

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 28 OF 2020

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following 6 posts were advertised in Public Service Vacancy Circular 27 dated 27 November 2020 (1) Artisan Foreman Painter: Grade A Ref no: 2020/184, centre Port Elizabeth Regional Office, have been withdrawn. (2) Administrative Clerk: Provisioning and Logistical Services Ref no: 2020/203, centre Port Elizabeth Regional Office, have been withdrawn. (3) Cleaner: Facilities

Management ref no: 2020/212, centre Port Elizabeth Regional Office, has erroneously been advertised with the incorrect number of post for Port Elizabeth Regional Office (X1 post), the correct number of posts is as follows: (Port Elizabeth Regional Office X2 Posts). (4) Artisan: Workshop Ref No: 2020/200 (X10 Posts), centre Pretoria Regional Office, have been withdrawn. (5) Secondary Driver/Messengers: Logistical Services Ref No: 202/206, centre Head Office, erroneously advertised with incorrect number of posts (X2 Posts), the correct number of posts is as follows: (X3 Posts). (6) Admin Officer: Acquisition Management SCM Ref No: 2020/195, centre Mthatha Regional Office, have been withdrawn.

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ANNEXURE A

DEPARTMENT OF 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 mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception Desk. Applications can also be emailed to recruitment@csp.gov.za. Failure to comply with this requirement will result in the candidate being disqualified.
- CLOSING DATE** : 08 January 2021
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment, or due to ill-health and cannot provide sufficient evidence of recovery should not apply. 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 posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of 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 not later than 16h00 on week-days.

OTHER POSTS

- POST 28/01** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: CSP/19/2020**
- SALARY** : R376 596 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor's Degree in Social Work or Psychology or relevant equivalent qualification. Registration with South African Council of Social Service Professions or Health Professions Council of South Africa. 3-5 years of experience in employee health and wellness environment. Knowledge and understanding of legislative frameworks within employee health and wellness area. Understanding of government priority governing employee wellness programs. Employee Health Wellness Strategic framework, Public Service Regulations and Public Service Act. Public service regulatory framework and government planning. Knowledge of the Constitution of the Republic of South Africa and Batho Pele Principles. Computer Literacy, verbal and written communication skills, interpersonal relation and presentation skills. Planning and organizing. Problem solving and decision making skills. Analytical and facilitation skills. Project management.
- DUTIES** : Implement and ensure compliance on policies and standards that regulate EHW and report on them. Management of HIV & AIDS/TB in the Civilian Secretariat for Police Service. Provide support on Wellness management aspects. Provide a Health and Productivity management service to the Civilian Secretariat for Police Service. Provide support on Sports and Recreation Management. Manage Bereavement and Workplace Violence including Gender Based Violence. Provide advice and support on Occupational Health and Safety (OHS) policies and standards. Manage the effective functioning of the OHS Committee. Manage all

safety related complaints, design the implementation and evaluation mechanisms of OHS Act and regulations. Conduct Occupational Hygiene awareness sessions and routine safety inspections audits. Facilitate/conduct Occupational Hygiene awareness sessions and other evacuation control measures. Marketing the role of the EHW Civilian Secretariat for Police Service. Conduct needs assessment and Climate Culture surveys, increase the visibility of EHW Civilian Secretariat for Police Service and promote its utilization. Manage the infected and affected employees regarding health and wellness matters. Provide treatment and care support mechanisms. Render direct EHW services to employees of the Department. Consult and train relevant stakeholders of EHW procedures. Conduct diagnostic assessments, short-term interventions, referral and follow-up services. Establish and manage the departmental peer educators (Insourced or outsourced). Manage the issues of gender in the Civilian Secretariat for Police Service.

ENQUIRIES

:

Ms NM Sefiti / Mr BK Shiphamele, Tel No: (012) 393 4359/2500

POST 28/02

:

HR PRACTITIONER: TRAINING AND PMDS REF NO: CSP/20/2020

SALARY

:

R257 508 per annum

CENTRE

:

Pretoria

REQUIREMENTS

:

National Diploma/ Bachelor's Degree in Human Resource Management/ Human Resource Development. 2-3 years' experience in HR environment. Knowledge of the Constitution of the Republic of South Africa, Performance Management and Monitoring, Batho Pele Principles, Public Service Regulations and Public Service Act. Knowledge of Human Resource policies, Basic Conditions of Employment Act and Public Finance Management Act. Planning and organizing, good interpersonal and presentation skills, verbal and written communication. Problem solving and decision making skills. Team leadership, report writing and facilitation skills. Maintain confidentiality and ability to work under pressure.

DUTIES

:

Provide support to training and development interventions. Administer compulsory induction programme, coordinate adult education training programme and compile submissions for approval of training interventions. Administer and maintain effective database for training plans and reports. Administer training programmes. Implement the Workplace Skills Plan and training programmes. Identify training interventions in line with the skills audit/ need analysis undertaken. Provide support in the compilation of the Quarterly Monitoring Report, Work Skills Plans & and relevant stakeholders (e.g. SETA's). Render PMDS support services. Administration of PMDS documents. Capture Performance Agreements on Persal, quality assurance of PMDS documents and ensure PMDS compliance. Administer the annual incentives, pay progressions and probations. Facilitate departmental Unit Moderation, updating performance database for reporting purposes and conduct advocacy sessions on Performance Management and Development System. Provide support on the administration of PMDS. Provide logistical support to Performance Assessment Moderating Committee. Co-ordinate the submission of Performance Assessment documents. Maintain and update Performance Management files. Administering of probation. Administer the annual incentives and pay progression. Facilitate the development of Performance Improvement Plans. Provide administrative support to the Directorate. Assist in logistical preparation for Directorate's meetings and events. Coordinate proper administration of the staff overtime, claims and leave plans.

ENQUIRIES

:

Ms NM Sefiti / Mr BK Shiphamele, Tel No: (012) 393 4359/2500

POST 28/03

:

ACCOUNTING CLERK REF NO: CSP/21/2020

SALARY

:

R173 703 per annum

CENTRE

:

Pretoria

REQUIREMENTS

:

Grade 12 certificate or equivalent. Basic knowledge of financial functions, ability to capture data and ability to collate financial stats. Basic knowledge of Public financial legislations, procedures and treasury regulations. Knowledge of basic financial operating system (PERSAL, BAS, LOGIS etc.). Knowledge of working procedure in terms of the working environment and understanding of legislative framework governing the Public. Computer literacy. Planning and organizing, interpersonal

and good verbal and written communication skill. Confidentiality, time management and ability to work under pressure.

DUTIES

: Render financial accounting transactions. Receive invoices, check invoices for correctness, verification and approval. Process invoices (e.g. capture payments). Perform salary administration support services. Receive salary advices, process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments and capture all deductions etc.). Filing of documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts, record debtors and creditors. Process electronic banking transaction and compile journals. Render budget support services. Collect information from budget holders, compare expenditure against budget and identify variances. Capture, allocate veriments on budget. Distribute documents with regard to budget, receive and capture cash payments.

ENQUIRIES

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

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 representativity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE

: 30 December 2020 at 16:00

NOTE

: Applications quoting the relevant reference number must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic transcripts including senior certificate, ID-document and a Driver's license where applicable. The certification must be not older than six (6) months from the date of the advert. 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 or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

MANAGEMENT ECHELON**POST 28/04**: **DIRECTOR: INTERNAL AUDIT REF NO: HR 4/ 4/3/3/DIA/ UIF****SALARY**

: R1 057 326 per annum (All inclusive)

CENTRE

: Unemployment Insurance Fund Head Office

REQUIREMENTS

: Undergraduate qualification (NQF level 7) as recognized by SAQA in Internal Auditing/Auditing/Accounting. Senior Management Leadership Programme Certificate. Five (5) years Middle Management experience. Registered member with professional body e.g. Institute of Internal Auditors. Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP. Knowledge: Internal Audit Manual and Methodology. Public Financial Management Act (PFMA). Treasury Regulations. Public Service Regulations. Public Service Act (PSA). International Internal Audit Standards. International Financial Reporting Standards. International Accounting Standards. General Recognized Accounting Practice. Basic Conditions of Employment Act (BCEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Auditor General Processes and Procedures. Promotion of Access to Information Act (PAIA). Labour

Relations Act (LRA). Skills: Communication. Coordinating. People Management. Audit Techniques. Risk Assessment. Presentation. Problem Solving. Policy analysis and Development. Computer Literacy. Report Writing. Project Management.

DUTIES : Oversee the implement an Internal Audit framework and strategy for the Unemployment Insurance Fund. Monitor the provision of technical coordination to the Audit Committee in fulfilling its functions as prescribed in the Internal Audit Charter and Treasury Regulations issued in terms of the PFMA. Oversee assessment of operating procedures and monitoring mechanisms by evaluating them in order to determine their effectiveness. Monitor the evaluation of financial information to determine its reliability and integrity. Manage the resources within the Directorate

ENQUIRIES : Ms M Bronkhorst Tel No: (012) 337 1410/1885
APPLICATIONS : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za

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

OTHER POSTS

POST 28/05 : **DEPUTY DIRECTORS: LABOUR ACTIVATION PROGRAMMES (X4 POSTS)**

SALARY : R733 257 per annum (All inclusive)
CENTRE : Provincial Offices: Limpopo Ref No: HR4/4/3/2/DD LAP/LP/UIF (X1 Post)
 Provincial Office: Northern Cape Ref No: HR4/4/3/2/DD LAP/NC/UIF (X1 Post)
 Provincial Office: Kwa-Zulu Natal Ref No: HR4/4/3/2/DD LAP/KZN/UIF (X1 Post)
 Provincial Office: Free State Ref No: (HR4/4/3/2/DD LAP/FS/UIF (X1 Post)
 Provincial Office: Gauteng Ref No: (HR4/4/3/2/DD LAP/GP/UIF (X1 Post)

REQUIREMENTS : Three (3) year tertiary qualification in Public Administration/Business Administration / Development Studies. Certificate in Project Management will be an added advantage. Certificate in Financial Management will be an added advantage. Certificate in Contract Management will be an added advantage. Two (2) years management experience. Three (3) years' experience in Project Administration. Knowledge: Departmental and the Fund's Policies and Procedures. Public Financial Management Act (PFMA). Unemployment Insurance and Unemployment Insurance Contributions Act (UICA). All Labour legislations. Project Management. Batho Pele Principles. Skills: Planning and Organizing. People Management. Conflict Management. Analytical. Problem Solving. Communication and ability to think strategically. Computer Literacy. Skills Development Act. Event Management and Contract Management. Coordination. Facilitation.

DUTIES : Engage with relevant stakeholders on training / skills programmes that will benefit UIF Beneficiaries. Identify beneficiaries and institutions to be funded for Labour Activation purposes. Monitor the activities of Institutions receiving funding and report on constraints including corrective actions. Participate in Advocacy Campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund.

ENQUIRIES : Mr PM Phala Tel No: (015) 290 1666
 Ms MR Musa Tel No: (053) 838 1523
 Mr J Anand Tel No: (031) 366 2173
 Mr S Segalo Tel No: (051) 505 6206
 Ms H Rampou Tel No: (011) 853 0566

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or Email: Jobs-LP@labour.gov.za
 Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or Email: Jobs-NC@labour.gov.za
 Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or Email: Jobs-KZN@labour.gov.za
 Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or Email: Jobs-FS@labour.gov.za
 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2000 or Email: Jobs-GP@labour.gov.za

FOR ATTENTION : Sub-directorates: Human Resource Management, Limpopo, Northern Cape, Kwa-Zulu Natal, Free State and Gauteng.

<u>POST 28/06</u>	:	<u>PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR 4/4/8/297</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQFL 6)/ Undergraduate Degree (NQFL 7) in Mechanical Engineering. Valid driver's license. Four (4) years functional experience in Health and Safety inspections focusing on Mechanical Engineering. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and regulations, OHS Act and Regulations, OHS Standards, COIDA, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, problem Solving, Interviewing, Presentation, Innovative, Analytical, Research, Project management.
<u>DUTIES</u>	:	Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Mr M Khoele Tel No: (051) 505 6327
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301 Email: Jobs-FS@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Management, Bloemfontein
<u>POST 28/07</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE HR 4/4/8/299</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF7) in Environmental Health/Occupational Health/Hygiene/Analytical Chemistry/Chemical Engineering, Valid drivers license, Four (4) years functional experience in Health and Hygiene inspection /services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and organizing, Communication, Computer literacy, Interpersonal, Problem solving Innovation, Interviewing listening and observation, Innovative, Analytical, Research, Project Management.
<u>DUTIES</u>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per Inspection programme. Conduct technical research on latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Mr M Khoele Tel No: (051) 505 6327
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301 Email: Jobs-FS@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Management, Bloemfontein
<u>POST 28/08</u>	:	<u>PRINCIPAL INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR 4/4/8/298</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQFL 6)/ Undergraduate Bachelor Degree (NQFL7) in Civil/Construction Engineering. Four (4) years functional experience in Civil/Construction services. A valid driver's license. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, OHS Management

		System. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, interviewing, Presentation, Research, Project Management, Analytical, Innovative.
<u>DUTIES</u>	:	Provide inputs into the development of Civil and Construction Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms of Civil and Construction Engineering Sector. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Mr M Khoele Tel No: (051) 505 6327
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301 Email: Jobs-FS@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Management, Bloemfontein
<u>POST 28/09</u>	:	<u>CHIEF ORTHOTICS AND PROSTHETIST REF NO: HR 5/1/2/3/45</u>
<u>SALARY</u>	:	R439 164 - R517 326 per annum (OSD)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification in medical orthotics and prosthetics. 3 years' experience in orthotics and prosthetics. Registration with HPCSA. Knowledge: Relevant stakeholders. Compensation Fund services. Customer Service (Batho Pele Principles). Fund Values. Required IT Knowledge. Fund IT Operating Systems. DPSA guidelines on COIDA. Technical knowledge. COIDA. General knowledge of Public Service Regulations. Legislative requirements: Public service Act. Basic Condition of Employment Act. Employment Equity Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Skills: Required Technical Proficiency. Business Writing Skills. Required IT Skills. Fund IT Operating Systems. Programme and Project Management. Financial Management. Service Delivery Innovation (SDI). Planning and Organizing. Problems Solving and Analysis. Communication. Work Ethics and self-management. Risk Management and Corporate Governance.
<u>DUTIES</u>	:	Enforce compliance with regards to COIDA guidelines. Establish and maintain relationships and protocols with orthotics and prosthetics institutions across the country. Provide support and guidance on the utilization of devices
<u>ENQUIRIES</u>	:	Mr B Theron: Tel No: (066) 309 6639
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>APPLICATIONS</u>	:	Post to: P O Box 955, Pretoria, 0001 or hand delivered at 167 Thabo Sehume & Madiba Street, Delta Heights Building Email: Jobs-CF@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>POST 28/10</u>	:	<u>ASSISTANT DIRECTOR: ORGANIZATIONAL DESIGN AND JOB EVALUATION REF NO: HR 5/1/2/3/46</u>
<u>SALARY</u>	:	R376 596 - R454 920 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification in Management Services/Operations Management/Production Management / Industrial Psychology / (Human Resource Management /Public Management/or (Administration)/Business Management or (Administration) should be supplemented by the certificate in either Applied Organisational Development or Work-study. Job evaluation certificate is also required. 4 years' functional experience in Organisational development environment on senior practitioner level. Knowledge: Compensation Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Work study techniques. methods. Organisational design processes and techniques. Job Evaluation system. processes and techniques. White paper on transformation. Legislative requirements: Public Service Regulations (PSR). PFMA and National Treasury Regulations. Public Service Act (PSA). Labour Relation Act. Whitepaper on Transformation. Skills: Problem Solving. Root cause identification. Presentation.

		Planning and Organizing. Strong Analytic skills. Communication Skills – Both Written and Verbal. Report Writing. Decision making. Budgeting and Financial Management. Continuous Improvement. Performance Management.
<u>DUTIES</u>	:	Design and maintain the organizational structures and facilitate the review s thereof. Facilitate and coordinate the development of job descriptions/ profile for Compensation Fund. Facilitate the process of evaluating existing/ new and redefined jobs within Compensation Fund. Management of resources.
<u>ENQUIRIES</u>	:	Ms MZ Makua Tel No: (060) 965 4799
<u>APPLICATIONS</u>	:	To: Post to: P O Box 955, Pretoria, 0001 or hand delivered at 167 Thabo Sehume & Madiba Street, Delta Heights Building E-mail Jobs-CF@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 28/11</u>	:	<u>ASSISTANT DIRECTOR: BANK RECONCILIATION REF NO: HR4/4/3/2ASDBR/ UIF (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund Head Office
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Accounting/Financial Management. Two (2) years relevant supervisory experience and two (2) years functional experience. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Financial delegations, processes and policies of UIF. Financial Management Principles and Financial Management Directives from the Treasury. Batho Pele Principles. General Recognised Accounting Principles (GRPA). General Accepted Accounting Principles (GAAP). International Financial Reporting Standards (IFRS). All Labour Legislations. Skills: Accounting. Computer Literacy. Communication (verbal and written) Computer Literacy. Report Writing. Planning and Organizing. Analytical. Creative. Numeracy.
<u>DUTIES</u>	:	Review the provision of manual and electronic bank reconciliation services. Coordinate the maintenance of bank accounts on a general ledger. Scrutinise the process to identify unauthorized or fraudulent transactions on bank statements. Manage resources (Human, Finance, Equipment, Assets) in the sub- directorate.
<u>ENQUIRIES</u>	:	Mr TR Magolego Tel No: (012) 337 1597
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, UIF
<u>POST 28/12</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/3/2ASDRM/ UIF</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund Head Office
<u>REQUIREMENTS</u>	:	A three (3) year tertiary qualification in Risk Management/ Auditing/ Compliance/ Internal Control/ Corporate Governance/ Commerce (Risk Management, Business Management)/ Public Management/ Public Administration. Two (2) years functional experience in Risk Management. Two (2) years' experience at a supervisory level Knowledge: Public Financial Management Act (PFMA). Prevention and Combating of corrupt activities Act 2004 (Act 12 of 2004). National Treasury Regulations. Public Sector Enterprise Risk Management (ERM) Framework. Public Service Act, 1994 as amended. Public Service Regulations. Basic Conditions of Employment Act (BCEA). Labour Relations Act, 1995, Employment Equity Act (EEA). King Report on Corporate Governance IV. Skills. People Management. Conflict Management. Analytical. Problem Solving. Presentation. Communication. Computer literacy. Time Management. Interpersonal. Report writing. Planning and Organizing. Facilitate the implementation of risk management strategies, systems, policies and annual risk management plan. Coordinate risk management assessment process. Facilitate the risk awareness campaigns in the Fund. Manage resources (Human. Financial, Equipment/ Assets) in the section
<u>ENQUIRIES</u>	:	Ms TM Gqalane Tel No: (012) 337 1770
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, UIF

<u>POST 28/13</u>	:	<u>ASSISTANT DIRECTOR: CALL CENTRE REF NO: HR4/4/3/2ASDCC/ UIF</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund Head Office
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Contact Centre Management/Public Management/ Business Administration/Management/Public Administration/Financial Management. Four (4) years' experience of which two (2) years must be functional in Call Centre/ Operations Management environment and two (2) years' experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Communication skills. People Management. Listening skills. Computer skills. Time Management. Analytical skills. Numeracy. Interpersonal skills. Report writing skills. Planning and Organising skills. Diversity Management.
<u>DUTIES</u>	:	Facilitate the handling of incoming calls and enquiries. Review call centre policies and procedures and ensure implementation thereof. Coordinate helpdesk services. Manage resources (Human, Finance, Equipment/Assets) in the section
<u>ENQUIRIES</u>	:	Mr JN Mthembu Tel No: (012) 337 1189
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, UIF

ANNEXURE C

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (CAPRICORN TVET COLLEGE)
Capricorn Technical and Vocational Education and Training (TVET) College is inviting applications from
suitably qualified candidates to fill the following vacancies:

- APPLICATIONS** : Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office or Email address: vacancies@capricorncollege.edu.za
- CLOSING DATE** : 07 January 2021, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date, consider your application unsuccessful

OTHER POSTS

- POST 28/14** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: CCTVET 01/11/2020**

- SALARY** : R376 596 – R443 601 per annum (Level 09)
- CENTRE** : Central Office
- REQUIREMENTS** : M+3-year degree or diploma in Human Resource Management/ Human Resource Development/Labour Relations/Public Management or equivalent qualification. At least 5years relevant experience in the field. 2-3 years' supervisory experience in the field. Knowledge of Public Services legislations and policies related to Human Resource Development and Labour Relations, Knowledge and understanding of the TVET Administration, Knowledge and understanding of the Higher Education sector, Knowledge of Persal. Strong interpersonal communication (both verbal and written). Negotiation and problem solving skills. Well-developed organizational, planning and management skills. Computer literacy. Valid driver's license and willingness to travel.

- DUTIES** : Develop and facilitate the implementation of human resource development strategy and plans. Provide and facilitate training and development programmes (i.e. training, bursaries, internship and learnership). Provide, coordination and implementation of performance, management systems (PMDS & IQMS). Conduct organization review and redesign processes and facilitate the development of job description. Coordinate, develop and monitor the implementation of HR strategy and plan. Coordinate, develop and monitor the implementation of Employment Equity Plan. Facilitate the implementation of labour relations guideline processes. Facilitate, develop and implement employee health and wellness policies and programmes. Facilitate and implement HIV and Aids, TB, and other communicable of diseases. The promotion, facilitation and implementation of occupational health, safety and environment management strategies and programmes. Management of all Human, Financial and other resources of the unit.

