Evaluation System; Group dynamics; Project management; Benchmarking; Research methods/statistics; Mentoring and coaching practices; Staff performance management system (SPMS); Disciplinary and grievance procedure. Skills needed: Mentoring and coaching; Leadership; Motivation; Research; Analytical; Diagnostic; Planning and organizing; Innovative problem-solving; Facilitation; Conflict resolution; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc.); Communication (written and verbal).
- DUTIES** : Design and develop OD intervention methodologies and instruments; Negotiate and quality assure the drafting of terms of reference of OD intervention projects, conclude a draft project plan and contract with the client; Execute and supervise (quality assurance) the following: Organisation diagnostic interventions to understand clients' current functioning and to identify areas for further development/interventions; The design and planning of appropriate OD intervention based on the organisational diagnosis; Execute and implement advanced OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques; Function as project team leader in respect of specialist functional and project teams; Supervise (quality assurance) interventions by OD consultants..
- ENQUIRIES** : Mr J Boonzaaier at Tel No: (021) 466 9700
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 11 April 2022
- POST 11/199** : **CHIEF HR CLERK: LEAVE ADMINISTRATION, REF NO. DOTP 18/2022**
- SALARY** : R261 372 per annum (Level 7)

<b><u>CENTRE REQUIREMENTS</u></b>	: Department of the Premier, Western Cape Government : Senior Certificate (Grade 12) with a minimum of 3 years relevant experience. Recommendation: PERSAL certificates. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amended Act, Public Service Regulations and Labour Relations; All leave types in which the processing of all types of leave are captured and approved on PERSAL; Ability to keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective service; Skills needed: Innovative and lateral thinking, report writing, verbal and written communication, proven computer literacy (MS Office - with focus on Excel), planning and organisational; Ability to analyse, conceptualise and implement policy; Ability to work under pressure and meet deadlines.
<b><u>DUTIES</u></b>	: Render leave administrative service with regards to the approval and authorisations of leave applications, Pilir and leave audits; Supervise and promote sound labour relations, maintain discipline and allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards and determine workflow requirements; Responsible for the monitoring of leave without pay cases on the PERSAL suspense file; Manage call centre enquiries on the BMC Remedy System and Auditor-General enquiries; Provide statistical data information to management on a daily basis.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr F Williams at Tel No: (021) 483 3229 : Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>NOTE</u></b>	: Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> . will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
<b><u>CLOSING DATE</u></b>	: 11 April 2022
<b><u>POST 11/200</u></b>	: <b><u>HR CLERK: LEAVE ADMINISTRATION, REF NO. DOTP 19/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R176 310 per annum (Level 5) : Department of the Premier, Western Cape Government : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Personnel Salary and Administration (PERSAL) experience /exposure. Competencies: Knowledge in the following: National and provincial instruments and legislation with specific reference to the Public Service Acts, regulations and applicable resolutions; Leave determination; Registry duties, practices as well as the ability to capture data; Storage and retrieval procedures in terms of the working environment; Proven computer literacy; Communication (written and verbal) skills.
<b><u>DUTIES</u></b>	: Administer leave administration matters: Capturing of all types of leave applications and processing of related correspondence: Conducting of leave audits; Processing of leave gratuities; Administration of PILIR applications and processing of related correspondence; Maintain data-base of all information regarding the above matters; Address people management administrative related enquiries; Liaison with various client's departments; Provide statistical information to management on a daily basis.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms D Rudolph at Tel No: (021) 483 9760 : Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>NOTE</u></b>	: Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> . will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by

the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**CLOSING DATE** : 11 April 2022

**DEPARTMENT OF SOCIAL DEVELOPMENT,  
WESTERN CAPE GOVERNMENT**

**OTHER POSTS**

**POST 11/201** : **ADMINISTRATION CLERK: LOGISTICAL SERVICES (MALMESBURY),  
REF NO.DSD 09/2022**

**SALARY** : R176 310 per annum (level 5)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience. Competencies: A good understanding of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Communication (written and verbal); Planning and organising; Proven computer literacy (MS Office); Interpersonal relations; Flexibility and team work.

**DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records ; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

**ENQUIRIES** : Mr D Smith at Tel No: (022) 713 2047  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**CLOSING DATE** : 11 April 2022

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS,  
WESTERN CAPE GOVERNMENT**

**MANAGEMENT ECHELON**

**POST 11/202** : **DIRECTOR: PROJECTS/PROGRAMME INFRASTRUCTURE DELIVERY -  
HEALTH, REF NO. TPW 24/2022**

**SALARY** : R1 073 187 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS).  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Undergraduate qualification NQF 7 as recognised by the National Qualifications Framework in the built environment (Architecture, Construction Project Management, Engineering, Landscape Architecture, Property Evaluation, Quantity Surveying) as per the Council for the Built Environment Act (NO. 43 of 2000); A minimum of 6 years' middle/senior managerial

experience; A minimum of 3 years' experience in an Infrastructure environment; A valid code B driving licence. Recommendation: Infrastructure delivery experience in or to the Public Sector; Professional registration with the applicable council within the built environment; Working experience of contract documentation and administration. Competencies: Knowledge of the following: Act and regulations of Occupational Health and Safety (OHS Act), National Building Regulations, SANS and all relevant built environment legislation; Formulation of policies in a multi-disciplinary professional environment; Management principles; Core Competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Skills: Interpretation and application of relevant policies and procedures; Leadership, communication, organising and teamwork; Human resource planning; Sound budgeting

**DUTIES**

: Strategic Capability and leadership; Translate the vision of the organisation into directorate goals; Develop and implement strategies to achieve the directorate goals; Align programmes and operational support; Participate in the departmental strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiate, support and champion organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Programme and Project Management; Ensure efficient and effective oversight and management of all financial resources/ aspects of the Directorate and all performance requirements as related to the Public Finance Management Act (PFMA) and corporate governance prescripts including of Public Service Administration; Management of the human resources of the directorate to achieve pre-determined performance indicators and service delivery imperatives, fostering of motivated, competent and performance orientated staff and maintaining of sound employee and labour relations.

**ENQUIRIES**

: Ms R Kok at Tel No: (021) 483 3056

**APPLICATIONS**

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

**NOTE**

: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

**CLOSING DATE**

: 11 April 2022

**OTHER POSTS**

**POST 11/203** : **CONTRACT MANAGER: PUBLIC PRIVATE PARTNERSHIP, REF NO. TPW 23/2022**

**SALARY** : R882 042 per annum (level12) (All-inclusive salary package)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year B-degree (or higher qualification) in the Built Environment, Commerce or Business qualification; A minimum of 3years management level experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Extensive experience in contract and service level agreement administration and compliance monitoring. Competencies: Working knowledge of the following: Applicable legislation and regulatory requirements, policies and procedures; Principles and processes for providing customer and personal services including customer needs analysis, meeting quality standards for services and evaluation of customer satisfaction; Monitoring and evaluation methods, tools and techniques; Relationship Management; Political sciences and public policy; Business and management principles involved in strategic planning, resource allocation, human resource modelling, leadership techniques, production methods and coordination of people and resources. Skills needed: Project Management; Financial Management; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication (Written and verbal).

**DUTIES** : Maintain, manage and administer all property Development Contracts. Maintain mechanisms and procedures to ensure implementation of PPPs (Public Private Partnerships) in accordance with the provision of the PPP agreement; Implement measures to monitor and ensure that the private party to PPP agreement is achieving the required service delivery to the contractually defined performance standards; Facilitate the resolution of disputes by ensuring that the relevant provisions in PPP agreement are implemented timeously; Ensure the proposed variations and amendments to the PPP agreement is necessary and correctly executed; Identify, monitor and manage risk to minimise and mitigate project risks; Manage information by applying tools and technologies to inform decision making in government operations; Ensure effective human resource and financial management within the component.

**ENQUIRIES** : Mr T.D Pillay at Tel No: (021) 483 2186  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**CLOSING DATE** : 11 April 2022

**POST 11/204** : **STATE ACCOUNTANT: MANAGEMENT AND FINANCIAL ACCOUNTING, REF NO.TPW 18/2022**

**SALARY** : R321 543 per annum (level 8).  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B-degree or higher) in Accounting or Financial Management; A minimum of 1-year experience in a Financial Accounting environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Qualification/ Completed course within Financial Management. Willingness to regularly travel as and when required. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions) Financial Systems (LOGIS and BAS); Drafting of Financial Statements; Skills needed:

<b><u>DUTIES</u></b>	:	Proven computer literacy; Problem Solving; Decision Making; Technical proficiency; Written and verbal communication skills
	:	Effective budget administration; Revenue and expenditure control; Payment voucher control; Creditors; LOGIS payments; Journal Transactions; Asset and liability accounts; Cash and banking; Revenue and Receivables; Form control and knowledge; Costing
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms H Kleinhans at Tel No: (021) 959 7700
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.
<b><u>CLOSING DATE</u></b>	:	11 April 2022
<b><u>POST 11/205</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: EDEN/OVERBERG (GEORGE) REF NO. TPW 06/2022 R1</u></b> (12 Month Contract Position)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 7), plus 37% lieu in service benefits
	:	Department of Transport and Public Works, Western Cape Government
	:	Senior Certificate (Grade 12 or equivalent) qualification; A minimum of 6 years relevant administrative experience. Recommendation: Experience in the following: Using Intelligent Transport Systems, Integrated Fare Management System and on the ground verification (spot checks); Monitoring and evaluating contractual compliance of service providers; A valid code B (or higher) driving license. Competencies: Knowledge of the following: All legislation, regulations and policies impacting on public transport activities; Internal office procedures. copy, sort, fax and verify document legibility; Supply Chain Management processes; Applicable information management systems; Problem analysis and decision-making ability; Creative Thinking; Communication (written and verbal) skills.
<b><u>DUTIES</u></b>	:	Assist in the following: Management of the provision of transport services and public transport infrastructure; Implementation of Non-Motorised Transport and Special Needs Passenger plans and strategies; Supporting and capacitating local authorities with regard to the implementation of land transport service; Monitoring contractual compliance of the bus public transport service provider through Intelligent Transport Systems, Integrated Fare Management system and on the ground verification (spot checks); Highlight need for intervention / evaluation in event of contractual non-compliance; Analysing operational data; Conducting desktop research on matters relating to land transport; Research and analysis of local community public transport needs and opinion; Update and maintain a filing system in accordance with the departmental file plan and Electronic Content Management system; Perform advanced typing work; Coordinate logistics and meeting arrangements; Collect, analyse and collate information as requested; Develop and maintain databases; Remain abreast with legislation, prescripts, policies, procedures and processes that apply to Land Transport, and to ensure the effective and efficient application thereof. (NLTA, PLTF, PFMA, PSO's); Processing of service provider payments, S&T claims. timeous payment of expenditure accounts and projections of expenditure of sub-directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J Robb at (044) 801 9493 / <a href="mailto:James.Robb@gogearge.org.za">James.Robb@gogearge.org.za</a>
	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>NOTE</u></b>	:	Only applications submitted online at: <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by

the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**CLOSING DATE**

: 11 April 2022

**POST 11/206**

: **ADMINISTRATION CLERK: HUMAN RESOURCES AND GENERAL OFFICE SUPPORT SERVICES REF NO. TPW 26/2022 (3 POSTS AVAILABLE IN PAARL)**

**SALARY CENTRE REQUIREMENTS**

: R176 310 per annum (level 5)  
: Department of Transport and Public Works, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Further qualification, training or certificate in Office Management or Human Resource Management; Administrative experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Supply Chain Management; the legislative framework governing GG transport, information technology, security, official housing, record management services, supply chain and facility management; Proven computer literacy; Skills needed: Flexibility; Typing; Planning and organisation; Written and verbal communication; Numeracy and literacy; Project management; Information technology.

**DUTIES**

: Type letters and/ or correspondence when required; Obtain quotations, complete procurement forms or the purchasing of standard office items; Render clerical support with regards to GG Transport; Render a support service with regards to State housing/ buildings for the region; Handle theft and losses and claims against the state; Render a support service with regards to security; Assist with monitoring and evaluation of cleaning services; Handle telephonic and other enquiries received; Assist with infrastructure, accommodation and grounds i.e. the sourcing of new telephone and data points; Provide secretariat functions; Maintenance of electronic database and manual filing system; Assist with other human resource functions i.e. labour relations, leave, performance management, probations, injury on duty.

**ENQUIRIES APPLICATIONS**

: Ms SM Arendse Tel No: (021) 863 2020  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE**

: Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**CLOSING DATE**

: 11 April 2022

**POST 11/207**

: **TRADE WORKER: ELECTRICAL, MECHANICAL AND BUILDING SERVICES (GEORGE) REF NO. TPW 83/2021 R1**

**SALARY CENTRE REQUIREMENTS**

: R104 073 per annum (level 2)  
: Department of Transport and Public Works, Western Cape Government  
: Basic literacy and numeracy (ABET level 2/Grade 5). Recommendation: Appropriate experience and working knowledge of building maintenance, carpentry, electrical and plumbing work; A valid code B/EB driving license. Competencies: Hand and small electrical tools; Self-motivation; Communication (written and verbal) skills.

**DUTIES**

: Assist with the following duties: Preparation of tools for execution of duties; Repairing power plugs, reset circuit breaker/earth leakage (short circuits); Repairing and replacing door locks, window panes, carpets and repair roof leaks as well as painting of walls, floors and roofs; Investigation and replacing/ repair taps, flush valves, washers, PVC and copper pipes and sealing of gutters; Repairing/ replacing toilet pans, traps and pan connectors, valves and washes; Ensuring workshop equipment and tools are kept in order.

**ENQUIRIES**  
**APPLICATIONS**

: Mr A Manuel at Tel No: (044) 813 2808  
:  
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE**

: Applicants from relevant local communities will receive preferences. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

**CLOSING DATE**

: 19 April 2022