- ENQUIRIES** : Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800

- POST 28/15** : **SENIOR STATE ACCOUNTANT: GENERAL PAYMENT AND CREDITORS REF NO: CCTVET 19/11/2020**

- SALARY** : R316 791 - R373 167 per annum (Level 08)
- CENTRE** : Central Office

<u>REQUIREMENTS</u>	:	M+3 years Degree in Accounting or Financial Management with 3 years' experience in creditors management, financial management or stores management. knowledge and good understating of procurement policies, systems and procedures, CET, PFMA, PPPFA, BBBEE Act, Treasury Regulation. Good Communication skills (verbal and written; excellent leadership skills; ability to work within a team and independently, problem solving skills and interpersonal skills. Computer literacy (Microsoft Excel, Power point, Word). A valid driver's license. Articles or completed articles would be an added advantage.
<u>DUTIES</u>	:	Record, check and compile creditor's payments. Check the bank details against those on CSD and supplier invoice. Mark the relevant items on the check lists. Capture creditor payments. Implement and monitor policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Contribute to the review of the policies, standard operating procedures. Prepare creditor reconciliation. Identify and mitigate potential risks and update sectional risk register. Report risks to the Assistant Director. Attend to queries and provide relent information for communication with the suppliers. Assist in producing the College quarterly and yearly schedules for assisting in preparation of financial statements. Ensuring that all expenditure and creditors transactions captured in the general ledger are appropriate, valid complete and accurate for monthly and quarterly reporting. Implement the audit implementation plan as it applies to creditor payments. Coordinate and collate information required for interim and annual financial statements as well as non-financial/compliance report including preparation and follow up of annexures and working papers. Responsible for ensuring timely processing as well as payments of supplier invoices. Identify exceptions and rejections. Resolve exception and reprocess rejections. Prepare a report. Monitor, supervise, train and manage PMDS of staff in the unit.
<u>ENQUIRIES</u>	:	Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800
<u>POST 28/16</u>	:	<u>PUBLIC RELATIONS OFFICER REF NO: CCTVET 20/11/2020</u>
<u>SALARY</u>	:	R316 791 - R373 167 per annum (Level 08)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	M+3 Bachelor degree/Communication/Journalism/Public Relations. Understanding of media liaison and communication, including government communication, Good interpersonal, communication, (verbal and writing), creative and analytical skills, and a valid driver's license.
<u>DUTIES</u>	:	Design and lay-out the internal newsletter and other print materials. Facilitate the production of College reports and promotional materials, enhance the corporate image of the College , make exhibition arrangement for the College, Manage the updating of content and the overall maintenance of the College intranet and internet, write, research and collate articles for the internal newsletter, edit and proofread articles, assist with the co-ordination of College events, e.g. information sessions, assist with media liaison functions/activities, participate in the development of the communication strategy.
<u>ENQUIRIES</u>	:	Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800
<u>POST 28/17</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: CCTVET 21/11/2020</u>
<u>SALARY</u>	:	R316 791 - R373 167 per annum (Level 08)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric +3year degree/ diploma in Environmental Health and Safety and a minimum of three (3) years' experience in the field of Safety, Health and Environment (SHE). Knowledge of prescripts relating to Health and Safety and general legislation relevant to the field. Good interpersonal and communication skills (verbal and written), high level investigative skills, report writing skills planning ability, computer literacy (including Excel, Word, Access and PowerPoint). A valid driver's license.
<u>DUTIES</u>	:	Manage and administer Health and Safety compliance issues at the College. Ensuring adherence to safety and health standards in accordance with OHSACT and COIDA. The incumbent shall, amongst others be charged with the following:

		formation of SHE committees, Attending and providing reports from SHE committees, conduct Hazard Identification and Risk Assessment(HIRA) across the college, conduct incident investigation and generate reports, conduct Health and Safety workshop for college staff, to compile weekly, monthly, quarterly and annual health and safety statistics and reports.
<u>ENQUIRIES</u>	:	Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800
<u>POST 28/18</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: CCTVET 22/11/2020</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	M+3-year degree or diploma in Social Worker majoring with psychology or equivalent qualification. At least 3 years' practical experience in the employee health and wellness environment. Knowledge of employee health and wellness sound knowledge of four pillars of EHW, an in depth knowledge of in conducting counselling, Physio-education and trauma-debriefing. Understating of all pillar processes and COIDA Act. Good Communication, planning, organizing and Interpersonal skills. Ability to function without supervision. Work under pressure. Computer Literacy. A valid driver's license.
<u>DUTIES</u>	:	Administer the Employee Health and Wellness Programme. Assist with the planning, coordination and implementation of all Health and Wellness interventions, assist with the education of the impact of employee health and wellness programme. Provide education and awareness on health and wellness related issues, provide advice and guidance to management and staff on EHW related matters, ensure the monitoring and evaluation of the EHW, Benchmark EHW Practices to ensure best practice in all EHW Programme the college staff. Promote health and wellness and the facilitation of health related events, activities and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, Physio-education and Trauma-debriefing. Ability to unpack and analyses the implementation of incapacity leave and the management of sick leave trend, compiling of ill health retirement for the employees. Active case management. Effective record management. Compiling and writing EHW report, system monitoring tools and submission/internal and external memorandums. Perform any other related functions as requested by Supervisor.
<u>ENQUIRIES</u>	:	Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800
<u>POST 28/19</u>	:	<u>NETWORK CONTROLLER REF NO: CCTVET 23/11/2020</u>
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	M+3-year degree or diploma in Information Technology or equivalent qualification. At least three years' work experience in the IT field. The industry recognized certificates such as MCSE/MCITP, A+ Security +, ITIL as well as other IT governance framework will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relations skills. Network administration, IT service management. Sound knowledge of COBIT 5 Foundation, ITIL and other IT Governance frameworks.
<u>DUTIES</u>	:	To provide Local Area Network and Des.
<u>ENQUIRIES</u>	:	Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800
<u>POST 28/20</u>	:	<u>SECRETARY: DEPUTY PRINCIPAL: FINANCIAL MANAGEMENT SERVICE REF NO: CCTVET25/11/2020</u> Re-advertisement
<u>SALARY</u>	:	R173 703 - R204 612 per annum (Level 05)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	M+3 years Degree or National Diploma in Office Administration and/or Management Assistant/ Financial Management or equivalent qualification. At least

	one-year relevant working experience. Computer literacy. Good communication and interpersonal skills. Ability to perform accurately and methodically under pressure.
<u>DUTIES</u>	: Not limited to provide a secretarial/receptionist support service to the manager. Provide a clerical support service to the manager. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work environment to ensure effective and efficient support to the manager. Maintain the record keeping.
<u>ENQUIRIES</u>	: Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800
<u>POST 28/21</u>	: <u>HOSTEL FATHER REF NO: CCTVET 24/11/2020</u>
<u>SALARY</u>	: R145 281 - R171 138 per annum (Level 06)
<u>CENTRE</u>	: Seshego Campuses
<u>REQUIREMENTS</u>	: Grade 12 qualification plus at least two-year relevant working experience. Good communication and interpersonal skills. Ability to perform accurately and under pressure.
<u>DUTIES</u>	: not limited to Assist with the admission of student in the hostel. Allocate rooms to admitted students. Monitor and ensure safety of students and their belongings in the hostel. Assist with the supervision of general workers. Allocate stock (cleaning materials, etc.). Monitor hostel building and report problems (e.g. lighting, water, toilets, windows etc.). Ensure tidiness of the hostel. Record and file the copies of student's deposit slip and indemnity forms. Check if the food prepared for students are in line with the specification.
<u>ENQUIRIES</u>	: Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800

ANNEXURE D

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

<u>CLOSING DATE</u>	:	04 January 2021
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the email address specified to each post. The email <u>must include only</u> completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be limited to 10 megabytes and be as a PDF document. Emails that do not comply with the above specifications will bounce back without reaching the Department. 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. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 28/22</u>	:	<u>INTERNAL AUDITOR REF NO: 20/116/IA</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office Of The Internal Audit: Kwazulu- Natal: Durban
<u>REQUIREMENTS</u>	:	An appropriate 3 year Degree/ National Diploma with majors in Auditing/ Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/ learnership); Knowledge of the Public Finance Management Act; Knowledge of the standards set by the institute of Internal Auditors (IIA). Skills and Competencies: Communication skills (verbal and written); Financial management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.
<u>DUTIES</u>	:	Key Performance Areas: Compile the audit project plan where risks are identified; Compile reports on audit findings and make recommendations thereof; Prepare audit programmes together with the Senior Auditor; Conduct audit assignments in accordance with the audit methodology; Test compliance with regulations, policies and procedures; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activities.
<u>ENQUIRIES</u>	:	Mr SJ. Kgafela Tel No: (012) 315 1042
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ20-116-IA@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.

<u>POST 28/23</u>	:	<u>CHIEF ACCOUNTING CLERK: THIRD PARTY FUNDS: ACCOUNTING REF NO: 20/119/CFO</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent; 3-5 years' experience in financial management environment; Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations; Knowledge of other Third Party Funds (TPF) governance documents, System Application Programmes (SAP), Financial Information (FI) & Public Sector Collection & Disbursement (PSCD) experience; Experience in the compilation of or inputs for/to financial statements, will be an added advantage; Knowledge of the Justice Administrated Fund (JAF) Act and experience in TPF management at the DOJ&CD will be added advantage; A valid driver's license; Must be available to travel locally and nationally. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook); Communication (written and verbal) skills; Reliable, responsible, accountable and believe in transparency; Ability to work under pressure and meet deadlines; Ability to extract financial reports from SAP (MojaPay).
<u>DUTIES</u>	:	Key Performance Areas: Perform oversight of Financial Accounting transactions and corrections (open items); Manage General Ledger Accounts (FI & PSCD) and corrections (open items); Manage payment runs and clarification account for the Justice Administrated Fund; Manage and perform oversight over bookkeeping support services; Assist with Internal & External Audit facilitation; Manage Accounting Clerks on a daily basis; Compile reports to supervisor and middle management on daily, weekly and monthly basis; Assist with the compilation of monthly, quarterly, bi-annual and annual Financial Statements; Assist with the compilation of Report of the Accounting Officer for the TPF Annual Report; Provide guidance and training to regional Third Party Funds units; Manage and oversee PERSAL maintenance deductions; Ability to communicate at middle management level regarding TPF Accounting; Manage other <i>ad-hoc</i> accounting functions.
<u>ENQUIRIES</u>	:	Mr JH. Maluleke Tel No: (012) 315 1090
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Email Address: DOJ20-119-CFO@justice.gov.za
<u>NOTE</u>	:	(1) It may be expected that candidates write a test in addition to an interview (2) People with disabilities are encouraged to apply.
<u>POST 28/24</u>	:	<u>SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1 REF NO: 2020/90/GP</u>
<u>SALARY</u>	:	R257 592 – R289 614 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Johannesburg
<u>REQUIREMENTS</u>	:	Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Knowledge and experience in Mediation; Court Experience in rendering expert Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes; Report on the performance to the Head of Office.
<u>ENQUIRIES</u>	:	Mrs RR Moabelo Tel No: (011) 332 9000

APPLICATIONS

: Quoting the relevant reference number, direct your application to: Email Address: BuMbanga@justice.gov.za and TsMaphoto@justice.gov.za

NOTE

: Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

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

- APPLICATIONS** : Please read carefully and follow instructions as stated below: Applications must be forwarded to vacancies@dmre.gov.za. Applicants are directed to only quote the reference number of the post they are applying for, on the subject section of the email, e.g. "DMRE/2020/0001" or Ref No: DMRE/2020/0001. Failure to follow the direction above may result in the application being incorrectly administered. Applicants are also advised to scan and compress their applications into one pdf document or similar un-editable format not bigger than 5 megabytes containing a signed Z.83 form and a comprehensive Curriculum Vitae only. Copies of the qualifications will only be requested by the Department from shortlisted candidates. General enquiries may be brought to the
- FOR ATTENTION** : Ms T Sibutha Tel No: (012) 444 3319 / Mr P Ndlovu Tel No: (012) 406 7506/ Mr Donald Mbhokota Tel No: (012) 406 7426
- CLOSING DATE** : 05 January 2021
- NOTE** : A Z.83 form is can be obtained online from Departmental Website (www.dmr.gov.za) or www.gov.za as well as other Government Departments. All sections of the Z83 must be completed (In full, accurately, legibly, signed and dated) and a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Failure to submit the form Z83 and comprehensive CV will result in the application being disqualified. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application, which will only be required if shortlisted. In case of SMS Posts, shortlisted candidates will be subjected to a Technical exercise and Competency Assessments. Note that correspondence will only be limited to the short-listed candidates. If an invitation of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>
- ERRATUM:** Kindly note that the post of Occupational Hygiene Technical Advisor Ref No: DMRE/2020/0019 advertised in Public Service Vacancy Circular 27 dated 27 November 2020 on Salary Level 11 has been amended from (R733 257 per annum (Level 11) (All-inclusive package) to the correct salary level of (R869 007 per annum (Level 12) (All-inclusive package). The closing date has been extended to 18 December 2020.

MANAGEMENT ECHELON

- POST 28/25** : **CHIEF DIRECTOR: RENEWABLE ENERGY REF NO: DMRE/2020/0027**
- SALARY** : R1 251 183 per annum (Level 14) (All-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pretoria
	:	An appropriate Degree in Developmental Studies/Environmental Science/Chemical Engineering/ Technology Management or Project Management.at NQF Level 7 coupled with at least 5 years in senior management experience in renewable energy as well as a certificate of entry into senior Management Service Plus the following competencies Knowledge of: Knowledge of the energy sector with a specific reference to energy efficiency and clean energy. Energy sector. Electricity supply industry. Renewable energy technologies. Energy policy, legislation, and regulations. Renewable energy policy and programmes Skills: Communication (written and verbal), Analytical, interpretation skills, negotiation skills, computer literacy.
<u>DUTIES/</u>	:	Provide advice on the implementation and interpretation of the statutory framework related to the off-grid renewable energy. Provide strategic leadership on the expansion of renewable energy consulting projects in the South Africa. Promote the Departments key expertise in the development of efficient off-grid renewable energy solutions. Support the Minister and Director-General with their obligations pertaining to off-grid renewable energy. Negotiate and liaise with local and international stakeholders on all matters related to off-grid renewable energy. Manage the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr J Mbele Tel No: (012) 406 7369
<u>POST 28/26</u>	:	<u>CHIEF DIRECTOR: NUCLEAR, ELECTRICITY AND GAS POLICY REF NO: DMRE/2020/0028</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 251 183 per annum (Level 14) (An all-inclusive remuneration package)
	:	Head Office, Pretoria
	:	An appropriate four-year legal degree /LLB/ coupled with a minimum of 5 years' experience in senior management within the nuclear, gas and electricity environment PLUS SMS pre-entry certificate by NSG, Plus the following competencies Knowledge of: Understanding of nuclear, gas and electricity policy and legislation in South Africa. Policy and legislative drafting processes. Understanding of nuclear, gas and electricity topical issues in South Africa. Development and implementation of policy. Benchmarking for purposes of policy and legislative development. Government policies and processes. Parliamentary Processes. Public Service Knowledge and understanding of DMRE policies, functions, projects, etc. Skills: Leadership and management skills. Negotiation and Consultation Skills. Organizational and administration skills. Presentation skills. Computer skills, Sound Communication skills (written and verbal). Interpersonal skills. Public speaking. Report writing. Thinking Demands: Innovative and logical thinker. Ability to analyse information.
<u>DUTIES</u>	:	Oversee the research, development, monitoring and review of policy and legislative framework relating to nuclear, electricity and gas. Provide advice and strategic guidance on the implementation and interpretation of the legislative framework pertaining to the three sectors. Evaluate provided policy options and initiatives to make recommendations on new/reviewing policies focused on economic and social trend Ensure. Effective and efficient management of human, physical and financial resources of the Chief Directorate
<u>ENQUIRIES NOTE</u>	:	Ms N Ngcwabe Tel No: (012) 444 3004
	:	No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za . Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.
<u>POST 28/27</u>	:	<u>CD: MINERAL & PETROLEUM POLICY REF NO: DMRE/2020/0029</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 251 183 per annum (Level 14) (An all-inclusive remuneration package)
	:	Head Office, Pretoria
	:	An appropriate four year legal qualification at (NQF 7) / LLB/ Policy Development Studies coupled with at least 5 years in senior management, PLUS SMS pre-entry certificate by NSG and proven experience in policy and legislative development.

Plus, the following competencies Knowledge of: Extensive knowledge of the South African mining, minerals, and petroleum sectors. The regulatory framework and regime (Policies and Legislation) governing these sectors and their objectives. Prescripts of major mining and petroleum jurisdictions. Legal Research and Legislative Drafting. Policy Development Process, as well, as Parliamentary processes. Managerial prescripts and budgeting. Skills: Leadership and management skills. Policy Analysis and Development. Decision making capabilities Organizational and administration skills. Project Management; Strong problem solving. Presentation skills. Computer skills. Thinking Demands: Innovative, analytical and creative thinking capabilities.

DUTIES : Lead and manage the development, review and implementation of the legislative and policy framework, for the mining, minerals and petroleum sectors. Provide strategic advice on the implementation and application of policies and legislative framework. Monitor developments (national and international) and broad legislative framework in the mining and petroleum sectors to ensure harmonisation. Oversee the development and maintenance of policies that govern all aspects in both mining and petroleum sectors. Ensure Effective and efficient management of human, physical and financial resources of the Chief Directorate.

ENQUIRIES : Ms N Ngcwabe Tel No: (012) 444 3004
NOTE : No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/his financial Interests.

POST 28/28 : **ECONOMIC ADVISORY SPECIALIST REF NO: DMRE/2020/0030**

SALARY : R1 251 183 per annum (Level 14) (An all-inclusive remuneration package
CENTRE : Head Office, Pretoria
REQUIREMENTS : A appropriate master's degree in Economics/ Minerals or Energy Economics PLUS a minimum of 5 years' experience at a senior management within the Economic environment as well as a certificate of entry into senior Management Service. Plus, the following competencies Knowledge of: Macro and micro analysis. Understanding of Minerals and Energy policies and legislation. Understanding of principles of research methodology and policy analysis. Government processes. Implementation of policy. Financial Management. Project Management. Research. Strategic planning. Government policies Skills: Communication (Verbal, written, liaison). Influencing skills. Negotiation skills. Management & Organisation skills. Advanced Analytical skills. Creativity and innovation. Facilitation and implementation. Financial Management. Negotiation and consultation skills. Strategic capability and leadership. Thinking Demands: Logical. Creative/ Innovative thinker.

DUTIES : Provide leadership, research and analysis in the minerals and energy economic sector (Conduct research and model trends in the mining and energy sectors to influence policy and investment decisions; Analyse trends, monitor economic trends in the minerals and energy sectors and prepare reports thereof; Identify areas of research on minerals and energy and assess the results thereof for possible implementation in South Africa). Advice and assist management with strategic issues on all economic related matters. Mentor DMRE officials in all economic sector related matters. Develop and maintain a database of economic trends

ENQUIRIES : Ms N Ngcwabe Tel No: (012) 444 3004
NOTE : No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/his financial Interests.

<u>POST 28/29</u>	:	<u>REGIONAL MANAGER: KWAZULU-NATAL REF NO: DMRE/2020/0031</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (An all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (Mining Engineering, LLB, Environmental Science, Environmental Management, B.Com: Social Science) at NQF level 7 certificate of entry into senior Management Service coupled with a minimum of 5 years' experience at middle/senior managerial level in an, Plus the following competencies Knowledge of: In-depth knowledge of all relevant legislation (old and new) affecting the mining industry Policies. procedures and directives. Management principles. Government objectives Skills: Supervision, management and leadership. Verbal and written communication. Motivational skills. Presentation skills. Conflict resolution skills. Thinking Demands: Ability to motivate staff to achieve objectives of the branch. Ability to make informed decisions. Ability to analyse and interpret legislative requirements and relevant policies.
<u>DUTIES</u>	:	Effective implementation and administration of the Minerals & Petroleum Resources Act (MPRDA). Implementation and management of effective systems and procedures and Management of all administrative, financial and personnel matters. Provision of effective environmental management, implementation of Social and Labour Plans and Mining and Prospecting work programmes/ plans and monitoring & evaluation of compliance. Management of land use and ensure rural and urban development through social plan. Mining community relations management, and conflict resolution & community capacity building. Ensuring the meaningful economic participation of Historically Disadvantaged South Africans and communities in the mining economy and management of their value in the economy. Provide support and give advice to the Deputy Director-General: Mineral Regulation, Director-General and the Minister. Manage the Directorate.
<u>ENQUIRIES</u>	:	Ms M Kobe Tel No: (012) 444 3962
<u>NOTE</u>	:	No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za . Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.
<u>POST 28/30</u>	:	<u>DIRECTOR: INVESTMENT PROMOTION REF NO: DMRE/2020/0032</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (An all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Honours Degree in Economics PLUS the following competencies: 5-year middle/ senior management experience and SMS pre-entry certificate. Demonstrable experience in investment and trade. Experience in investment promotion in local and international platforms essential (A Master's degree will be an added advantage), Plus the following competencies Knowledge of: In-depth Knowledge and understanding of macro and microeconomics. Understanding of South Africa's economic policy direction, transformation, and developmental agenda. Knowledge of DMRE and government -wide policies, functions, and programmes. Managerial principles and budget. Engage and liaise with local and international investors. Local and international trade and minerals and energy markets. People management. Skills: Leadership and management skills. Decision making capabilities. Organisational and administration skills. Strong problem solving. Presentation skills. Diplomatic skills. Negotiation and Consultation skills. Strategic and Project management skills. Financial skills. Ability to use economic modelling software such as E-views. Thinking Demands: Creative. Innovative thinker. Ability to analyse financial information. Logical.
<u>DUTIES</u>	:	Ensure full participation of mining, minerals and energy industry of South Africa in shaping the destiny of the industry both globally and on the African continent in playing an investments leading role in the international and local forums. Promote investment projects at local and international investment conferences and targeted outward investment missions. Manage and facilitate investment marketing plans and investment promotion strategy for the sectors. Encourage expansion by providing strategic information to investors and identify market opportunities within

the mining, minerals and energy sectors in line with governments plans and priorities. Ensure effective and efficient management of the human, physical and financial resources of Directorate.

**ENQUIRIES
NOTE**

Ms N Ngcwabe Tel No: (012) 444 3004

No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/his financial Interests.

POST 28/31

DIRECTOR: MEDIA RELATIONS AND CONTENT DEVELOPMENT REF NO: DMRE/2020/0033

**SALARY
CENTRE
REQUIREMENTS**

R1 057 326 per annum (Level 13) (An all-inclusive remuneration package
Head Office, Pretoria
An appropriate Degree/ Bachelor of Technology in Communication/Journalism/Public Relations/Marketing at NQF level 7 as well as a certificate of entry into senior Management Service coupled with a minimum of 5 years middle management experience in a communication environment, Plus the following competencies Knowledge of: Internal and External Liaison, Knowledge Management, Publications, Research, Advertising and Branding, Knowledge and understanding of DMRE policies, functions, projects etc. Skills: Communication skills (verbal and written). Management and organisational skills. Computer skills. Creativity and Innovation. Good Interpersonal skills. THINKING DEMAND: Information evaluation, decision-making creativity etc. Logical. Creative/ Innovative thinker. Objective. Accurate. Diplomatic.

DUTIES

Manage the development, maintenance and implementation of processes, policies, plans and strategies pertaining to media relations, digital platforms and content development. Oversee/ensure the provision of media relations. Ensure effective management of digital platforms within the department. Oversee the provision of content management, editorial and publication services. Ensure the development of, informed and concise speeches for the Ministry and the Department.

**ENQUIRIES
NOTE**

Ms Thandiwe Maimane Tel No: (012) 406 7470

No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/his financial Interests.

OTHER POSTS

POST 28/32

DEPUTY DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2020/0035

**SALARY
CENTRE
REQUIREMENTS**

R869 007 per annum (Level 12) (All-inclusive package)
North West, Klerksdorp Regional Office
An Appropriate relevant degree in Social Science on Development, Economics, Social Science, and Industrial Science. 3-5 years' experience including supervisory. A valid driver's licence, PLUS the following competencies: Knowledge of: A clear understanding of the Social and Labour plan and BBSEE adjudication. Understanding of Integrated Development Plan (IDP) and Local Economic Development (LED) processes. Skills: Strong ability to secure communication between government departments, business organizations and institutions. Strong ability to think innovatively. Identify development through recognizing synergies and the drive to initiate development initiatives and drive to see through to completion. Strong ability to facilitate workshops, achieve shared vision, set realistic targets and initiate and manage projects. Thinking Demands: Recognising viable development opportunities. Strong ability to be innovative and exploit synergies within the regulatory framework in order to promote development initiatives. Strong ability to think laterally, identify linkages and effectively communicate to establish co-operation between various.

<u>DUTIES</u>	:	Manage and ensure alignment of social and labour with the Municipal Intergrated Development Plan (IDPs) / Local Economic Development Plan (LED) and National Programmes. Manage and adjudication process of SLP. Manage the implementation of inspection plans. Represent the Department and provide advice on government forum e.g. Provincial Growth Development, Strategies (PGDS), Local Economic Development (LED) summit, etc. Ensure effective management of downscaling and retrenchment. Participate in the development and reviewing of Policies, Acts and Legislations. Manage the sub-directorate.
<u>ENQUIRIES</u>	:	Mr P Nethwadzi Tel No: (018) 487 4300
<u>POST 28/33</u>	:	<u>DEPUTY DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2020/0036</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12) (All-inclusive package)
<u>CENTRE</u>	:	North West, Klerksdorp Regional Office
<u>REQUIREMENTS</u>	:	An Appropriate relevant degree/BTech or Advanced Diploma in Environmental/Natural Science or related with 3 years junior managerial level experience, PLUS the following competencies: Knowledge of: Knowledge of integrated environmental management relative to prospecting and mining work programmes. Impact assessment remediation and evaluation methods. Environmental legislation. Mining methods, mining processes, mining waste generation and disposal. New computer software available in the market Knowledge of the principles and application of management. Skills: Good negotiation skills. Good research skills. Integration of social, economic, bio-physical, and cultural – historical impacts. Personnel Management. Working and creating teamwork. Good verbal and non-verbal communication skills. Excellent English reading and writing skills. Thinking Demands: Pragmatic environmental problem-solving abilities. Innovative thinking abilities. Personnel management in a diverse environment. Dynamic and Team Player.
<u>DUTIES</u>	:	Manage the adequacy of financial provision, rehabilitation liquidated or incapacitated mines and manage the legacy. Manage EIA process (Basic assessment, scoping reports. EIAR/EMP and listed activities) Closure plans and other technical documents. Monitor compliance, auditing and performance assessment. Consult with other departments and agencies on environmental matters and serve on such committees to promote cooperative governance. Conduct compliance inspections. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr P Nethwadzi Tel No: (018) 487 4300
<u>POST 28/34</u>	:	<u>INSPECTOR OF MINES: OCCUPATIONAL HYGIENE: REF NO: DMRE/2020/0037</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All-inclusive package)
<u>CENTRE</u>	:	North West, Klerksdorp Regional Office.
<u>REQUIREMENTS</u>	:	A Mine Environmental Control Certificate coupled with 3-5 relevant experience. A valid driver's licence is required. Pus the following competencies: Knowledge of: Mine Health and Safety Act and Extensive knowledge and experience of both underground and surface mining. Understanding of the Department's policies aimed at optimal utilisation of mineral resources. Basic knowledge of labour relations and human resources management. Skills: High level management. Risk assessment techniques. Conflict resolution, Negotiation. Planning and organising. Computer literacy. Innovative and creative thinking ability.
<u>DUTIES</u>	:	The appointee primary responsibility will be to enforce adherence to the Mine Health and Safety Act. Analyse occupational Hygiene reports, write report, and give appropriate instructions for remedial actions to be implemented. Investigate mine related contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate action. Conduct surface, shaft and underground audits and inspections on occupational hygiene matters at mine. Compile report by giving relevant inputs to Head of branch on matters relating to Hygiene in the region inclusive of the status of the Mine. Prepare replies to applications for exemptions, permissions and approvals related to occupational hygiene. Support and develop a transformation process within the regional office.

		Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry. Manage information systems.
<u>ENQUIRIES</u>	:	Mr J Melembe Tel No: (018) 487 4316
<u>NOTE</u>	:	The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid driver's licence
<u>POST 28/35</u>	:	<u>INSPECTOR OF MINES OCCUPATIONAL HYGIENE REF NO: DMRE/2020/0038</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All-inclusive package)
<u>CENTRE</u>	:	KwaZulu-Natal, Durban Regional Office
<u>REQUIREMENTS</u>	:	An appropriate ND/BTECH/Degree in Occupational Hygiene or related Plus Certificate on Mine Environmental Control. Coupled with relevant experience, PLUS the following competencies: Knowledge of: Mine Health and Safety Act and Extensive knowledge and experience of both underground and surface mining. Understanding of the Department's policies aimed at optimal utilisation of mineral resources. Basic knowledge of labour relations and human resources management. Skills: Ability to interpret and apply Mine Health and Safety Act. Management skills- Planning, Leading, Organising and controlling. Report writing and formulation. Good interpersonal relations. Innovate thinker. Analyse situations carefully. Make fair and reasonable decisions. Be able to stay calm and collective during difficult situations.
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Provide inputs to regional reports, revision of mining regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational hygiene. Serve on any necessary board of examiners. Investigate, consult, and provide input on mine closures, prospecting rights, mining rights and permits, EMP's and township development.
<u>ENQUIRIES</u>	:	Ms ME Sebitloane Tel No: (031) 335 9626
<u>NOTE</u>	:	The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid driver's licence.
<u>POST 28/36</u>	:	<u>INSPECTOR OF MINES: MINE EQUIPMENT REF NO: DMRE/2020/0039</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All-inclusive package)
<u>CENTRE</u>	:	KwaZulu-Natal, Durban Regional Office.
<u>REQUIREMENTS</u>	:	ND/BTECH/Degree in Electrical Engineering or relevant PLUS Certificate of Competency for mechanical or Electrical Engineer Mining, or be registered as a Professional Mining Engineer coupled with relevant experience, PLUS the following competencies: Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings. Mining Engineering-Mine Equipment e.g Winder, Boilers, Plant, etc Hazard Identification and Risk Management. Public Service Staff Code. Skills: Ability to interpret and apply Mine Health and Safety Act as well as the DMR Policy and Staff Code. Management skills- Planning, Leading, Organising and controlling. Innovate thinker. Analyse situations carefully. Make fair and reasonable decisions.
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspections on plants, structure, track bound, trackless mining equipment and electrical distribution systems and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Test and licence, and report thereon, of equipment on mines i.e winders, lifts, chairlifts, boilers and conduct statutory inspections. Serve on any necessary board of examiners. Investigate, consult, and provide input on mine closures, prospecting rights, mining rights and permits, EMP's and township development.
<u>ENQUIRIES</u>	:	Ms ME Sebitloane Tel No: (031) 335 9626
<u>NOTE</u>	:	The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid code 08 driver's licence.

<u>POST 28/37</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DMRE/2020/0034</u>
<u>SALARY</u>	:	R473 820 – R1 140 828 per annum (MR6)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate LLB Degree, coupled with relevant experience. PLUS the following competencies: Knowledge of: South African Legal System. Constitutional and Administrative Law. Law of Contract. Mineral and Energy Resources Policies and Acts. Public Service Acts and legislation. Skills: Legal Drafting and Interpretation Skills. Research skills. Ability to interpret and apply legislation. Computer literacy. Communication skills (verbal and written). Ability to work independently. Innovate thinking. Thinking Demands: Information evaluation. Decision making. Problem solving.
<u>DUTIES</u>	:	Provide legal advice and opinions to the Department and Minister. Draft and vet legislation, Subordinate legislation, legal documents, memoranda, reports and submissions on a variety of matters. Provide advice on appeals lodged against administrative decisions taken in terms of legislation administered by the Department. Oversee all litigation by and against the Department / Minister in terms of court rules and applicable legislation. Act as legal representative for the Department in various forums. Monitor compliance with PAIA and PAJA.
<u>ENQUIRIES</u>	:	Ms P Alberts Tel No: (082) 459 6875
<u>NOTE</u>	:	A Written Assessment will be conducted, and all applications must include a certified copy of course credits.
<u>POST 28/38</u>	:	<u>ASSISTANT DIRECTOR: MINERAL INFORMATION MANAGEMENT REF NO: DMRE/2020/0040</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	KwaZulu-Natal, Durban Regional Office
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree, Advanced Diploma in GIS, Cartography, Town and Regional Planning or Environmental Science on NQF Level 7, coupled with relevant experience and a valid driver's licence. PLUS the following competencies: Knowledge of: Geographical Information System. Mineral Law. Coordinate system. Objectives of the MPRDA and all its practical implication. Spatial proximity of applications and ensure that rights are not duplicated Skills: Communication between Government departments, Business organisations and Institutions. Proven ability to record geographically, coordinate information. Proven ability to recognize the quality of Geographical information. Others: Ability to work under pressure and as part of the team; Ability to perform routine tasks.
<u>DUTIES</u>	:	Capture and edit spatial data collected on site and perform data manipulation to suit end user's needs. Analyse spatial data and ariel photography/remote sensing data in accordance with user requirements and analyse geographic data, provide decision support mechanism for Mineral Regulation Branch. Prepare and compile maps for different stakeholders (other departments) and liaise with public and environmental practitioners. Provide decision support for rezoning, change of land use and township development application whether or not they are in conflict with mining/prospecting investments and assist municipalities, government department planners on land development matters. Provide Technical support and train end users on basic GIS skills. Manage and maintain an up to date records of spatial data base daily. Prepare ROD reports for all applications received Provide managerial Activities
<u>ENQUIRIES</u>	:	Ms GN Mtshali Tel No: (031) 335 9600
<u>POST 28/39</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL LABOUR PLAN REF NO: DMRE/2020/0041</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	KwaZulu-Natal, Durban Regional Office
<u>REQUIREMENTS</u>	:	an appropriate relevant Bachelor's Degree, Bachelor of Technology Degree, Advanced Diploma in Social Science on development economics, industrial Science, the following competencies: Knowledge of: Mineral Petroleum Regulation and Development Act, Basic knowledge of previous minerals legislation administration procedure. Departmental policies in terms of Mineral Regulation,

		computer programs, Integrated Development planning. Basic knowledge of departmental policy on Mineral Regulation. Basic knowledge of Computer programs. Skills: Computer Literacy. Analytical Capacity. Communication. Research, Report Writing and formulation of Project management. Thinking Demands: Strategic Planning. Decision Making. Proactivity. Interpretation and implementation of Policies
<u>DUTIES</u>	:	Align SLP's with the municipal IDP'S/LED programmes to ensure sustainable projects. Adjudicate the process of social and Labour plan for mining right applications. Design and implement inspection programme. Attend community and other stakeholders' meetings on mining issues and conduct workshops. Facilitate the effective implementation process of downscaling and retrenchments. Provide managerial activities.
<u>ENQUIRIES</u>	:	Ms GN Mtshali Tel No: (031) 335 9600
<u>POST 28/40</u>	:	<u>ASSISTANT DIRECTOR: GAS POLICY REF NO: DMRE/2020/0042</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Qualification at a Bachelor of Technology or Degree in Economics; Environmental Sciences/ Management; LLB and policy development studies. An Honours Degree in Policy Development would be an added advantage coupled with a minimum of 3 years junior managerial experience (working in policy making environment) Plus the following competencies: Knowledge of: Policy/Legislation Development Process. Detailed knowledge of Energy sector especially gas sector. Project management. Financial Management. Legislations and policies related to energy sector especially gas sector. Understanding of economic regulation Skills: Planning and Organizing. Project Management. Communication (verbal & written). Policy Analysis and Development. Computer. Presentation Skills. Interpersonal skills. Others: Work without constant supervision. Dedicated. Work within structure. Work under pressure. Adaptability. Meticulous person who will compile information precisely.
<u>DUTIES</u>	:	Identify, develop and review existing/new policies, legislation and strategies on natural gas sector. Conduct secondary research on policy related matters. Identify, consult & collaborate/engage with relevant stakeholders and conduct public hearings for public inputs on proposed policies and legislation. Conduct policy and legislation presentations and represent the department at various forums or workshops on gas sector policy related matter. Disseminate information & raise awareness on policy and legislation related developments/trends. Monitor and report on the implementation of gas policies and legislations. Provide managerial activities.
<u>ENQUIRIES</u>	:	Ms S Mamogale Tel No: (012) 406 7529
<u>POST 28/41</u>	:	<u>ASSISTANT DIRECTOR: MINE ECONOMICS REF NO: DMRE/2020/0047</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Gauteng, Braamfontein Regional Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or diploma in Mining Engineering, Mine Surveying, Geology, Mineral Resource Management, Mine Economics or Valuation, Accounting and or Economics coupled with sufficient relevant experience PLUS the following competencies: Knowledge of: Understanding of Government policy and procedures, regarding valuations of mine and asset valuations. Understand the legal requirements related to mining and applications. In-depth knowledge of mine economics. Management principles. Ability to analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational cost related to mining methods and prospecting plants. Ability to identify regulatory costs and how they impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand coordinated economic development process and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Management skills. Communication skills between government departments, business organizations and institutions at executive level. Financial and accounting skills in relation to

	mining projects. Computer literacy. Ability to work under pressure and as part of the team; Ability to perform routine tasks.
<u>DUTIES</u>	: Manage the adjudication of mineral project applications for prospecting, mining rights/permits in terms MPRDA as well as sustainability of mining operations. Compile ROD. Adjudicate/evaluate transactional application (sections 11, 18, 20 and 102) and compile submission to the Director-General for approval. Provide full participation in the Regional Licence Committee including REMDEC. Ensure database entries for adjudications is fully maintained. Conduct compliance inspections on all prospecting and mining operations where rights are granted. Ensure/Conduct inspections in line with the approved PWP & MWP. Compile inspection report as well as moderate compliance inspections conducted by Mine Economist. Apply section 93 for non-compliant and compile and issue them with notice. Participate and advice on mine and asset verification for tax purposes. Receive invite to evaluate mines assets to determine the retail/market value. Conduct verification to determine the type of assets. Identify and classify assets in line with the approved assets category (movable or immovable assets). Apply mathematical formulas as prescribed in terms of accounting standards to evaluate the assets. Apply section 11, 18 and 102 and compile assets evaluation report.
<u>ENQUIRIES</u>	: Mr S Mabaso Tel No: (082) 461 4251
<u>NOTE</u>	: Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.
<u>POST 28/42</u>	: <u>PROJECT COORDINATOR: ENERGY EFFICIENCY REF NO: DMRE/2020/0043 (X2 POSTS)</u>
<u>SALARY</u>	: R376 596 per annum (Level 09)
<u>CENTRE</u>	: Head Office, Pretoria
<u>REQUIREMENTS</u>	: An appropriate National Diploma /B degree in Development studies/ Environmental Studies/Engineering/Project Management/Social Science/Commerce/Energy Studies/Natural Sciences PLUS the following competencies: Knowledge of: Deep Knowledge of advance project Management. Deep understanding of the Energy Sector, Legislation. Knowledge of the renewable energy technologies. Skills: Numeracy. Literacy. Language skills. Project Management. Research. Problem Solving. Planning. Decision making Stakeholder.
<u>DUTIES</u>	: Collect information and consolidate inputs and draft reports needed by the Project Managers, Technical Team and other internal and external stakeholders. Record (Minutes) Meetings and workshops. Managing of documents. Monitor the implementation of project deliverables and compliance of project norms and time schedule. Provide Managerial activities.
<u>ENQUIRIES</u>	: Ms N Qase Tel No: (012) 406 7687
<u>POST 28/43</u>	: <u>PROJECT COORDINATOR: RENEWABLE ENERGY REF NO: DMRE/2020/0044 (X2 POSTS)</u>
<u>SALARY</u>	: R376 596 per annum (Level 09)
<u>CENTRE</u>	: Head Office, Pretoria
<u>REQUIREMENTS</u>	: An appropriate National Diploma /B degree in Development studies/Environmental Studies/Engineering/Project Management/Social Science/Commerce/Energy Studies/Natural Sciences PLUS the following competencies: Knowledge of: Deep Knowledge of advance project Management. Deep understanding of the Energy Sector, Legislation. Knowledge of the renewable energy technologies. Skills: Numeracy. Literacy. Language skills. Project Management. Research. Problem Solving. Planning. Decision making Stakeholder.
<u>DUTIES</u>	: Collect information and consolidate inputs and draft reports needed by the Project Managers, Technical Team and other internal and external stakeholders. Record (Minutes) Meetings and workshops. Managing of documents. Monitor the implementation of project deliverables and compliance of project norms and time schedule. Provide Managerial activities.
<u>ENQUIRIES</u>	: Ms N Qase Tel No: (012) 406 7687

<u>POST 28/44</u>	:	<u>ASSISTANT DIRECTOR: MARKETING AND ADVERTISING REF NO: DMRE/2020/0045</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An Appropriate National Diploma in Communications/Public Relations/Marketing/Advertising coupled with 3 years working experience PLUS the following competencies: Knowledge of: Develop concepts and briefs for marketing and advertising. Identify marketing and advertising opportunities as well as facilitate placement of advertisements in print and digital media platforms. Facilitate marketing and advertising activities to promote the work of the department through exhibitions, campaigns etc.); Procurement of marketing material. Government Protocol Practices. Government Procurement processes. Financial Processes. Advertising and branding. Knowledge and understanding of DMRE policies, functions, projects etc. Skills: Marketing and Advertising. Communication Skills. Computer skills. Creativity and innovation. Interpersonal skills. Policy development. Strategic Planning. Project management Thinking Demands: Innovative and creative thinking abilities. Others: Ability to work under pressure and as part of the team.
<u>DUTIES</u>	:	Coordinate marketing and advertising activities. Provide logistics for hosting external marketing events, advertising, and promotion in the department. Ensure the provision of administration and support related to marketing, branding, and advertising activities. Provide inputs on the development of processes, policies and strategies for advertising, branding, and marketing. Develop concepts and briefs for marketing and advertising. Identify marketing and advertising opportunities as well as facilitate placement of advertisements in print and digital media platforms. Facilitate marketing and advertising activities to promote the work of the department through exhibitions, campaigns etc.). Procurement of marketing material. Provide managerial activities. Identify, develop, and review processes, policies and strategies advertising and marketing. Conduct secondary research on advertising and marketing policy related matters. Identify, consult & collaborate/engage with relevant stakeholder's inputs on proposed policies. Disseminate information & raise awareness on marketing and advertising policies. Implement the processes, SOP's and strategies for advertising and marketing.
<u>ENQUIRIES</u>	:	Ms L Ntsoko Tel No: (012) 406 7469
<u>POST 28/45</u>	:	<u>MINE ECONOMICS REF NO: DMRE/2020/0048</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	North West, Klerksdorp Regional Office.
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or diploma in Mining Engineering, Mine Surveying, Geology, Mineral Resource Management, Mine Economics or Valuation, Accounting and or Economics PLUS the following competencies: Knowledge of: Understanding of Government policy and procedures, regarding valuations of mine and asset valuations. Understand the legal requirements related to mining and applications. In-depth knowledge of mine economics. Management principles. Ability to analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational cost related to mining methods and prospecting plants. Ability to identify regulatory costs and how they impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand coordinated economic development process and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Management skills. Communication skills between government departments, business organizations and institutions at executive level. Financial and accounting skills in relation to mining projects. Computer literacy. Ability to work under pressure and as part of the team; Ability to perform routine tasks.
<u>DUTIES</u>	:	Manage the adjudication of mineral project applications for prospecting, mining rights/permits in terms MPRDA as well as sustainability of mining operations. Compile ROD. Adjudicate/evaluate transactional application (sections 11, 18, 20 and 102) and compile submission to the Director-General for approval. Provide full participation in the Regional Licence Committee including REMDEC. Ensure

		database entries for adjudications is fully maintained. Conduct compliance inspections on all prospecting and mining operations where rights are granted. Ensure/Conduct inspections in line with the approved PWP & MWP. Compile inspection report as well as moderate compliance inspections conducted by Mine Economist. Apply section 93 for non-compliant and compile and issue them with notice. Participate and advice on mine and asset verification for tax purposes. Receive invite to evaluate mines assets to determine the retail/market value. Conduct verification to determine the type of assets. Identify and classify assets in line with the approved assets category (movable or immovable assets). Apply mathematical formulas as prescribed in terms of accounting standards to evaluate the assets. Apply section 11,18 and 102 and compile assets evaluation report.
<u>ENQUIRIES</u>	:	Mr P Nethwadzi Tel No: (018) 487 4300
<u>NOTE</u>	:	A Valid Driver's Licence
<u>POST 28/46</u>	:	<u>MINE ECONOMICS REF NO: DMRE/2020/0049</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Limpopo, Polokwane Regional Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or diploma in Mining Engineering, Mine Surveying, Geology, Mineral Resource Management, Mine Economics or Valuation, Accounting and or Economics PLUS the following competencies: Knowledge of: Understanding of Government policy and procedures, regarding valuations of mine and asset valuations. Understand the legal requirements related to mining and applications. In-depth knowledge of mine economics. Management principles. Ability to analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational cost related to mining methods and prospecting plants. Ability to identify regulatory costs and how they impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand coordinated economic development process and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Management skills. Communication skills between government departments, business organizations and institutions at executive level. Financial and accounting skills in relation to mining projects. Computer literacy. Ability to work under pressure and as part of the team; Ability to perform routine tasks.
<u>DUTIES</u>	:	Manage the adjudication of mineral project applications for prospecting, mining rights/permits in terms MPRDA as well as sustainability of mining operations. Compile ROD. Adjudicate/evaluate transactional application (sections 11, 18, 20 and 102) and compile submission to the Director-General for approval. Provide full participation in the Regional Licence Committee including REMDEC. Ensure database entries for adjudications is fully maintained. Conduct compliance inspections on all prospecting and mining operations where rights are granted. Ensure/Conduct inspections in line with the approved PWP & MWP. Compile inspection report as well as moderate compliance inspections conducted by Mine Economist. Apply section 93 for non-compliant and compile and issue them with notice. Participate and advice on mine and asset verification for tax purposes. Receive invite to evaluate mines assets to determine the retail/market value. Conduct verification to determine the type of assets. Identify and classify assets in line with the approved assets category (movable or immovable assets). Apply mathematical formulas as prescribed in terms of accounting standards to evaluate the assets. Apply section 11, 18 and 102 and compile assets evaluation report.
<u>ENQUIRIES</u>	:	Mr A Mulaudzi Tel No: (015) 287 4742
<u>NOTE</u>	:	Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.
<u>POST 28/47</u>	:	<u>SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2020/0050</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Limpopo, Polokwane Regional Office.
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ Bachelor of Technology degree/ Advanced Diploma in development economics, social science, industrial science coupled with 1-2 year relevant experience PLUS the following competencies: Knowledge of

		Mineral Laws. Socio-economic development issues. Social and Labour Plan. Financial Management. Human Resources development and Labour legislation. Skills: Analytical capacity. Computer literacy. Communication. Research. Reporting writing and formulation. Project Management. Thinking Demands: Planning. Decision making. Proactivity. Interpretation and implementation of policies. Others: Ability to work under pressure and as part of the team.
<u>DUTIES</u>	:	Register received and acknowledge receipt on new applications for social and labour plan. Conduct compliance inspections on all prospecting and mining operations where rights are granted in terms of the MPRDA. Conduct preliminary and final assessments of social and labour plans on small to medium scale operations. Coordinate workshops and meetings between the department and the clients. Provide administrative support for the sub-directorate e.g compile statistics report, draft inspection plan, filling, etc. Compile letters to clients in line with the outcome of the assessment. Develop and maintain social and labour plan database, provide advice, and liaise with clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations
<u>ENQUIRIES</u>	:	Mr A Mulaudzi Tel No: (015) 287 4742
<u>POST 28/48</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: DMRE/2020/0051</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	an appropriate National Diploma in Human Resource Management/ Human Resource Development coupled with a minimum of 1 year experience as a Personnel/ HR Officer PLUS the following competencies: Knowledge of: Understanding HRM operations and prescripts in the Public Service and Regulations. Basic knowledge of recruitment and selection systems and processes within Public Service. Basic knowledge of employment equity systems and processes within Public Service. Skills: Communication skills. Interpersonal skills. Planning and Organising skills. Problem solving skills. Computer literacy skills. Thinking Demands: Innovative and creative thinking abilities. Problem solving. Information evaluation. Others: Ability to work under pressure and as part of the team; Ability to perform routine tasks.
<u>DUTIES</u>	:	Render recruitment and selection services within the Department. Provide inputs on the development and maintenance of recruitment and selection policies, procedures and practices and implementation thereof. Implement, maintain, and monitor human resource practices & policy. Maintain and update recruitment and selection information. Provide advice and information on the administration/application of HR processes and practices. Conduct exit interviews with outgoing employees of the Department. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Ms L Maluleka Tel No: (012) 406 7421
<u>NOTE</u>	:	Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.
<u>POST 28/49</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DMRE/2020/0052 (X2 POSTS)</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma Management Services/ Operations Management; Bachelor of Commerce Industrial Psychology; Plus a Certificate in Job Evaluation as well as 3 year experience in workstudy and organisational development PLUS the following competencies: Knowledge of: Basic knowledge & understanding of: Policies, prescripts, regulations, white Papers, public admin. etc Work study & work study techniques: information gathering & analysis, effective procedures & methods, basic research, problem solving, design/redesign of processes, forms, etc. Organisational development and job descriptions and specifications. Development of organisational structures. Skills: Analytical & problem-solving skills. Communication & computer skills. Report writing and formulation. Organising, planning and co-ordinating skills. Basic Research. Negotiation skills. Ability to listen and Interpret. Facilitation skills. Thinking Demands: Innovative and

	creative thinking abilities. Others: Ability to work under pressure and as part of the team; Ability to perform routine tasks.
<u>DUTIES</u>	: Execute organisational development interventions (organisational structures, post provision, etc). Execute job/work analyses to provide advice on form design, job description and specifications. Conduct job evaluation and provide advice on the process. Conduct work study investigation and advise on the implementation of the findings of interventions and job/work/ process analyses investigations. Conduct business process mapping. Conduct change management interventions. Perform administrative tasks to support the sub directorate
<u>ENQUIRIES</u>	: Mr C Ramoshaba Tel No: (012) 444 3724
<u>POST 28/50</u>	<u>CHIEF REGISTRY CLERK REF NO: DMRE/2020/0053</u>
<u>SALARY</u>	R257 508 per annum (Level 07)
<u>CENTRE</u>	North-West, Klerksdorp Regional Office
<u>REQUIREMENTS</u>	A matric certificate coupled with 3 years' experience Plus the following competencies: Knowledge of: Archive Act and its related prescripts. Departmental business processes. Public Service delivery and Customer care. Skills: Communication Interpersonal. Computer. Verbal and written communication. Numeracy and Conflict resolution. Thinking Demands: Innovative and creative thinking abilities. Ability to work under pressure. Ability to work beyond working hours.
<u>DUTIES</u>	: Administration of Promotion to Access of Information. Oversee an effective mail services (receive, delivering, opening, sorting and distribution thereof). Oversee/Maintaining a proper and effective filing system of old and new files (in terms of the MPRDA and Minerals Act). Ensure proper record keeping and timeous updating of registers, including the maintaining of pending files and documents. Provide inputs to management report. Supervise the operation and operate registry office machines and Identify, investigate and report irregularities (e.g. private use of photocopier, fax etc.).
<u>ENQUIRIES</u>	: Ms T Njoboko Tel No: (018) 487 4300
<u>NOTE</u>	: A Valid Driver's Licence
<u>POST 28/51</u>	<u>ADMINISTRATIVE OFFICER REF NO: DMRE/2020/0054</u>
<u>SALARY</u>	: R257 508 per annum (Level 07)
<u>CENTRE</u>	: Head Office, Pretoria
<u>REQUIREMENTS</u>	: An appropriate National Diploma Office Administration coupled with a minimum of 3 year experience as an administration clerk. Plus the following competencies: Knowledge of: Knowledge on the relevant legislation/ polities/prescripts and procedures. Basic knowledge on financial administration. Knowledge of Departmental prescripts. Basic Office Management Skills. Skills: Language skills and the ability to communicate well with people at different levels and from different background. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. Thinking Demands: Planning and execution. Quality of work. Acceptance of Responsibility. Job knowledge. Mentoring and Coaching.
<u>DUTIES</u>	: Render logistical support. Administer Supply Chain and related activities. Ensure document management within the Chief directorate. Administer the Chief Directorate's budget. Coordinate and/or administer Human Resource Management activities.
<u>ENQUIRIES</u>	: Ms T Maimane Tel No: (012) 406 7470
<u>POST 28/52</u>	<u>COMMUNICATION OFFICER: GRAPHIC DESIGNER REF NO: DMRE/2020/0055</u>
<u>SALARY</u>	R257 508 per annum (Level 07)
<u>CENTRE</u>	Head Office, Pretoria
<u>REQUIREMENTS</u>	An appropriate National Diploma: in Web & applications graphic design/Communication coupled with a minimum of 2 years working experience: Knowledge of: Knowledge and understanding of DMRE policies, functions, programmes, and also to be able to articulate and communicate its mission, vision, values and legislative mandate. Knowledge of layout and design understanding of

		DMRE policies, functions, projects etc. Policy development. Strategic Planning. Project management. Government policies. Skills: Computer skills (Microsoft Office, Internet, Internet explorer, Google Chrome. Dreamweaver, CSS, HTML, JavaScript. Computer programmes; Paint Shop Pro/Photoshop. Proficient in Adobe illustrator. Photoshop qualXpress an InDesign). Communication Skills. Time Management. Interpersonal communication skills. Editing and translation skills. Thinking Demands: Information evaluation, decision-making creativity etc. Logical. Creative/Innovative thinker. Objective. Accurate. Diplomatic.
<u>DUTIES</u>	:	Perform the activities pertaining to electronic publications. Execute prepress processes according to international book-making standards. Render support with regard to departmental website and intranet. Communicate with the Printing Section and external service providers. Publish new information and announcements to web pages (Internet and Intranet) on a daily basis.
<u>ENQUIRIES</u>	:	Mr M Nyalungu Tel No: (012) 444 3000
<u>POST 28/53</u>		<u>LEGAL ADMINISTRATION OFFICER REF NO: DMRE/2020/0046 (X2 POSTS)</u>
<u>SALARY</u>	:	R257 073 – R351 795 per annum (MR3 – MR5)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate LLB Degree, coupled with relevant experience. Plus the following competencies: Knowledge of: South African Legal System. Constitutional and Administrative Law. Law of Contract. Mineral and Energy Resources Policies and Acts. Public Service Acts and legislation. Skills: Legal Drafting and Interpretation Skills. Research skills. Ability to interpret and apply legislation. Computer literacy. Communication skills (verbal and written). Ability to work independently. Innovate thinking. Thinking Demands: Information evaluation. Decision making. Problem solving.
<u>DUTIES</u>	:	Provide legal advice and opinions to the Department and Minister. Draft and vet legislation, Subordinate legislation, legal documents, memoranda, reports and submissions on a variety of matters. Provide advice on appeals lodged against administrative decisions taken in terms of legislation administered by the Department. Oversee all litigation by and against the Department / Minister in terms of court rules and applicable legislation. Act as legal representative for the Department in various forums. Monitor compliance with PAIA and PAJA.
<u>ENQUIRIES</u>	:	Ms S Naidoo Tel No: (012) 406 7508
<u>NOTE</u>	:	A Written Assessment will be conducted, and all applications must include a certified copy of course credits.
<u>POST 28/54</u>	:	<u>SENIOR SECURITY RISK OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Limpopo: Polokwane Regional Office Ref No: DMRE/2020/0056 Free State: Welkom Regional Office Ref No: DMRE/2020/0057
<u>REQUIREMENTS</u>	:	A matric/ Grade 12 certificate and Grade B PSIRA Certificate coupled with 01 year experience in security operations and administration. Plus, the following competencies: Knowledge of: Security legislation. Policies and procedures. Access control procedures. Safety precautions. Security registers. Skills: Problem solving and communication skills. Communication skills (verbal and written). Thinking Demands: Innovative and Pro-Active. Analytical thinking ability.
<u>DUTIES</u>	:	Oversee the access control and monitoring movements within the building premises to identify risk; oversee the security patrols and escort duties. Manage the control room security equipment. Respond to alarm activation. Investigate the cause and give feedback. Oversee the prohibition of unauthorised removal of equipment. Documents and stores from building or premises and oversee the monitoring of movements of private and GG vehicles in the parking area and safeguard the parking area itself.
<u>ENQUIRIES</u>	:	Mr MC Mabena Tel No: (012) 444 3633
<u>NOTE</u>	:	Applicants who are interested in both Regions are advised to submit one application quoting reference numbers of the 2 Regional Offices on the Z.83 form.

<u>POST 28/55</u>	:	<u>SECURITY RISK OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Eastern Cape: Mthatha Regional Office Ref No: DMRE/2020/0058 Northern Cape: Springbok Regional Office Ref No: DMRE/2020/0059
<u>REQUIREMENTS</u>	:	A matric/ Grade 12 certificate and Grade B PSIRA Certificate coupled with 01 year experience in security operations and administration. Plus, the following competencies: Knowledge of: Security legislation. Policies and procedures. Access control procedures. Safety precautions. Security registers. Skills: Problem solving and communication skills. Communication skills (verbal and written). Thinking Demands: Innovative and Pro-Active. Analytical thinking ability.
<u>DUTIES</u>	:	Oversee the access control and monitoring movements within the building premises to identify risk; oversee the security patrols and escort duties. Manage the control room security equipment. Respond to alarm activation. Investigate the cause and give feedback. Oversee the prohibition of unauthorised removal of equipment. Documents and stores from building or premises and oversee the monitoring of movements of private and GG vehicles in the parking area and safeguard the parking area itself.
<u>ENQUIRIES</u>	:	Mr M Mashala Tel No: (012) 406 7595
<u>NOTE</u>	:	Applicants who are interested in both Regions are advised to submit one application quoting reference numbers of the 2 Regional Offices on the Z.83 form.
<u>POST 28/56</u>	:	<u>ADMINISTRATION CLERK: HYGIENE REF NO: DMRE/2020/0060</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	North West: Rustenburg Regional Office
<u>REQUIREMENTS</u>	:	A matric/ Grade 12 certificate coupled with working experience PLUS the following competencies: Knowledge of: Knowledge of data capturing processes; Administrative processes and policies. Public service policies. Skills: Computer literacy (MS Office package); Ability to use spreadsheet and data capturing packages; Ability to meet deadlines; Strong interpersonal and problem-solving skills. Numeracy. Communication Thinking Demands: Innovative and creative thinking abilities. Accuracy. Others: Ability to work under pressure and as part of the team; Ability to perform routine tasks.
<u>DUTIES</u>	:	Capture Occupational Hygiene returns. Record and file all hygiene records, reports and correspondences regarding mines and its employees. Capture ventilation and rescue plans received from the mines in the region. Record and update Occupational Hygiene database. Render advisory service to internal and external clients with respect to occupational hygiene process and procedures. Forward all Occupational Hygiene related enquiries to Directorate: Occupational Hygiene at Head Office.
<u>ENQUIRIES</u>	:	Mr NHM Mothiba Tel No: (014) 594 9240

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance.

CLOSING DATE

: 04 January 2021

NOTE

: All applicants must be SA citizens/ permanent residents. Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with contactable references and certified copies of all qualifications, Identity Document (ID) not older than three months, including Drivers' licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Note: all shortlisted candidates for Senior Management Service posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance and One of the minimum entry 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>. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria and other Provinces.

MANAGEMENT ECHELON**POST 28/57**: **CHIEF DIRECTOR: INFRASTRUCTURE ASSESSMENT AND ANALYSIS REF NO: HR/CD-IAA/01****SALARY**

: R1 251 183 – R1 495 956 Total cost package per annum

CENTRE

: MISA Head Office, Centurion

REQUIREMENTS

: An appropriate Degree in Built Environment or equivalent relevant qualification at NQF level 7 with 6-10 years' relevant experience at a senior management level. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Technical Competencies: Understanding of: Engineering and professional judgement. Contract Management. Engineering, legal and operational compliance. Engineering operational communication. Government systems and structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.

DUTIES

: The successful candidate will perform the following duties: Manage provision of technical support to municipalities in analysing and assessing the infrastructure and maintenance plans. Manage and guide the assessment on condition and the extent of municipal infrastructure assets. Provision of strategic guidance in assessing infrastructure maintenance budgets and expenditure to determine provision for maintenance requirements. Guide the process for development support and /or intervention services to address service delivery needs.

ENQUIRIES

: Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379

APPLICATIONS : Please forward your application, quoting the relevant reference number, to: **HR-CD-IAA-01@multilead.co.za**

OTHER POSTS

POST 28/58 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: HR/ASD-AM/03**

SALARY : R376 596 – R443 601 per annum
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate 3-year National Diploma or Degree in Supply Chain Management / Finance / Commerce / Public Management or equivalent relevant qualification at NQF level 6 with 3-5 years' relevant experience in Supply Chain Management/Procurement. Process Competencies: Reliability. Supervising skills. Time Management. Communication (written and verbal). Interpersonal Relations. Planning and Organizing. Teamwork. Client Orientation and Customer Focus. Technical Competencies: Understanding of Supply Chain Management processes. Understanding of Treasury Regulations, PFMA, PPPFA and BBBEE. Tender and Contract Administration.

DUTIES : The successful candidate will perform the following duties: Effectively lead and manage a team that render Acquisition Management services. Manage all departmental requests for goods or services. Develop and implement Acquisition Management policies and procedure manuals. Liaise, correspond, advise on SCM regulations and meet with users with regards to all procurement needs, documents and bid committees requirements. Verify quality of submissions in terms bid adverts and bid committees. Prepare Bid committee reports. Maintain and monitor proper manual and or electronic records of all quotations, purchase orders and tender files. Ensure compliance with all frameworks/legislations that governs SCM. Report on procurement activities to management & National Treasury. Assist in compilation of the Procurement Plan and related report. Plan, organise and ensure that work is allocated effectively to achieve objectives of the unit and department. Manage the performance and development of the SCM officials. Perform other SCM related functions as directed by Manager.

ENQUIRIES : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379

APPLICATIONS : Please forward your application, quoting the relevant reference number, to: **HR-ASD-AM-03@multilead.co.za**

POST 28/59 : **LEGAL ADMINISTRATIVE OFFICER REF NO: HR/LAO/02**

SALARY : R257 073 – R912 504 Total cost package per annum (OSD for Legally qualified Personnel)

CENTRE : MISA Head Office, Centurion

REQUIREMENTS : MR 3: LLB degree or equivalent relevant qualification plus of 5 years post qualification experience in the legal profession. MR 4: LLB degree or equivalent relevant qualification plus of 8 years post qualification experience in the legal profession. MR 5: LLB degree or equivalent relevant qualification plus of 14 years post qualification experience in the legal profession. Must be admitted as attorney or advocate of the High Court. Minimum of five years' experience in the legal field. Experience in the public sector is an added advantage. Appointment to be made as per the OSD provisions. Process Competencies: Applied Strategic Thinking. Problem Solving & Decision Making. Project Management. Developing others. Team leadership. Diversity Management. Communication & Information Management Technical competencies: In depth knowledge and understanding of: Public Finance Management Act. Public Service Act. PSA Regulations 2016. Treasury Regulations Procurement Regulations and Departmental Policies. Framework for Supply Chain Management. Transversal systems i.e. LOGIS and BAS. Tender and contract administration; Asset Management Framework; Preferential Procurement Policy Framework Act. BEE Framework & BBBEE Act.

DUTIES : The successful candidate will perform the following duties: Handling legal matters that impact on the work and including litigation support, drafting/vetting/editing contracts, SLAs, MOUs, debt collection. Serving on various committees/bodies.

		Rendering legal advice on a wide range of areas including procurement, labour legislative, contract and policy advice, interpretation of legislation and policies and advice on the infrastructure procurement regulatory framework
<u>ENQUIRIES</u>	:	Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379
<u>APPLICATIONS</u>	:	Please forward your application, quoting the relevant reference number, to: <u>HR-LAO-02@multilead.co.za</u>
<u>POST 28/60</u>	:	<u>SECRETARY REF NO: HR/SEC4/04 (X4 POSTS)</u>
<u>SALARY</u>	:	R173 703 – R204 612 per annum
<u>CENTRE</u>	:	MISA Head Office, Centurion
<u>REQUIREMENTS</u>	:	An appropriate Matric certificate and any other computer training course or qualification that will enable the person to perform the work satisfactorily. Core Competencies: Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Technical Competencies: Understanding of Public Service Regulations. Computer literacy.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provides a secretarial support service to the Chief Director: Records appointments and events in the diary of the Chief Director; Type documents for the Chief Director and other staff within the Chief Directorate; Operates office equipment like photocopiers. Provides Clerical support service to the Chief Director: Liaise with travel agencies to make travel arrangements; Arrange meetings and events for the Chief Director and staff in the Chief Directorate, Identifies venues, invites roles players, organize refreshments and sets up schedules for meetings and events; Processes the travel and subsistence claims for the Chief Directorate; Processes all invoices that emanate from the activities of the work of the Chief Director; Records basic minutes of the meetings of the Chief Director where required; Drafts routine correspondence and reports; Does filling of documents for the Chief Director and the Chief Directorate where required; Administer matters like the leave register and the telephone account; Receives, records and distributes all incoming and outgoing documents; Handles the procurement of standard items like stationery, refreshments, etc. Collects all relevant documents to enable the Chief Director to prepare for meeting. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Chief Director: Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly; Remains abreast with the procedures and processes that apply in the office of the Chief Director.
<u>ENQUIRIES</u>	:	Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379
<u>APPLICATIONS</u>	:	Please forward your application, quoting the relevant reference number, to: <u>HR-SEC4-04@multilead.co.za</u>

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice 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, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration.

**APPLICATIONS**

- : **National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Gauteng Division: Pretoria/ Provincial Service Centre: Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018, or hand deliver applications to 30 Queen Victoria Street, Cape Town, 8000.
- Grahamstown/ Port Elizabeth/ Mthatha/ Bisho:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- Kwa-Zulu Natal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban

CLOSING DATE
NOTE

- : 28 December 2020
- : 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 & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a 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/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

OTHER POSTS

<u>POST 28/61</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: 2020/157/OCJ</u>
<u>SALARY</u>	:	R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office (Midrand) A Three-year National Diploma/B Degree in Security Management, Security Risk Management or in Social Sciences that is security related. Minimum of five (5) years relevant experience of which three (3) years should be at supervisory level experience in a significant security-related role managing contracted security service providers including specialised (close protection, CIT, threat and risk assessments) security services. Proficient in Microsoft Office Suite. A valid driver's licence (minimum code EB). Successful completion of the State Security Agency (SSA) Security Manager's Course. PSIRA Grade A-registered will be an added advantage. Skills and Competencies: Sound written and verbal communication skills. Project management and analytical skills. Knowledge and understanding of applicable legislation including Asset Management, Public Finance Management Act (PFMA), Treasury Regulations and Occupational Health and Safety Act. Management of public funds. Contract management skills. Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems. Ability to work with difficult clients and resolve conflict. Initiative and creativity. Ability to function independently and work extended hours when necessary. Successful completion of a security screening with SSA.
<u>DUTIES</u>	:	Facilitate the implementation of the MPSS and MISS. Coordinate the provision, management and control of security services within the department and the Judiciary. Develop and manage the implementation of security measures, policies and procedures to protect personnel, assets, stakeholders and infrastructure to reduce risks. Respond to incidents and limit exposure and liability in all areas of information, Financial, physical, personal and reputation risk. Manage the deployment of effective technology solutions and innovative security management techniques to safeguard the institution's assets including intellectual property. Manage the policies procedures and processes to maintain and optimise security equipment deployed at various levels of the institution. Manage the identified and perceived security risks of the institution, optimal and effective resource management to implement optimal site security instructions at all levels to ensure protection of Judiciary. Executives and managers, employees and public. Maintain database of security related information to assist in strategic decisions and management. Manage, coordinate and oversee the provision of close, in-transit and static protection services. Manage and coordinate capacity building and security awareness programmes. Implementation of the department's security policy and Standard operating procedures in conjunction with relevant law enforcement and security-related stakeholders and institutions; SSA Agency, SAPS, Comsec. Management of the outsourced security service providers.
<u>ENQUIRIES</u>	:	Ms B Rakgotho Tel No: (010) 493 2500
<u>POST 28/62</u>	:	<u>CHIEF REGISTRAR REF NO: 2020/158/OCJ</u> Re-Advertisement Candidates who previously applied, are encouraged to re-apply)
<u>SALARY</u>	:	R473 820 per annum (MR6) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division: Pretoria An LLB Degree or a four (4) year Legal qualification. A minimum of eight (8) years' post qualification legal experience. Computer literacy. Leadership and Managerial experience. A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written). Numerical skills. Technical Expertise. Attention to detail. Planning, organizing and control. Problem solving and decision

	making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics and motivation. Self-management. Professionalism appearance and conduct.
<u>DUTIES</u>	: Mentor and advice on the tracking and management of the progression of all cases filed in Court. Management of time and events necessary to move cases from initiation through to disposition. Reporting to the Judge President. Make input on amendments of Court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the High Court. Reporting, compile training manuals and provide training to Registrars. Support staff, Stakeholder Management, Human Resources Management, Court and Case-Flow Management/Quasi-Judicial Functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned Customer Service outcomes (i.e. Service levels and Standards) for the Department and monitoring the unit's Service Delivery in order to achieve the service delivery targets. Ensure the highest level of Customer Care and Customer satisfaction. Manage PMDS of staff.
<u>ENQUIRIES</u>	: Ms T Mbalekwa Tel No: (011) 355 0404
<u>POST 28/63</u>	: <u>ADMINISTRATIVE OFFICER (FINANCE SECTION) REF NO: 2020/159/OCJ</u>
<u>SALARY</u>	: R316 791 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Grahamstown High Court : A three (3) year relevant National Diploma /Degree. Five (5) years' relevant experience. Relevant Supervisory experience. Skills and competencies: Knowledge of BAS and JYP. Computer literacy. Ability to work under pressure. Accuracy and attention to detail. Administrative and organisational skills. Good communication skills. Flexibility. Ability to perform routine tasks. Ability to work independently and under pressure. Ability to meet deadlines. Problem solving skills and good interpersonal relations. The following will serve as an added advantage: Supply Chain Management Certificate, Knowledge of PFMA and DFI.
<u>DUTIES</u>	: Exercise control over Vote Account and procurement. Assist with budget planning, monitoring and control. Check and authorise transactions on BAS and JYP. Checking of all financial documents to ensure compliance with prescripts. Supervision of subordinates. Authorise transactions within the delegation. Manage records within the section. Manage performance of officials and discipline. Checking of all relevant registers. Compile statistics and reports. Custody of the reserve stock. Give support to the Court Manager. Assist with fleet management. Checking of Travelling & Subsistence allowances. Handle correspondence and draft memoranda. Give inputs to AFS and any other administrative tasks allocated by the supervisor.
<u>ENQUIRIES</u>	: Mr S Mponzo Tel No: (043) 726 5217
<u>POST 28/64</u>	: <u>JUDGES SECRETARY REF NO: 2020/160/OCJ</u> Three-Year Contract
<u>SALARY</u>	: R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Eastern Cape Division: Grahamstown : Grade twelve (12). One (1) to three (3) years' Secretarial experience or as an Office Assistant.; A valid driver's license; An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application; Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English; Good communication skills (verbal and written). Administration and organizational skills; Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure; Attention to detail. Customer care service skills and excellent

	typing skills; Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
<u>DUTIES</u>	: Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	: Mr S Mponzo Tel No: (043) 726 5217
<u>POST 28/65</u>	: <u>SENIOR COURT INTERPRETER (X2 POSTS)</u>
<u>SALARY</u>	: R257 508 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Bisho High Court (The incumbent will be based in East London Circuit Court) Ref No: 2020/161/OCJ Grahamstown High Court (The incumbent will be based in Port Elizabeth High Court), Ref No: 2020/162/OCJ
<u>REQUIREMENTS</u>	: A National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade twelve (12) and ten (10) years' practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (English, Afrikaans, isiZulu, isiSwati, isiXhosa). A valid driver's licence will be an added advantage. Knowledge of any foreign Language will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good Interpersonal Relations. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer Services. Planning and Organising skills. Confidentiality. Analytical thinking. Listening skills. Attributes: Ability to work independently, to be meticulous, to think logically and to practice good time management.
<u>DUTIES</u>	: Render interpreting services in criminal court, civil court, labour and quadi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
<u>ENQUIRIES</u>	: Mr S Mponzo Tel No: (043) 726 5217
<u>POST 28/66</u>	: <u>ADMINISTRATION CLERK REF NO: 2020/163/OCJ (X2 POSTS)</u>
<u>SALARY</u>	: R173 703 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	: Labour Court: Western Cape
<u>REQUIREMENTS</u>	: Grade twelve (12) or equivalent qualification. Experience in Clerical/ Administration functions will be an added advantage. A valid driver's licence will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good communication (written and verbal). Computer literacy (MS Office). Good interpersonal and public relations skills. Ability to work under pressure and to solve problems. Customer service. Document management.

<u>DUTIES</u>	:	Provide support services to Case Flow Management. Render effective and efficient support services to the court. Render counter service duties/ functions. Document management. Provide any administrative support as required by the Judiciary, Court Manager and /or Supervisor.
<u>ENQUIRIES</u>	:	Ms L Adams/ Ms M Baker Tel No: (021) 469 4000
<u>POST 28/67</u>	:	<u>ACCOUNTING CLERK REF NO: 2020/164/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Service Centre: Gauteng
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification with Accounting as a passed subject. One (1) year experience in financial environment will serve as an added advantage. A valid driver's licence will be an added advantage. Skills and Competencies: Knowledge of BAS and PERSAL Systems. GRAP Standards, Confidentiality, Integrity, Honesty, Time Management and Good Interpersonal skills. Basic knowledge of Financial Management. Computer Literacy.
<u>DUTIES</u>	:	Perform quality checks on received invoices. Prepare sundry allocation and ensure that supporting documents for appointed service provider/s are attached. Prepare claims for payments and ensure they adhere to PFMA. Check if the creditor advice payment is signed/ authorised by the delegated official. Check if the purchase order, quotation, invoice is attached to the batch. Register payments to be requested on monthly basis. Ensuring that batches are signed and checked by the supervisor after the payment has been implemented. Check if VA26 is attached to a claim. Capture all invoices and S & T claims on excel spreadsheet. Opening of new files. Ensuring that all files are labelled. Filing of various documents.
<u>ENQUIRIES</u>	:	Ms T Mbalekwa Tel No: (011) 355 0404
<u>POST 28/68</u>	:	<u>ACCOUNTING CLERK REF NO: 2020/165/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Provincial Service Centre: KZN
<u>REQUIREMENTS</u>	:	Grade twelve (12). Skills and Competencies: Computer literacy, Good communication skills (written and verbal), Ability to work with stakeholders in a professional and empathetic manner, Good interpersonal relations, Accuracy and attention to detail, Team work, Job Knowledge, Basic Numeracy, Aptitude for figures.
<u>DUTIES</u>	:	Render Financial Accounting transactions. Perform salary administrative support services. Render a budget support service. Capturing sundry and creditor payments within 30 days. Capturing S&T and cellphone claims. Maintenance of registers. Capture receipts on BAS. Distribute payslips. Administer petty cash.
<u>ENQUIRIES</u>	:	Ms L Marrie Tel No: (031) 372 3164
<u>POST 28/69</u>	:	<u>REGISTRAR'S CLERK REF NO: 2020/166/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Grahamstown High Court
<u>REQUIREMENTS</u>	:	Grade twelve (12). Six (6) months' experience will serve as an added advantage. A valid driver's licence will serve as an added advantage. Skills and competencies: Excellent communication skills (verbal & written). Computer literacy. Numerical skills. Attention to detail. Planning, organising and controlling skills. Problem solving and decision making skills. Customer service oriented. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting deadlines.
<u>DUTIES</u>	:	Render efficient and effective support services to the Courts. Issuing of Court processes at general office. Render case management duties. Render counter service duties/functions. Prepare, analyse and submit court statistics. Maintain and keep all registers for civil and criminal matters. Filing and archiving of both civil and criminal processes. Attending to case management and set down notices. Act as a liaison between Judges and Legal Practitioners. Requisition of accused persons

from prison. Attend to correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes. Attend to complaints from prisoners and members of the public. Perform administrative duties in respect of mental health, petition, review and appeal matters. Act as a liaison between Registrar and Legal Practitioners. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

ENQUIRIES : Mr S Mponzo Tel No: (043) 726 5217

POST 28/70 : **REGISTRAR'S CLERK: CASE FLOW REF NO: 2020/167/OCJ**

SALARY : R173 703 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : High Court Mthatha

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Experience in Clerical /Administration functions will be an added advantage. Skills and competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Customer service skills and ability to work under pressure. Good interpersonal and public relation skills.

DUTIES : Provide support services to case flow management. Render efficient and effective support services to the court. Issuing of summons at General office. Update case progress on ICMS. Render counter service duties/functions. Prepare issue and analyse court statistics. Maintain and keep all registers for Civil and criminal matters. Filing and storage of all Civil and Criminal process. Issue warrant of arrest for defaulters. Act as a liaison between Judges and Legal Practitioners. Requisitioning of accused persons from prison. Deal with correspondence and attend to general public enquiries. Issue all processes that initiate court proceedings. Prepare and send case to transcribers for appeal and review purposes. Prepare and binding appeals and review. Attend to complains from prisoners and members of the public. Provide administrative support in general as requested by Court Manager and Supervisor.

ENQUIRIES : Mr S Mponzo Tel No: (043) 726 5217

POST 28/71 : **USHER MESSENGER REF NO: 2020/168/OCJ**

SALARY : R122 595 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Local Division: Johannesburg

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Valid driver's licence will serve as an added advantage. Previous experience will serve as an added advantage. Skills and Competencies: Knowledge of the relevant legislation. Computer literacy. Planning and organizing skills. Problem solving and Analysis. Time Management. Client orientation and customer focus. Report writing skills. Driving skills. Negotiation skills. Communication skills. Attention to detail. Good interpersonal skills. Initiative driven and Flexibility.

DUTIES : Escorting of Judges to the court rooms. Rendering of administrative support functions to the Judges and the court room crew. Maintenance of court rooms' records. Facilitation of the smooth-running of the court rooms. Collection and distribution of court files.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 355 0404

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 08 January 2021
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified 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 successful candidate will be required to obtain a confidential security 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. Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however, from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment (Z83) form which can be downloaded at 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.

ERRATUM: OFFICE OF THE PUBLIC SERVICE COMMISSION: PUBLIC SERVICE COMMISSION HOUSE AND FREE STATE PROVINCIAL OFFICE:

Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 27 dated 27 November 2020, The Requirements have been amended as follows (1) Senior Specialist Researcher: Organisation and Administration of the Public Service (Director Level) REF SSR/OAPS/11/2020; A relevant computer skills in Microsoft Office Suite e.g. Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Outlook. (2) Deputy Director: Research: Ref No: DD/R/FS/11/2020; The minimum required qualification erroneously reflected only NQF level 7. The minimum qualification required for the post is NQF level 6/7. The duties of the post erroneously reflected that the post performs Evaluation of the performance of the North West provincial public service and draft reports emanating from the key performance areas, including the report on the compliance with the Constitutional Values and Principles (Section 196 (4)(e)) of the North West Provincial Government. The post performs these duties in relation to the Free State provincial government, not the North West. The duties of the post also erroneously reflected that the post Assists with investigation of grievances and managing and conducting Public Administration Investigations. These duties do not form part of the post. Due to the above, the closing date for the post of (2) Deputy Director: Research: Ref No: DD/R/FS/11/2020 will be extended with one week. The closing date of the advert will be 04 January 2021. Those who applied for the post do not need to reapply. We apologise for the inconvenience caused.

OTHER POSTS

POST 28/72 : **DEPUTY DIRECTOR: COMPLIANCE EVALUATION AND ORGANISATIONAL REVIEWS REF NO: DD/CEOR/11/20**
(2 Months Contract)
This is a re-advertisement, those who previously applied are encouraged to reapply

SALARY : R869 007 per annum (All-inclusive remuneration package)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : A recognized three-year Bachelor's degree/National Diploma (NQF Level 6/7) in Social Sciences/Public Management and Administration or equivalent qualification. 3 to 5 years' supervisory experience at Junior Management level. Experience in Project Management, Research, Monitoring and Evaluation. Knowledge of handling Public Management, Administration and Human Resource Practices and Financial Management. Essential knowledge of the Public Service Act, Public Service Commission Act, Senior Management Service Handbook, Performance Management and Development System and other related Public Service prescripts. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. A broad understanding of public administration and how the public service functions. Computer skills in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook. Excellent report writing, verbal communication, as well as presentation skills. Commitment to working under sustained pressure and be self-motivated, results oriented and show initiative. Ability to work independently and in project/matrix teams. Knowledge of people management. Possess a valid driver's license (with exception of people with disabilities) and be willing to travel. Ability to relate well with all levels of stakeholders.

DUTIES : Conduct and/or support the promotion of the CVPs. Provide effective support in the assessment of the functionality of the complaints management system in the public service and its impact on service delivery. Contribute to the data capturing process (data from all national departments) for the development of departmental profiles (6 quantitative evaluations required for 2020/2021) and the Public Service Commission's comments on two presentations to the standing committee on appropriations. Conduct monthly and quarterly monitoring of the implementation of PSC recommendations and update relevant databases where necessary. Ensure that all targets of the Directorate are met during the duration of the contract.

ENQUIRIES : Ms Carmen Domingo-Swartz Tel No: 012 352 1289

POST 28/73 : **DEPUTY DIRECTOR: COMMUNICATION SPECIALIST REF NO: DD: CS/11/2020**
(2 Months Contract)

SALARY : R869 007 per annum (Level 12)
CENTRE : Public Service Commission House, Pretoria
REQUIREMENTS : Ideal candidate profile: A relevant recognised three-year Bachelor's Degree/National Diploma in Journalism (NQF Level 6/7). Minimum 3 to 5 years' experience as an Assistant Director gained from Communication/media environment or related field. Clear understanding of and/ or experience in creative and technical process of gathering, packaging and disseminating information. Dynamic motivated, creating self-starter capable of working with little supervision. A background in external communication. Ability to work under pressure and meet deadlines. A Valid driver's license and a willingness to travel (with exception of disabled applicants). Computer skills (Ms word, Excel, PowerPoint). Problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical. Conduct and/or support the promotion of the CVPs.

DUTIES : Participate in the development and implementation of the communication strategy, including stakeholder management framework. Monitor news relating to the PSC and public administration in general and advice the Commission accordingly (Media Monitoring). Draft and issue press releases. Co-ordinate and organise

press briefings, interviews and other media activities. Coordinate production and advice on the content of the quarterly bulletin, the Pulse of the Public Service. Draft opinion pieces for placement in various publication. Provide technical and professional advice to the organisation on the media production. Market the organisation through appropriate external communication tools. Advice on the organisation's website (content and visual).

ENQUIRIES

:

Mr DH Ramafoko Tel No: 012 352 1196

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : 28 December 2020 @ 16:30 pm
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by certified copies of all qualifications, Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG) under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.

OTHER POST

POST 28/74

: **SPECIALIST: ICT SECURITY REF NO: 030/2020**
(One year Contract)
Sub-directorate: Infrastructure Support

SALARY

: R733 257 per annum (Level 11). (All-inclusive salary package)

CENTRE

: Pretoria

REQUIREMENTS

: A 3 year tertiary qualification (NQF 06) in Information Technology/ Computer Science or equivalent with at least 6 years appropriate experience of which 3 years must be in ICT Security and 3 years at Middle Management/ ASD level or equivalent. Must have extensive experience in providing desktop support; knowledge and experience of network and systems administration; knowledge of FortiGate firewalls, Network vulnerability tools, Antivirus software and administration thereof. Additional Competencies: Security + certification, Microsoft Certified Systems Administrator (MCSA/MCSE) Certification, Firewall management and/or certification, Cisco Networking and/or certification and Information Technology Information Library (ITIL). The ideal candidate must have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Produce good quality of work, be reliable, and take initiative. Should have good communication skills and interpersonal relations, should be flexible and have the ability to work with a team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff.

DUTIES

: The successful candidate will be responsible to manage and maintain ICT infrastructure security. This entails the management of the operations of the DPME's enterprise security solutions and the management of security in all DPME's externally facing applications. The implementation of security solutions for vulnerability audits and assessments. The establishment of an enterprise security stance through policy, architecture and training processes. The research and innovation of security solutions and the management of finance and human resources in the unit.

ENQUIRIES

: Kindly contact Ms Sibongile Mbeleki in connection with the post, applications and advertisement, Tel No (012) 312- 0451.

DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0007 or by email stated under each post
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 31 December 2020
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applications. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

- POST 28/75** : **CHIEF SPECIALST: ENERGY REF NO: DPE/2020/015**
Sub stream: Energy Resources
- SALARY** : R1 521 591 per annum (Level 15) (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a postgraduate degree in Engineering/Economics/Finance/Business Management (NQF level 9) as recognized by SAQA accompanied by with 8-10 years' Senior Specialist experience in the energy cluster of which 5 years should be SMS management level as well as leadership experience in corporate structure and economic and models in the Energy sector coupled with deep understanding of the Energy industries and be regarded as one of the foremost voices in these industries. Candidate must have an understanding of the business economics of different forms of energy generation. It is essential that the successful candidate have a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state owned enterprises (SOC) within the Energy sector. In-depth knowledge of South African Electricity Industry and the restructuring of the energy sector. Experience in managing multidisciplinary teams with a professional project driven environment. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.
- DUTIES** : Direct processes to ensure the seamless implementation of policy and regulatory measures within the Energy Complex as determined by the policy departments and regulatory bodies. Initiate and direct research projects to define the policy "gaps" affecting the impact for the functioning of SOCs in the Energy Complex. Develop briefing documents for the Shareholder to influence the policy and regulatory regime. Lead consultation processes with policy departments and regulatory bodies at a technical level to ensure the seamless implementation of the energy sector policy regime. Direct and manage processes to facilitate the development of Shareholder Compacts for SOCs in the Energy Complex. Coordinate input processes by various specialist teams in the DPE to identify the Compact alignment requirements for SOCs in the Complex. Coordinate inputs into the development of briefing documents to the Director General, Minister and Cabinet on critical

alignment requirements. Lead at a technical level interaction with executive management of SOC's to facilitate SOC to SOC collaboration. Lead technical intergovernmental collaboration processes to ensure alignment of compacts with macro-economic and other government policy imperatives. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Monitor, evaluate and report on the impact made by the aligned Compacts. Lead research projects to support the long term business sustainability of SOC's in the Energy Complex including the identification and modeling of growth opportunities and new/emerging markets. Direct and coordinate the initiation and delivery of specialist research projects to model the short, medium and long term business enhancement prospects within the Energy Complex. Co-ordinate the implementation of the Africa Strategy as it relates to the Energy Complex. Coordinate and oversee the development and implementation of pipeline business enhancement strategies and instruments for the Energy Complex. Oversee the implementation of capital projects and the built programme in the Energy Complex. Establish multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on business enhancement models. Lead at a technical level consultation processes to adopt the identified enhancement models by members of the Complex. Lead and coordinate the development of briefing documents to the Director General, Minister and Cabinet on the implementation of enhancement models for approval. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement models. At a technical level engage with policy and regulatory institutions to mitigate risk in the regulatory regime with a possible impact on the implementation of business enhancement models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Monitor, evaluate and report on the performance of enhancement and transformation packages adopted for the Energy Complex. Lead multi-disciplinary monitoring and evaluation projects to report on the performance of enhancement packages. Develop performance reports and briefing notes for the Director General, the Minister and Cabinet. Represent the Department at a technical level in research, inter-departmental and industry forums. Develop and present (on assignment) progress reports to structures of Parliament. Report on the performance of the Energy Complex to EXCO. Ensure the effective, efficient and economical utilisation of resources allocated to research and modeling projects. Account for the utilisation of resources allocated to research and modelling projects. Ensure the development of sub-ordinate specialist staff members.

<u>ENQUIRIES</u>	:	Ms Henriette Strauss, Tel No: (012) 431 1022, email: recruit.hs@dpe.gov.za .
<u>POST 28/76</u>	:	<u>CHIEF SPECIALIST: LOGISTICS REF NO: DPE/2020/016</u> Sub stream: Transport and Defence
<u>SALARY</u>	:	R1 521 591 per annum (Level 15) (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a relevant post-graduate qualification in Engineering/Economics/Finance at NQF level 9 as recognized by SAQA accompanied by 8-10 years' Specialist experience in the Logistics Cluster of which 5 years should be at SMS management level as well as leadership experience in corporate structure and economic and models in the Logistics Sector, coupled with deep understanding of the logistics industries and be regarded as one of the foremost voices in these industries. It is essential that the successful candidate have a clear understanding of Government policies and programmes on economic growth and sustainability specifically related to the state owned enterprises (SOC) in logistics. Experience of managing multidisciplinary teams within a professional project driven environment. The ability to work in a team environment, Strategic thinking, strong negotiation skills, good problem solving skills, good analytical and communication skills. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Direct the development and facilitate the implementation of government's overarching SOC Policy Framework for the Transport and Aviation Complex. Direct and initiate research projects to define the policy "gaps" affecting the optimal

functioning of SOCs in the Transport and Aviation Complex. In collaboration with SOCs, industry and research institutions develop bridging strategies to enhance the operations of the SOCs in the Complex. Lead consultation processes for the adoption of bridging strategies and policy instruments. Lead technical level initiatives to facilitate alignment of the policy and regulatory regime falling outside the mandate of the Department. Direct and manage processes to facilitate the alignment of Shareholder Compacts for SOCs in the Transport and Aviation Complex. Coordinate input processes by various specialist teams in the DPE to identify the Compact alignment requirements for SOCs in the Complex. Lead and coordinate the development Investor briefs to the Minister and Cabinet on critical alignment requirements. Lead at a technical level interaction with the executive management of SOCs in the Complex to resolve alignment issues. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board. Monitor, evaluate and report on the impact made by the aligned Compacts. Direct and manage the initiation of research projects to enhance the business operations and performance of SOCs in the Transport and Aviation Complex. Direct and coordinate the initiation and delivery of specialist research projects to model the short, medium and long term business enhancement prospects within the Transport and Aviation Complex. Coordinate and oversee the development and implementation of pipeline business enhancement strategies and instruments for the Transport and Aviation Complex. Establish multi-disciplinary specialist project teams to conduct due diligence and sustainability assessments on business enhancement models. Lead at a technical level consultation processes to adopt the identified enhancement models by members of the Complex. Lead and coordinate the development Investor briefs to the Minister and Cabinet on the implementation of enhancement models for approval. Lead at a technical level processes to secure funding instruments for the implementation of adopted enhancement models. Monitor, evaluate and report on the impact made through the implementation of approved business enhancement models. At a technical level engage with policy and regulatory institutions to mitigate risk in the regulatory regime with a possible impact on the implementation of business enhancement models. Develop and maintain strategic partnerships to enhance business opportunities and infrastructure development. Ensure the effective, efficient and economical utilisation of resources allocated to research and modeling projects. Ensure the establishment and maintenance of Project Governance Instruments. Account for the utilisation of resources allocated to research and modelling projects. Ensure the development of sub-ordinate specialist staff members.

<u>ENQUIRIES</u>	:	Mr George Malatsi, Tel 012 431 1117. Email: recruit.gm@dpe.gov.za .
<u>POST 28/77</u>	:	<u>SPECIALISTS</u> (24 months contract)
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.
<u>CENTRE</u>	:	Pretoria Logistics Ref No: DPE/2020/017 (X2 Posts) Energy Ref No: DPE /2020/018 (X2 Posts) Defence Ref No: DPE/2020/019 (X1 Post) Aviation Ref No: DPE/ 2020/020 (X1 Post) Natural Resources Ref No: DPE/2020/021 (X1 Post)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate post graduate degree in Transport Economics/ Transport Logistics/ Engineering/ Industrial Engineering/ Engineering Economics /Business Administration/ Natural Sciences (NQF Level 8) as recognised by SAQA accompanied by minimum 5 years middle/senior managerial level experience in freight transport logistics and operations or Energy or Defence or Aviation or Natural Resources. Project management and business intelligence applications. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills. Excellent report writing, communication,

DUTIES

presentation, negotiation and problem solving skills as well as the ability to work under pressure and meet deadlines are crucial in the position.

- : Provide technical support with processes for the development and maintenance of government's overarching SOC Policy Framework for the SOC(s) and their affiliates. Conduct specialist research projects to define the policy "gaps" affecting the optimal functioning of SOC(s) and their affiliates. In collaboration with the SOC(s), industry and research institutions develop bridging strategies and instruments to enhance the operations of the SOC(s). Provide technical assistance to execute management with consultation processes for the adoption of bridging strategies and policy instruments. Develop technical research products to enable executive management to brief the Shareholder on the strategic intent of the SOC(s) and critical alignment requirements to ensure a seamless implementation of the policy and regulatory regime falling outside the mandate of the Department. Provide technical support with processes to facilitate the alignment of Shareholder Compacts for the SOC(s). Consolidate technical inputs by various specialist teams in the DPE to identify the Compact structure and alignment requirements for the SOC(s). Conduct research assignments to develop Investor briefs to the Minister on critical developmental issues affecting the SOC(s). Engage at a technical level with the business development structures in the SOC(s) to define compact content. Develop Compact documents for formal sign-off by the Minister and the relevant SOC Board Chairperson. Develop compact performance monitoring and evaluation instruments, inclusive managing collaboration processes with the SOC. Monitor, evaluate and report on the performance of the adopted Compact(s). Conduct research to enhance the business operations and performance of the SOC (s). Conduct specialist research projects to model the short, medium and long term business enhancement/expansion prospects for the SOC(s). Develop pipeline business enhancement/expansion strategies and instruments for the SOC (s). Conduct market research initiatives aimed at identifying the short, medium and long term business expansion prospects for the SOC (s). Partake in the work of multi-disciplinary specialist project teams to conduct due diligence and sustainability.

ENQUIRIES

- : Dineo Masilo, Tel No: (012) 431-1026, email: recruit.dm@dpe.gov.za. or Benneth Baloyi, Tel No: (012) 431-1029, email: recruit.bb@dpe.gov.za

OTHER POST**POST 28/78**

- : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DPE/2020/022**
(12 Months contract)
Unit: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

- : R733 257 per annum (all-inclusive remuneration package).
: Pretoria
: Applicants must be in possession of a three-year diploma or degree in Public Administration /Logistics/ Purchasing Management or equivalent qualification as recognized by SAQA, coupled with a minimum of 5 years middle managerial level experience in supply chain management. A valid driver's license. Knowledge of the Code of Conduct for Supply Chain Management Practitioners, PFMA, B-BBEE Act, PPPFA Act of 2000, Treasury Regulations, PPR 2017, NT SCM periodical instruction notes, Public Service SCM policies and procedures and Asset Strategy Framework. In-depth knowledge of contract management, logistics and asset management. Knowledge of the transversal systems (Logistical Information System and Basic Accounting System), CSD, Microsoft applications, customer relations management, interpersonal communication, presentation and report writing.

DUTIES

- : The incumbent will be responsible for Contract management, Logistics and assets management. Implement and monitor the departmental assets maintenance and disposal plans. Ensure compliance with Asset Management policies, standards and prescripts. Compile Commitments and Assets information for inclusion in the Financial Statements. Coordinate and Acquisition Management. Manage and review commitment and contract registers. Review performance of service providers together with project managers and provide inputs to the annual report. Management of Departmental fleet.

ENQUIRIES

- : Ms Lettie Sono, Tel No: (012) 431 1295, email: recruit.ls@dpe.gov.za.

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 08 January 2021 @ 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); copies of qualifications (if available, or may be requested at a later stage) and ID document. 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. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. A technical exercise and/or Competency assessment may also form part of the selection process for MMS positions and below. Personnel suitability checks will be done during the selection process. 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 3 months 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.

OTHER POST

- POST 28/79** : **DEPUTY DIRECTOR: PERFORMANCE MONITORING & REPORTING REF NO: ODG 19/20-21**

- SALARY** : R733 257 per annum, (an all-inclusive remuneration package).
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma /B. Degree (NQF 7) in Economics/Business Administration/Public Management/Developmental Studies/ Social Sciences or any other related relevant qualification. 5 years relevant experience (of which 3 years must be at an Assistant Director Level) Experience in any of the following will be considered an added advantage: Public sector in performance information monitoring and reporting, performance information evidence validation and auditing environment. Possess experience in Knowledge Management; Programme and Project Management; Policy implementation, Communication skills (Written and Verbal); Client orientation and customer focus; Strong analytical skills (mathematical and statistical knowledge) and Stakeholder Management.

- DUTIES** : Review Business Unit's performance reports and produce evidence-based quarterly performance reports for the DSBD against the approved Annual Performance Plan. Develop performance monitoring tools and manage the development of performance monitoring tools, guide and advise management on efficient and effective use of monitoring tools. Review the Department of Small Business Development's annual performance against the approved Annual Performance Plan and draft evidence-based Annual Performance Information and Annual Reports. Verify performance evidence from Business Units against planned targets and technical indicator description source. Receive, verify and document validated evidence information according to the department's performance information management policy. Report on the implementation progress of the Service Delivery Improvement Plan of the Department of Small Business Development. Attend to all Audit findings on performance information, engage with Business Units to resolve Audit matters, report on progress of audit action plan.

Manage the institutional performance information reporting processes and evidence validation. Conduct programme and policy implementation impact assessment. Develop performance monitoring and reporting systems and framework. Communicate with management and colleagues. Draft general correspondence such as response letters, emails, status reports, presentations, memos and submissions. Provide detailed / in depth advice on procedural and technical related matters in respect of performance monitoring and reporting policies and strategies to ensure compliance. Conduct formal presentations / information sessions.

ENQUIRIES

: The Recruitment Office Tel No: 012 394 1440 / 5286 / 3097

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria. Applicants may alternatively submit by email to recruitment@tourism.gov.za (Maximum size of 5 MB)
- CLOSING DATE** : 08 January 2021 at 16:30 (Late applications will not be considered)
- NOTE** : E-mailed applications must only include a completed and signed Z83 form which is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za, a CV with a font size of 10 and Arial theme font, a copy of the Identity Document, a copy of the Senior Certificate and the highest required qualification as well as a copy of a driver's licence where necessary. Attachments must be limited to 5 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the department. Uncertified copies will be accepted when submitting your application, but shortlisted candidates must produce original/certified copies on the day on the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test. Kindly note that the Department of Tourism will be closed from 24 December 2020 until 03 January 2021. No access will be granted into the building during this period.

OTHER POSTS

- POST 28/80** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT AND REGULATIONS REF NO: DT 23/2020**
- SALARY** : R869 007 per annum (All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework).
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised Bachelor's Degree/National Diploma (NQF6) in Public Policy, Tourism or Development Studies plus 3-5 years' relevant working experience in a policy environment. Transport knowledge and understanding of the transport economy and environment as a contributor to tourism. Understanding of policy development processes; Understanding of strategy development processes; Understanding of the Public Service Systems; Knowledge of PFMA and other relevant Acts/legislation; knowledge of Project Management, stakeholder management and management of Human Resources. A valid code B driver's license.
- DUTIES** : The successful candidate will be responsible for facilitating the development and review of the tourism sector policy and regulatory frameworks; Scanning the policy environment to inform the development and review of policy and regulatory frameworks; Developing discussion documents on the development and review of policy and regulatory frameworks; Consulting with stakeholders on the development of policy and regulatory frameworks; Developing policy and regulatory frameworks to guide the sector; Proactively tracking national policy developments from other sectors with impact to tourism; Analysing national policy developments from other sectors with impact to tourism; Highlighting implications to tourism

emanating from other sectoral policy/ regulatory frameworks; Generating tourism policy position on other sectoral policy/regulatory frameworks; Tracking global and national policy developments with impact to the tourism economy; Analysing global and national policy developments with impact to tourism; Developing policy watch documents; Ensuring policy advocacy for alignment at local and political spheres of government; Ensuring policy advocacy at relevant national/ sectoral forums; Reporting on the mainstreaming, integration and alignment of tourism agenda across all spheres of government. EE Requirements: Preference Will Be Given To African Male, Coloured Male And White Male Candidates.

ENQUIRIES

: Mr S Nkala Tel No: (012) 444 6316

POST 28/81

: **KNOWLEDGE MANAGEMENT OFFICER REF NO: DT 22/2020)**

SALARY

: R316 791 per annum, excluding service benefits (Level 08)

CENTRE

: Pretoria

REQUIREMENTS

: A SAQA recognised Bachelor's Degree or National Diploma (NQF 6). 2-3 years' relevant work experience in a strategy/policy development environment. A clear understanding of the Tourism sector in South Africa and globally. Knowledge of relevant Acts and Prescripts. Knowledge of procurement and budgeting processes. Advanced computer skills. Good communication and interpersonal skills. Ability to work individually and in a team. Ability to work under pressure. Good report writing skills. Sound organising and planning skills. A valid driver's licence.

DUTIES

: The successful candidate will be responsible for providing administrative support for the development, review and implementation of the knowledge management strategy; Providing administrative support for the development, review and implementation of the National Tourism Knowledge Agenda; Providing administrative support for the development and implementation of knowledge management policies and frameworks in support of the National Tourism Sector Strategy (NTSS) implementation; Providing administrative support for the collection and consolidation of knowledge from various sources to inform policy, planning, decision making and departmental programmes. EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

ENQUIRIES

: Mr M Lose. Tel No: (012) 444 6368

POST 28/82

: **STATE ACCOUNTANT: CREDITORS, TRAVEL AND SUBSISTENCE REF NO: DT 25/2020)**

SALARY

: R257 508 per annum (Level 07) excluding service benefits

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate recognised Degree/ National Diploma (NQF 6) in Financial Accounting/ Financial Management/ Management Accounting. 2-3 years' working experience in an appropriate field. Ability to manage projects independently. Knowledge and skills in financial management and budgeting. Knowledge of BAS, PERSAL and LOGIS. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Ability to work under pressure.

DUTIES

: The successful candidate will be responsible for administering travel and subsistence claims; receiving claim forms for both domestic and foreign trips; check if claims are correctly compiled and amounts are calculated per period and per item allowance; administering BAS payments; receiving T&S Advance forms from officials within the department for domestic and foreign trips; check if the advance is correctly calculated according to the period away and country for foreign trips; verifying correctness of allocation, invoice number, amount, banking details and signatures; verifying limits of cellphones and 3G claims per official and also certify tax invoice; attending to enquiries relating to payments; capturing of accruals at the end of the financial year; administering LOGIS online payments; downloading information from BAS and compiling register of LOGIS payments; attending to enquiries relating to LOGIS payments; administering journals, Tourvest Holdings and DIRCO account; requesting BAS reports; compiling journal on BAS for allocations wrongly allocated; receiving claim forms from officials with advance money requested from American Express; capturing claims on PERSAL; receiving payment advice for Telkom from Records Management section; capturing new

telephone numbers on the Telkom register; receive claims and invoices relating to the DIRCO account; inform DIRCO of the amount to be taken off advance.EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

ENQUIRIES : Mr A Griesel Tel No: (012) 444 6244

POST 28/83 : **SECURITY OFFICER REF NO: DT 24/2020**

SALARY : R122 595 per annum (Level 03) excluding service benefits

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate. Minimum of 2 years' working experience in an appropriate field. Grade C PSIRA certificate. Basic firefighting knowledge. Basic security officer's course. Experience in CCTV monitoring. Working knowledge of the MISS document. Ability to interpret and apply security policies, directives, procedures and prescripts. Ability to provide immediate solutions to problems. Good verbal and written communication skills. Ability to resolve conflict. Ability to take initiative and be creative. A valid driver's licence.

DUTIES : The successful candidate will be responsible for monitoring movement of personnel, visitors and contractors utilising CCTV; Controlling the movement of personnel, visitors and contractors; Determining whether visitors have appointments and contacting the relevant employee to confirm the appointment; Completing and ensuring that the admission control register is completed and issuing admission control cards as required; Operating X-ray machines where applicable; Locking and unlocking entrances; Ensuring that unauthorised persons and dangerous objects do not enter the building/ premises; Undertaking building patrols to identify and check: that doors are locked and unlocked as required, that water leaks and taps are closed, that there are no fire hazards or exposed electrical contacts, That lights are switched on/off as required; Applying emergency procedures and alert emergency services and the department's management in cases of an emergency; Writing daily activity and irregularity reports; Monitoring and inspecting vehicles entering and leaving the premises; Ensuring that no equipment, stores and assets of the department leave the building; Ensuring that the occurrence book is kept up to date and that all incidents and reports are recorded; Ensuring that the visitors and the after-hours registers are completed and kept up to date. Completing the mail/parcel register when required to do so. EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

ENQUIRIES : Mr R Benadie Tel No: (012) 444 6144

DEPARTMENT OF TRADITIONAL AFFAIRS

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 : 10 January 2021

NOTE : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of qualifications. 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. Thank you for the interest shown in the Department.

MANAGEMENT ECHELON

POST 28/84 : **DIRECTOR: POLICY (RESEARCH, POLICY & LEGISLATION BRANCH) REF NO: 2020/07**

SALARY : R1 057 326 per annum (Level 13) (An all-inclusive remuneration package) (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor of Law (LLB)/Public Policy/Monitoring & Evaluation/Public Administration or Administration degree or equivalent qualification (NQF level 7) plus 5-10 years' experience at middle management or senior management level in policy implementation. Certificate for entry into the Senior Management Services (SMS). Extensive knowledge of the Traditional Leadership sector. A valid driver's licence. Extensive travelling. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Policy formulation. Legislation and policy framework applicable to Traditional Leadership. Monitoring and Evaluation techniques. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.

DUTIES : The successful candidate will perform the following duties: Oversee the development of Traditional Affairs Regulatory frameworks. Oversee the implementation of Traditional Affairs Regulatory frameworks policies, legislation and regulations. Monitor compliance with Traditional Affairs Regulatory frameworks. Provide interpretation of Traditional Affairs legislation and manage legislation implementation information.

ENQUIRIES : Ms RS Mogaladi Tel No: (012) 395 4972/012) 334 0549

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, 2nd Floor Pencardia 1 Building OR E-mail: DTARecruitment@cogta.gov.za

FOR ATTENTION : Directorate: Human Resource Management

OTHER POST

<u>POST 28/85</u>	:	<u>DEPUTY DIRECTOR: POLICY REF NO: 2020/11</u> (Research, Policy & Legislation Branch)
<u>SALARY</u>	:	R733 257 per annum. (An all-inclusive remuneration package) The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate Bachelor of Law (LLB)/Public Policy/Monitoring & Evaluation/Public Administration or Administration degree or equivalent qualification (NQF level 7). 3-5 years' experience in sectoral policy or legislation implementation and/or legislation compliance monitoring. Knowledge of the traditional affairs sector will serve as an added advantage. A valid driver's licence. Extensive travelling. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management, and Financial Management. Technical competencies: Legislation analysis, interpretation and implementation; Public sector policy and legislation development and monitoring; Policy analysis and research; Knowledge of traditional affairs legislation. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage and coordinate implementation of traditional affairs policies and legislation. Monitor compliance with Traditional Affairs policies and legislation. Render specialist advice with regard to implementation of and compliance with Traditional Affairs policies and legislation. Provide support on implementation of national traditional affairs policies and legislation.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms RS Mogaladi Tel No: (012) 395 4972/ (012) 334 0549 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 nd Floor Pencardia 1 Building OR E-mail: DTARecruitment@cogta.gov.za
<u>FOR ATTENTION</u>	:	Directorate: 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 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.
- CLOSING DATE** : 15 January 2021
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. 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 posts. The successful candidates 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. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 28/86** : **DEPUTY DIRECTOR: MULTILATERAL COORDINATION REF NO: DOT/HRM/2020/53.**
(Branch: Chief Operations Officer)
(Chief Directorate: International Relations)
(Directorate: Multilateral Coordination)
- SALARY** : R869 007 per annum (Level 12)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree in International Relations, Political Science or International Law as recognised by SAQA. Must have at least 5 years functional experience international relations environment of which 3 years must be at an Assistant Director level. Knowledge and understanding of the transport sector and its role in the international stage, knowledge of the South African Foreign Policy, understanding of the importance of SADC, AU and South-South cooperation. Valid driver's license. Knowledge and understanding of the PFMA Act, Public Service Act and Public Service Regulations. Liaison and interpersonal skills. Communication skills (written and verbal). Computer literacy.
- DUTIES** : Represent the Department at inter-departmental meetings, multilateral meetings and joint commissions. Ensure consensus on transport issues in international meetings. Manage the Department's involvement in the lobbying processes for international positions and incoming and outgoing missions. Promote closer co-operation with regional partners within the SADC framework and managing the implementation of agreements in SADC. Ensure overall participation of the Department in the African Union, including implementation of AU decisions and declarations on transport issues. Compile reports of all international engagements for the attention of the Director-General, Deputy Minister and the Minister. Manage the sub-directorate, monitor and ensure effective coordination of activities, evaluate and monitor performance of staff. Manage stakeholder relations. Negotiate and monitor implementation of all multilateral international agreements. Manage projects and the budget allocated.
- ENQUIRIES** : Mr. Themba Nkontwana, Tel No: (012) 309 3157

<u>POST 28/87</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOT/HRM/2020/54</u> (Branch: Office of the Director-General) (Chief Directorate: Internal Audit and Fraud Investigations) (Directorate: Internal, Performance and IT Audits) (Sub-Directorate: Internal Audit)
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF Level 6/7 (National Diploma or Degree) in Internal Auditing/Auditing or an equivalent qualification as recognised by SAQA with 5 years Internal Audit experience. Note: The following key competencies are essential: Knowledge of internal audit methodology, risk-based auditing, Treasury Regulations and Public Finance Management Act (PFMA); Knowledge of the International Standards for the Professional Practice of Internal Auditing and Code of Ethics. Good interpersonal and communication skills (both written and verbal); report writing; problem solving; project management skills, knowledge of barnowl audit and risk management software. Knowledge, proficiency and skills of auditing financial statements. The incumbent must be able to establish and maintain harmonious working relationship with co-workers and audit clients.
<u>DUTIES</u>	:	The incumbent will be responsible for the following: Provide inputs in the internal audit strategic and operational plans; Review the effectiveness of internal control systems, risk management and governance processes of the department; Plan audit projects; Develop adequate audit procedures; Execute audit programme by gathering all relevant data and audit evidence; Document all audit findings and provide supporting evidence; Compile audit reports and discuss with clients; Conduct internal audits in compliance with the International Standards for the Professional Practice of Internal Auditing; Perform follow up reviews to ensure that agreed action plans were implemented; Manage time and monitor audit progress against the plan; Supervise and conduct staff performance review; Manage internal audit resources (human, financial, assets) within area of responsibility.
<u>ENQUIRIES</u>	:	Ms Nomboniso Haka Tel No: (012) 309 3076
<u>POST 28/88</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMMER REF NO: DOT/HRM/2020/55 (X2 POSTS)</u> (Branch: Integrated Transport Planning) (Chief Directorate: Business Information System) (Directorate: Business Systems) (Sub-Directorate: Systems Analysis)
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF Level 6/7 in Computer Science or Information Technology as recognised by SAQA with 3 years working experience as a Programmer. The following competencies are essential: ASP/ASP.NET and MsSQL /MySQL, Experience in SQL server / Oracle, C#, HTML, Java Script and MVC. Experience is IT Operations. Experience in databases. Open Source experience will be an added advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for the following: Designing, developing, testing, documenting and supporting applications. Building and enhancing web-based systems. Delivering a complete front and back end applications. Create technical documentation for reference and reporting. Troubleshooting, debugging, maintaining and improving existing software.
<u>ENQUIRIES</u>	:	Ms Lebogang Kwadjo Tel No: (012) 309 3984

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

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

<u>APPLICATIONS</u>	:	Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 / emailed to tshedip@destea.gov.za / majafak@destea.gov.za / ramailanef@destea.gov.za or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
<u>FOR ATTENTION</u>	:	Ms M Parkies / Ms K Majafa / Ms F Ramailane
<u>CLOSING DATE</u>	:	08 January 2021 at 16:00
<u>NOTE</u>	:	All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. All short listed candidates will be subjected to screening and security vetting to determine their suitability for employment, as well as qualification verification. Successful candidate will be expected to enter into a performance agreement. Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint.

OTHER POSTS

<u>POST 28/89</u>	:	<u>BIODIVERSITY OFFICER CONTROL GRADE B: SPECIALIST & CRIMINAL INVESTIGATIONS REF NO: DESTEA 01/12/20</u>
<u>SALARY</u>	:	R846 618 – R1 192 365 per annum (An all-inclusive salary package) (OSD). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's Degree/ Diploma in Environmental Science /Management/ Natural Science/ Law or Biodiversity Management or equivalent qualifications. Relevant experience in enforcement and compliance environment. Knowledge of relevant government regulations. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Manage the development and implementation of compliance, enforcement and monitoring of all relevant environmental legislation, policies, standard procedures, guidelines and strategies. Facilitate the development and execution of policies, legislation, regulations and guidelines, nationally, provincially and locally. Plan, coordinate and render compliance monitoring plans for planned and ad-hoc

inspections. Manage compliance and enforcement operations and undertake investigations thereafter to further determine proper law enforcement actions. Facilitate criminal prosecutions, advocate cooperative governance in dealing with enforcement issues with NPA, SAPS, DWA, DEA, Municipalities, etc. Oversee law enforcement operations subject to EMI designation. Manage and conduct environmental compliance promotion and awareness in promoting environmental rights and justice. Assist in facilitating training/workshops for EMIs, SAPS, SANDF, Communities and other relevant stakeholders. Perform administrative and any other related functions. Manage human and financial resources of the Sub-directorate; i.e., human, asset (biological and physical) and financial resources. NB: The successful candidate will be expected to work long hours.

<u>ENQUIRIES</u>	:	Ms NM Nkoe, Tel. No: (051) 400 4918/4800
<u>POST 28/90</u>	:	<u>ENVIRONMENTAL OFFICER CONTROL GRADE B: AIR QUALITY REF NO: DESTEA 02/12/20</u>
<u>SALARY</u>	:	R846 618 – R1 192 365 per annum. (An all-inclusive salary package) (OSD). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. Appropriate salary will be determined according to the regulatory framework based on OSD.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	Appropriate Bachelor's Degree/ Diploma in Environmental Science /Management/ Natural Science/ Law or Biodiversity Management or equivalent qualifications. Relevant experience in air quality environment. Knowledge of relevant government regulations. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Management of development, implementation, monitoring and evaluation of policy instruments with regards to air quality management which will include but not limited to overseeing and management of development of policies, legislation, strategies, action plans, guidelines, norms and standards; ensure implementation of policies, legislation, strategies, action plans, guidelines and norms and standards; ensure the establishment and implementation of performance monitoring, evaluation and quality assurance processes; develop an integrated plan for air quality and climate change including the implementation of the legal statutes , norms, standards and guidelines; ensure ambient monitoring of criteria and non-criteria pollutants; provide support to spheres of government, stakeholders and internal clients on air quality and climate change related issues, advice municipalities on management and implementation and review of management of the implementation of Air Quality Management systems and plans which includes, develop, implement and review Air Quality Management Plan for the Province; initiate capacity building for municipalities; identify key operational and management components to form part of AQM Systems; facilitate the alignment of AQMPs with municipal IDPs. License atmospheric emitters and listed activities and provide, coordinate and ensure overall quality assurance on technical reports. (e.g. air quality reports, basic impact, scoping & environmental impact reports). Manage financial and human of the resources of the Sub-directorate. NB: The successful candidate will be expected to work long hours.
<u>ENQUIRIES</u>	:	Ms. NM Nkoe, Tel. No: (051) 400 4918/4800

DEPARTMENT OF HEALTH

<u>CLOSING DATE</u>	:	30 December 2020
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within six (6) months as at the advert closing date. 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 or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

<u>POST 28/91</u>	:	<u>MEDICAL OFFICER: GRADE 1-3: REF NO: H/M/37</u>
<u>SALARY</u>	:	Grade 1: R821 205.per annum Grade 2: R938 964.per annum Grade 3: R1 089 693 per annum
<u>CENTRE REQUIREMENTS</u>	:	Elizabeth Ross Hospital, Witsieshoek MBCHB or equivalent Degree. Registration as Medical Practitioner (Independent Practice) with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Proof of current registration for 2020/2021. Experience: Grade 1: None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Medical Practitioner with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Driver's license. Knowledge And Skills: Good communication and interpersonal skills.
<u>DUTIES</u>	:	To render comprehensive, curative, preventative and promotive Health Care Services at the hospital and catchment clinics during normal working hours. Implement quality standards, practices and treatment protocol to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in all wards and emergency department as per workload demands. Perform medico-legal/forensic examinations on victims of gender based violence and assault. Application of gender medical principles of care to patients and relatives. Facilitation of staff training and on-going Medical Education. Ability to work with people outside of the medical Sphere, such as Police, NPA and NGO's involved in the holistic care of this subset of patients. After hours participation in call roster. Take an active role in the development of high quality services in line with Batho-pele principles. Participate in outreach programs, training and appropriate supervision of Intern Medical Officers. Assist with administrative and other duties when required. To facilitate clinical service functioning.

<u>ENQUIRIES</u>	:	Dr M P Setlaba, Tel No: (058) 718 4000
<u>APPLICATIONS</u>	:	To Be Send To: The Chief Executive Officer, Elizabeth Ross Hospital, (Contact Person: Mr N A Mashinini), Private Bag X804, Witsieshoek, 9866
<u>POST 28/92</u>	:	<u>PHARMACIST: GRADE 1-3: REF NO: H/P/36</u>
<u>SALARY</u>	:	Grade 1: R693 372 per annum Grade 2: R751 026 per annum Grade 3: R821 205 per annum (OSD)
<u>CENTRE</u>	:	Thabo Mofutsanyana District
<u>REQUIREMENTS</u>	:	Appropriate bachelor of Pharmacy Degree. Registration with the SAPC as a Pharmacist. Experience: Grade 1: None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge And Skills: Good interpersonal relations. Knowledge of good pharmacy practice.
<u>DUTIES</u>	:	Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container. Dispensing of medication: Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Deliver emergency services. Management and control of medicine stock: Issuing of ward stock and scheduled medication, calculating stock levels, conduct ward rounds. Check emergency trolleys/ rooms, visit clinics, control expired medication, maintain drug registers (schedule 5, 6 and donation). Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) with: Stock taking procedures. Ordering and receiving of stock. Storage of stock, maintain stock cards, record keeping. Distribution and redistribution of stock. Ensure adherence to Good Pharmacy Practice rules and regulations. Training of staff: Pharmacist assistants, Interns and other pharmacy support personnel. Monitoring treatment to workers due to occupational injury. Keeping of statistics, compiling of reports. Where acting as a responsible pharmacist: Control the budget. Supervision of pharmacy personnel. Ensure implementation of the referral system. Attend meetings. Implement and maintain the infection control policy. Other: Dialysis. Stoma therapy. Sterile preparations. Monthly meetings with team to discuss ART issues and discuss case scenarios.
<u>ENQUIRIES</u>	:	Mr S Shabangu Tel No: (058) 713 0515 ext 144
<u>APPLICATIONS</u>	:	To Be Send To: The Chief Executive Officer, Thabo Mofutsanyana District, Private Bag x824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba.
<u>FOR ATTENTION</u>	:	Mr M S Shabangu
<u>POST 28/93</u>	:	<u>ASSISTANT MANAGER NURSING: (PNA-7) REF NO: H/A/50</u>
<u>SALARY</u>	:	R562 800 per annum (OSD)
<u>CENTRE</u>	:	Fezi Ngubentombi Hospital, Sasolburg

<u>REQUIREMENTS</u>	:	Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge and Skills: Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practice and how it impacts on service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Knowledge of the Public Service Act, Public Finance Act and Mental Health Act. Good communication skills. Computer literacy. Ability to work independently and in a multi-disciplinary team context. Analytic thinking independent decision making and problem solving skills. Responsive and proactive with flexible approach. Good co-ordination and planning skills. Complaints management skills.
<u>DUTIES</u>	:	Coordinating optimal, holistic nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilization of resources. Implementation of complaints management policy. Ensure management of adverse events in line with prescripts. Ensure adherence to reports and statistics. Develop and monitor policy implementation within the facility. Do critical assessments for compliance with national and professional standards where necessary in support of facility. Incident management including clinical risk management. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-development. Ensure compliance to National Core Standards and Ideal Hospital. Act as a call Centre Manager for Nursing
<u>ENQUIRIES APPLICATIONS</u>	:	Me. M. Ramagole, Telephone number: (016) 970 9418
	:	To The Chief Executive Officer, Fezi Ngubentombi Hospital, Private Bag X2017, Sasolburg, 1947
<u>FOR ATTENTION</u>	:	Me S M Mokadi
<u>POST 28/94</u>	:	<u>OPERATIONAL MANAGER: PNB-3: (OCCUPATIONAL HEALTH AND SAFETY)</u> <u>REF NO: H/O/37</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R562 800 per annum (OSD)
	:	Elizabeth Ross Hospital, Witsieshoek
	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Driver's license. Computer literacy. Knowledge and Skills: Occupational Health and Safety Act. Good communication skills.
<u>DUITES</u>	:	Develop, implement and improve Health and Safety plans/ programmes and procedures in the workplace. Ensure and maintain compliance of the facility with the Health and Safety Regulations. To ensure that a comprehensive nursing treatment and care service is delivered to staff in a cost effective, efficient and equitable manner by the speciality unit. Ensure compliance to professional and ethical practice in management of staff. Identify OHS related training needs in the workplace.
<u>ENQUIRIES APPLICATIONS</u>	:	Me M A Mosase Tel No: (058) 718 4000
	:	To be send to: The Chief Executive Officer, Elizabeth Ross Hospital, Private Bag X804, Witsieshoek, 9866
<u>FOR ATTENTION</u>	:	Me D M Tamme
<u>POST 28/95</u>	:	<u>CLINICAL PROGRAM COORDINATOR: PNA-5: INFECTION CONTROL REF NO: H/C/62</u>
<u>SALARY CENTRE</u>	:	R444 276 per annum (OSD)
	:	Fezi Ngubentombi Hospital, Sasolburg

<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing in Infection Prevention and Control, that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Knowledge and Skills: Good communication skills. Computer literacy. Ability to promote quality patient care. Leadership, change and general management, teaching and training skills. Ability to work independently, under pressure, co-operatively with colleagues and stakeholders at all levels.
<u>DUTIES</u>	:	Conduct Infection Prevention and Control training to all categories of personnel, especially with matters that relate to their work environment. Collates data regarding hospital infections acquired in any given month in order to ensure that it remains below national norm. Develop strategies aimed at preventing and maintaining the rate of hospital acquired infections as informed by identified micro-organisms and their mode of spread e.g. contamination, droplet (air-borne). Monitors frequent changing of air filters by technical services, at least six monthly intervals and keep proper record thereof. Organize campaigns that are aimed at improving the knowledge and skills of personnel with regard to infection prevention and control e.g. hand wash, wound dressing, etc. Conduct spot check/unannounced visit into the departments to ensure that safe infection prevention and control practices are adhered to and upheld at all time during encounters with patients. E.g. observing the aseptic technique during performance of invasive procedures. Interacts with stakeholders (external), which are mainly concerned with introduction of the latest equipment, material or methods of infection prevention and control. Development, implementation and reviewing of policies related to infection prevention and control. Orientation and induction of infection prevention and control to all newly appointed personnel so that they are acquainted with the organizational culture of the institution. Develop quality improvement projects as informed by challenges identified that would otherwise pose threats to the well-being of the beneficiaries of the service. Act in an advisory capacity to hospital management about the latest developments in the field of infection prevention and control and improved methods of embarking upon activities which will result in better outcomes.
<u>ENQUIRIES</u>	:	Me. M. Ramagole Tel No: (016) 970 9418
<u>APPLICATIONS</u>	:	To The Chief Executive Officer, Fezi Ngubentombi Hospital, Private Bag X2017, Sasolburg, 1947.
<u>FOR ATTENTION</u>	:	Me S M Mokadi
<u>POST 28/96</u>	:	<u>PROF NURSE: PNB-1: THEATRE REF NO: H/P/38</u>
<u>SALARY</u>	:	R383 226 per annum (OSD)
<u>CENTRE</u>	:	Fezi Ngubentombi Hospital, Sasolburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification. Registration with the SANC as Professional Nurse. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse plus a post-basic nursing qualification with a duration of at least 1-year post - basic in Operating Theatre Science accredited with SANC. Must be willing to work shifts. Knowledge and Skills: Good communication skills. Ability to provide holistic care. Knowledge of the management of people, financial and conflict, management. Computer literacy.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human & Material). Provide comprehensive nursing treatment and care to patients in a speciality unit in a cost effective, efficient and equitable manner. Participate and Coordinate the provision of effective training and research for nursing services. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in Unit (where necessary). Provision of administrative services. Provision of clinical services, usage of machineries and equipment.
<u>ENQUIRIES</u>	:	Me. M. Ramagole Tel No: (016) 970 9418
<u>APPLICATIONS</u>	:	To The Chief Executive Officer, Fezi Ngubentombi Hospital, Private Bag X2017, Sasolburg, 1947.
<u>FOR ATTENTION</u>	:	Me S M Mokadi

<u>POST 28/97</u>	:	<u>PROF NURSE: PNB-1: PAEDIATRICS REF NO: H/P/37</u>
<u>SALARY</u>	:	R383 226 per annum (OSD)
<u>CENTRE</u>	:	Fezi Ngubentombi Hospital, Sasolburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification. Registration with the SANC as Professional Nurse. A minimum of 4 years appropriate/ recognizable experience in nursing after registration with SANC as a Professional Nurse plus a post-basic nursing qualification with a duration of at least 1-year post - basic in Paediatrics Science accredited with SANC. Must be willing to work shifts. Knowledge and Skills: Good communication skills. Ability to provide holistic care. Nursing Administration. Knowledge of the management of people, financial and conflict, management. Computer literacy.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/Legal framework. Effective utilization of resources (Human & Material). Provide comprehensive nursing treatment and care to patients in a speciality unit in a cost effective, efficient and equitable manner. Participate and Coordinate the provision of effective training and research for nursing services. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in Unit (where necessary). Provision of administrative services. Provision of clinical services, usage of machineries and equipment.
<u>ENQUIRIES</u>	:	Me. M. Ramagole, Tel No: (016)970 9418
<u>APPLICATIONS</u>	:	To The Chief Executive Officer, Fezi Ngubentombi Hospital, Private Bag X2017, Sasolburg, 1947.
<u>FOR ATTENTION</u>	:	Me S M Mokadi
<u>POST 28/98</u>	:	<u>PROF NURSE: PNB-1: PRIMARY HEALTH CARE REF NO: H/P/33</u>
<u>SALARY</u>	:	R383 226 per annum (OSD)
<u>CENTRE</u>	:	Thabo Mofutsanyana District
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. Knowledge and Skills: Understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Effective management of resources. Implementation of ministerial injunctions. Management of projects and campaigns in the facility.
<u>DUTIES</u>	:	Provide comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader in the unit where necessary. Ensure the implementation of PHC Services in line with the Department Strategic Goals. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Mr S Shabangu Tel No: (058) 713 0515 ext 144
<u>APPLICATIONS</u>	:	To be send to: The Chief Executive Officer, Thabo Mofutsanyana District, Private Bag x824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba.
<u>FOR ATTENTION</u>	:	Mr M S Shabangu
<u>POST 28/99</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: H/A/48</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Thabo Mofutsanyana District
<u>REQUIREMENTS</u>	:	An appropriate experience Bachelor's degree or Diploma relevant to Health or Social Science or in Commerce plus 3-5 years' functional experience of which 3 years must be on supervisory level. Knowledge and Skills: Working in a monitoring and evaluation field will be an added advantage. Experience in engaging with stakeholders at all levels including but not limited to politicians. Ability to work in a team. Excellent oral and written skills. Ability to liaise with all sectors and government departments.

<u>DUTIES</u>	:	Coordinating the development for Monitoring and Evaluation capacity for Thabo Mofutsanyana District. Coordinate and support routine monitoring and evaluation of oversight of all programs within the Thabo Mofutsanyana District. Coordinate and support development and organizational quality improvement plans for the district. Generate monthly district response updates for the Thabo Mofutsanyana District in all relevant programmes. Provide updated figures for regular progress reports as requested in a timely fashion.
<u>ENQUIRIES</u>	:	Mr S Shabangu Tel No: (058) 713 0515 ext 144
<u>APPLICATIONS</u>	:	To The Chief Executive Officer, Thabo Mofutsanyana District, Private Bag x824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba.
<u>FOR ATTENTION</u>	:	Mr M S Shabangu
<u>POST 28/100</u>	:	<u>DIETICIAN: GRADE 1-3 REF NO: H/D/28</u>
<u>SALARY</u>	:	Grade 1: R317 976 per annum Grade 2: R372 810 per annum Grade 3: R439 164 per annum OSD
<u>CENTRE</u>	:	Thabo Mofutsanyana District
<u>REQUIREMENTS</u>	:	BSc Dietetics Degree. Experience: Grade 1: None after registration with the HPCSA as a Dietician in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Good interpersonal relations. Computer literacy.
<u>DUTIES</u>	:	Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.
<u>ENQUIRIES</u>	:	Mr S Shabangu Tel No: (058) 713 0515 ext. 144
<u>APPLICATIONS</u>	:	To: The Chief Executive Officer, Thabo Mofutsanyana District, Private Bag x824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba
<u>FOR ATTENTION</u>	:	Mr M S Shabangu
<u>POST 28/101</u>	:	<u>SOCIAL WORKER: GRADE 1-4 REF NO: H/S/72</u>
<u>SALARY</u>	:	Grade 1: R257 592 per annum (OSD) Grade 2: R316 794 per annum (OSD) Grade 3: R384 228 per annum (OSD) Grade 4: R472 551 per annum (OSD)
<u>CENTRE</u>	:	Thabo Mofutsanyana District
<u>REQUIREMENTS</u>	:	Bachelor of Social Work. Registration with the SACSSP as a Social Worker. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate experience in social work after registration as a Social Worker with the SACSSP.

		Grade 3: A minimum of 20 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 4: A minimum of 30 years' appropriate experience in social work after registration as a Social Worker with the SACSSP. Knowledge and Skills: Good interpersonal relations. Computer literacy.
<u>DUTIES</u>	:	To provide social work services through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being.
<u>ENQUIRIES</u>	:	Mr S Shabangu Tel No: (058) 713 0515 ext 144
<u>APPLICATIONS</u>	:	To be send to: The Chief Executive Officer, Thabo Mofutsanyana District, Private Bag x824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba.
<u>FOR ATTENTION</u>	:	Mr M S Shabangu
<u>POST 28/102</u>	:	<u>MONITORING AND EVALUATION PRACTITIONER REF NO: H/M/38</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Regional Training Centre: HRD Corporate Office: Bloemfontein
<u>REQUIREMENTS</u>	:	Diploma or relevant qualification in Monitoring & Evaluation. Valid driver's license. Knowledge and Skills: 2 Years' experience in monitoring & evaluation, in data management & skill smart system. Experience in audio-visual (AVC) system operation. Computer Literacy. Good communication & interpersonal skills. Ability to manage time excellently, be conscious about deadlines. Knowledge of the current health Information system operations. Ability to work independently, under pressure, strong negotiation skills. Willing to work extended hours & travel extensively. Intensive knowledge & application of Training Dora Indicators Knowledge of all Clinical training programs & policies & guidelines thereof.
<u>DUTIES</u>	:	Develop and implement M & E system and Policy for the Regional Training Center. Provide leadership & guidance in data reliability, completeness & accuracy. Analyze changes and patterns in key indicators, and information management performance reports & make recommendations and strategies to close the gap. Develop quality data monitoring tools & handle troubleshooting Provide capacity building to the team. Compile Reports.
<u>ENQUIRIES</u>	:	Me V N K Vanqa, Tel No: (051) 408 1741 /1289
<u>APPLICATIONS</u>	:	To be send to: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.
<u>FOR ATTENTION</u>	:	Me P Mpu

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

<u>APPLICATIONS</u>	:	Head: Public Works, Human Resources Management Directorate. P.O Box 7551, Bloemfontein 9300 OR Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building.
<u>CLOSING DATE</u>	:	08 January 2021
<u>NOTE</u>	:	Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4

months of the closing date, they must accept that their application was unsuccessful.

OTHER POSTS

POST 28/103 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: PWI 20/29 (X1 POST)**
Directorate: Finance Management Directorate

SALARY : A basic salary of R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A three year tertiary qualification in Finance/Accounting or Auditing, Relevant working experience in the field of internal control, finance and/or auditing experience. Knowledge of Financial and SCM prescripts (GAAP and GRAP standards) and international Accounting standards. Working knowledge of Government. Financial systems (BAS, PERSAL, & LOGIS). Knowledge and understanding the PFMA, Treasury Regulations, Supply Chain Management Framework, National Treasury Guidelines on Irregular and Fruitless and Wasteful expenditure. Good communication skills both written and verbal. Ability to work under pressure and meet deadlines. Willingness to work irregular hours.

DUTIES : Manage the irregular, fruitless and wasteful expenditure investigation process. The effective investigation of cases of irregular and fruitless & wasteful expenditure presented to relevant committees. Review, analyse and verify the correctness of investigation findings. Produce comprehensive investigation reports with appropriate recommendations. Verify all Logis payment documents, in accordance with a checklist, for correctness and appliance in terms of PFMA, Treasury Regulations, financial Delegations, SCM Policies and all applicable internal financial circulars. Authorise Logis payments. Responsible for safekeeping of all applicable financial documents. Ensure irregular and fruitless and wasteful expenditure registers are updated after adjudication. Review adequacy of evidence gathered to substantiate the investigation conclusion. Regularly review and submit progress reports on the investigation. Arrange and hold information sharing sessions with staff on causes of irregular and fruitless and wasteful expenditure. Compile and present report on causes of irregular and fruitless and wasteful expenditure.

ENQUIRIES : Ms N Jordaan Tel No: 051 492 3783

POST 28/104 : **CHIEF WORKS INSPECTOR: MECHANICAL REF NO: PWI 20/30 (X1 POST)**
Directorate: Chief Directorate Works Construction and Maintenance

SALARY : A basic salary of R316 791 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A relevant, recognised diploma/degree in Engineering mechanical studies or equivalent qualification plus appropriate technical experience in the built environment Or a N3 Certificate and passed Trade Test in terms of the Provisions of section 12(2)(h) of the Manpower Training Act, 1981, as amended or Certificate issued under the provisions of the Repealed Section 27 of the same act plus appropriate technical experience in the built environment or Engineering Technicians with the Engineering Council of South Africa may also apply. A valid driver's license. Computer literacy. Willingness to work irregular hours. Good Communication (Verbal and Written) Skills. Recommendation: Registration as certified building inspector with the South African Council for the Construction Project Management Professions will be a strong recommendation.

DUTIES : Manage minor Works maintenance projects, unplanned maintenance, with reference to the Mechanical discipline. Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Render an inspection service work done on new projects and existing structures. Manage the activities of contractors on project site. Oversee the work of contractors through inter alia the following: Advice and guide contractors and in-house projects in respect of the relevant legislation and regulations inclusive of Construction OHS. Gather and submit information in terms of the expanded public works programme. Supervise the performance and conduct

		of Works Inspectors. Oversee, mentor and assist junior staff to acquire registration as certified building inspector.
<u>ENQUIRIES</u>	:	Mr M Ndlebe Tel No: 051 492 3908
<u>POST 28/105</u>	:	<u>CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: PWI 20/31 (X1 POST)</u> Directorate: Chief Directorate Works Construction and Maintenance
<u>SALARY</u>	:	A basic salary of R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Kroonstad
<u>REQUIREMENTS</u>	:	A relevant, recognised diploma/degree in Engineering electrical studies or equivalent qualification plus appropriate technical experience in the built environment Or a N3 Certificate and passed Trade Test in terms of the Provisions of section 12(2)(h) of the Manpower Training Act, 1981, as amended or Certificate issued under the provisions of the Repealed Section 27 of the same act plus appropriate technical experience in the built environment or Engineering Technicians with the Engineering Council of South Africa may also apply,. A valid driver's license. Computer literacy. Willingness to work irregular hours. Good Communication (Verbal and Written) Skills. Recommendation: Registration as certified building inspector with the South African Council for the Construction Project Management Professions will be a strong recommendation.
<u>DUTIES</u>	:	Manage minor Works maintenance projects, unplanned maintenance, with reference to the Electrical discipline. Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Render an inspection service work done on new projects and existing structures. Manage the activities of contractors on project site. Oversee the work of contractors through inter alia the following: Advice and guide contractors and in-house projects in respect of the relevant legislation and regulations inclusive of Construction OHS. Gather and submit information in terms of the expanded public works programme. Supervise the performance and conduct of Works Inspectors. Oversee, mentor and assist junior staff to acquire registration as certified building inspector.
<u>ENQUIRIES</u>	:	Mr M Ndlebe, Tel No: 051 492 3908
<u>POST 28/106</u>	:	<u>CHIEF SECURITY OFFICER (X6 POSTS)</u> Directorate: Security Services Regional Offices
<u>SALARY</u>	:	A basic salary of R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Region: Motheo /Xhariep Ref No: PWI 20/32 (X4 Posts) Thabo Mofutsanyane Ref No: PWI 20/33 (X2 Posts) Fezile Dabi/ Lejweleputswa Ref No: PWI 20/34 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 and relevant experience in the security environment, preferably in a supervisory position. Registration with PSIRA. Successful candidates will be expected to undergo a security clearance. Recommendations: National Diploma in Security Management will be an added advantage. Investigation skills will be an advantage. Prepared to work shifts. Prepared to be rotated between buildings. Good verbal and written communication skills. Good interpersonal skills. Ability to work independently. Experience in working in community based safety and security structures.
<u>DUTIES</u>	:	Manage the security functions, maintain and develop department security policies and which includes the following: Identify risks and threats to the security of the department and develop relevant policies and/or procedures to address these matters. Monitor compliance to security procedures and/or policies and initiate corrective/disciplinary steps in cases of non-adherence/compliance. Develop, coordinate and conduct awareness programmes within the department. Administrative and related functions authorizing leave, approve / authorize rosters, shift schedules and overtime, monitor performance of employees and determine training needs, identify and make recommendations on resource requirements and make inputs into budget processes. Conduct security investigations, examine all reported incidences of security breaches to determine the level of investigation required. Gather information through interviews or obtaining physical evidence. Liaise with all stakeholders / role-players. Compile reports.
<u>ENQUIRIES</u>	:	Mr TN Dhlamini Tel No: 051-492 3837

DEPARTMENT OF TREASURY

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



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, ground floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein.
- FOR ATTENTION** : Mr. I B Pheello, Tel No: (051) 405 5069
- CLOSING DATE** : 08 January 2021
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), identity document, driver's license (if required) and a C.V. Applicants are requested to complete the Z.83 form properly and in full. The department, post name and reference number of the advertised post should be stated on the Z.83. Documents accompanying the C.V. should not be copies of certified copies. Only documents certified by the SAPS or holders of offices as Published by the Minister of Justice in terms of Section 6 of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act 16 of 1963) who are designated to be commissioners of oaths, will be accepted. Candidates will also be subjected to a practical test. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. No e-mailed or faxed applications will be considered. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

OTHER POST

- POST 28/107** : **DEPUTY DIRECTOR: SECURITY SERVICES, ETHICS MANAGEMENT AND ANTI-CORRUPTION REF NO: FSPT 006/20**
- SALARY** : R733 257 per annum (Level 11) (An all-inclusive salary package) (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A Degree (NQF 7 or higher) in Security Management or equivalent qualification with a minimum of three (3) years' relevant experience. Administrative knowledge, Computer literacy (MS Office), MISS Document, Relevant Prescripts, Investigation Procedures, Cost benefit analysis, Human Resources Practice and the Ability to analyze.
- DUTIES** : Manage the total security functions (personnel, document, information, physical, communications, computer and surveillance security) and vetting of officials within the Department. Advise management about the security implications of management decisions. Create, develop and maintain security training and capacity building for the Department. Manage and execute the ethics management

ENQUIRIES

programme and anti-corruption strategy for the Department. Human Resources of
Sub-directorate.
: Mr. S B Mhlambi Tel No: (051) 405 4072

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za/> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House and Applications must be submitted on a Z83, obtainable from any public service department or from website which must be completed in full. Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only.
- FOR ATTENTION** : Ms Thilivhali Mashau Tel No: (011) 240 3096 – Recruitment
- CLOSING DATE** : 28 December 2020, 16h00. No late applications will be considered.
- NOTE** : For assistance with online applications, visit the following centres: 78 Fox Street, Marshalltown or Thusong Centre next to Home Affairs in Maponya Mall. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department 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. It is the applicant's responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. Preference will be given to women and people with disabilities. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

- POST 28/108** : **CHIEF DIRECTOR SUPPORT SERVICES REF NO: REFS/007463**
- SALARY** : R1 251 183 - R1 495 956 per annum (All-inclusive salary package).
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Grade 12 plus an undergraduate qualification (NQF level 7) in Human Resource Management/ Industrial Psychology/Public Administration as recognised by SAQA. A minimum of 5 years proven experience in a senior managerial position. A valid driver's licence. Competencies: Strategic Capacity and Leadership skills, People Management, Empowerment and Integrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Advanced financial and analytical skills and innovativeness. Adequate financial management and extensive knowledge of Supply Chain Management in the Public Service. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.
- DUTIES** : Oversee the provision of effective human resource administration to the department. Manage human resource planning and employment equity services. Manage and facilitate the provisioning of employee relations services. Manage organisational development and service delivery improvement. Oversee the provision of human resource development. Manage coordination and facilitation of performance management and development programmes. Manage and facilitate the provision of employee health wellness and programmes. Manage skills development, facilitation and training services. Facilitate the mainstreaming of Youth, Women, PWD, Military Veterans, elderly people and LGBTIQ+ programmes in the department. Capacitate vulnerable groups on self-sufficiency and economic growth. Ensure that related National and Provincial policy are implemented in the Department. Facilitate the developmental implementation of intervention strategies, programs and practices to meet National and Provincial targets.

Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage budget in the directorate. Authorise, control and monitor the budget and expenditure. Ensure and manage the compilation of various reports and statistics for the section. Manage leave in the chief directorate.

ENQUIRIES : Ms. Gugu Nevondo Tel No: 011 240 3090

POST 28/109 : **DIRECTOR: CORPORATE LEGAL REF NO: REFS/007464**

SALARY : R1 057 326 - R1 245 495 per annum (All-inclusive salary package).
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus an undergraduate qualification (NQF level 7) in Legal/ Law (LLB) or relevant qualifications as recognised by SAQA. 5 years proven experience in a middle/ senior managerial level. A valid driver's licence. Competencies: Strategic Capacity and Leadership skills, People Management, Empowerment and Integrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Advanced financial and analytical skills and innovativeness. Adequate financial management and extensive knowledge of Supply Chain Management in the Public Service. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

DUTIES : Ensure department's legal capacity is strengthened to provide effective legal advice and opinion. Oversee and manage a detailed legal analysis of contracts. Oversee and ensure smooth and effective legal advice and support to management. Advise & ensure compliance by the Department to international organization's requirements. Monitor the implementation of & provide advice on the interpretation and application of all pieces of legislation. Manage legal resource center & legal information management. Maintain an effective statutory support service. Ensure legal research and opinion drafting. Formulate legal opinions & provide legal advice and support to management. Assess and ensure department's legal capacity is strengthen during negotiations on agreements, contract and litigations. Manage and ensure quality legislation within the department. Manage legal work in accordance with national laws and Constitution. Manage the developing of sound policies, legal document, contracts, etc. i.e. legal support in relation to policy formulation and decision-making. Assist in the preparation of cabinet memoranda. Ensure the development, implementation and monitoring of legal policies and regulations in line with national policies. Monitor the implementation of legal risk management guidelines. Manage all litigations for the department. Monitor legislative developments locally and internationally in order to assist the department. Assist in the prosecution of transgression of public service laws which impacts on service delivery. Ensure compliance and advocate for legislation, regulations, acts & policies. Manage investigation projects on fraud and corrupt business and provide strategic directions. Manage and ensure proper implementation of budget by monitoring, projection and reporting of expenditure. Consolidate budget and ensure proper spending in line with strategic objectives. Ensure optimal utilization and functionality of equipment/ assets. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of employees in the directorate. Enhance and maintain employee motivation.

ENQUIRIES : Ms. Gugu Nevondo Tel No: 011 240 3090

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Assistant Director: Finance (**For Heidelberg Hospital**) advertised in Public Service Vacancy Circular 25 dated 30 October 2020, The Requirements have been amended as follows: (1) NQF Level 7 (Bachelor's degree/ Advance Diploma) in Finance. 3 -5 years' experience in Finance, at least 3 years' experience in a hospital environment in Finance which

will be an added advantage. Good Leadership skills. Computer Literacy. Knowledge of relevant Acts (PFMA, SCM Treasury Regulations) and Systems (SAP, BAS, MEDSAS, SCM). Problem solving and planning skills. Good numeracy, computer literacy, language, accounting/Finance/ Audit skills. The closing date has been extended to 31 December 2020. Kindly note that the post of Assistant Manager Nursing Specialty Stream, Directorate: Nursing Division Paediatric/Midwifery and Neonatal with Ref No: AMNS-PMN/CMJAH/2020 (**For Charlotte Maxeke Johannesburg Academic Hospital**) advertised in Public Service Vacancy Circular 26 dated 13 November 2020, the directorate and requirements of the post has been amended as follows: Directorate: Child Nursing, Requirements: Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Child Nursing. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year Child Nursing qualification. At least 3 years of the period must be appropriate at management level. Computer literacy will be added advantage. People who applied are encouraged to re-apply, the closing date has been extended to the 04 January 2021.

OTHER POSTS

<u>POST 28/110</u>	:	<u>HEAD OF CLINICAL UNIT REF NO: CHBAH 342 (X1 POST)</u> Directorate: Diagnostic Radiology
<u>SALARY</u>	:	R1 728 807 per annum
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist: Diagnostic Radiology. Registration with the HPCSA as Medical Specialist Diagnostic Radiology and proof of current registration. A minimum of 3 years: appropriate experience in Diagnostic Radiology after registration with the HPCSA as Medical Specialist: Diagnostic Radiology. Sound knowledge of government regulations, policies and acts. The ability to interpret and implement policies. Administrative and management knowledge. Project management skills. Teambuilding, people and interpersonal relations skills. Communication skills (verbal and written) Organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the radiology care and services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department.
<u>DUTIES</u>	:	Manage and run the Paediatric Radiology unit in the Radiology Department at CHBAH. Perform clinical duties in areas of personal special interest and expertise. Ensure that clinical services are provided. Active participation in administrative duties of the department which include planning, budgeting, PMDS, student assessments. Comply with the Performance and development System (Contracting, quarterly reviews and final assessments). To collaborate and assist the HOD's of Radiology Department in other institutions and the Cluster Hospitals whenever needed, in service delivery, teaching and training as an outreach programme. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in health care in the Chris Hani Baragwanath area and South Africa as a whole with publication of the results in peer-reviewed scientific journals. As part of the university's responsibility, sufficient and quality teaching must be provided to undergraduates (medical students) and postgraduates (Registrars and Fellows). Teach students in areas of personal special interest and expertise. Participate in the Radiology examinations of the College of Medicine South Africa. Ensure the employment of the previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Perform commuted overtime as per departmental requirement. Contribute to Radiology planning, budgeting and procurement processes as well as monitoring and evaluation.
<u>ENQUIRIES</u>	:	Ms. Tshidi Mokebe & Ms. Zukiswa Malunga Tel No: (011) 933 8414/0193

<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric 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 (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 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 disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/111</u>	:	<u>HEAD OF CLINICAL UNIT – PSYCHIATRY REF NO: TEMBI/2020/HOU/01</u> Directorate: Medical
<u>SALARY</u>	:	R1 728 807 – R 1 834 890 per annum (All-inclusive package)
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical specialist in psychiatry. Master of Medicine in Psychiatry (MMed Psych) and / or a Fellowship of the College of Psychiatrists of South Africa (FCPsych SA) equivalent academic degree that allows for supervising a minimum of MMed-level research. A minimum of 5 completed years of appropriate experience as a specialist psychiatrist after registration with the HPCSA is mandatory. The ability to teach, train, do research and supervise research for academic degree purposes. The experience in teaching and training of undergraduate medical students and postgraduate students and other health professions including: medical interns, and other categories of health care workers.
<u>DUTIES</u>	:	The post is a joint appointment between Tembisa hospital and the School of Medicine of the University of Pretoria and will be considered for academic promotion where applicable. Management: To lead the department in the provision of clinical care to mental health care users, teaching and learning of under- and post-graduate students, conduct research and perform the required administrative processes to ensure that the department is meeting these needs. Clinical service delivery: The evaluation, management, care, treatment and rehabilitation of mental health care users in an acute psychiatric unit in a general hospital setting, as well as outreach services where appropriate. To ensure that patient care is promoted to meet the national core standards for health, Batho Pele Principles and the Mental Health Care Act, 17 of 2002, and other relevant medico-legal regulations, aligning the needs of the population served with facilities in the hospital. Supervision of a

multidisciplinary group of mental health providers and other relevant staff members; Manage own service delivery; Assess and ensure good quality of clinical service delivery; Manage and run the Specialist Psychiatry Outpatients Clinic; Lead the Multidisciplinary ward rounds for in patients; Consultations for patients outside the Psychiatry unit; Review and audit patients' medical records. Provision of teaching and learning: to ensure that both under- and post-graduate students are taught the required skills and are provided with opportunities to learn in a safe environment. Conduct appropriate research: Develop own research interests and publish appropriately; Support postgraduate students with research projects. Administration: Perform administrative tasks related to student training and development; Perform administrative tasks related to patient management and address complaints; Contribute to electronic databases for research purposes; Attend scheduled meetings with hospital management; Help coordinating duty lists and staff allocation in the department; Ensure recruitment and retention of staff. Assist in coordination of academic programs; Liaise with other departments within the hospital and with other hospitals where required.

ENQUIRIES : Dr S. P. Mbeleki Tel No: (011) 923-2053
APPLICATIONS : Applications to be addressed to: Tembisa Provincial Tertiary Hospital through Email only at: TembisaHR4.HRM@gauteng.gov.za

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims.

CLOSING DATE : 04 January 2020

POST 28/112 : **HEAD CLINICAL UNIT: HEAD OF DEPARTMENT/SENIOR LECTURER/ADJUNCT PROFESSOR/ASSOCIATE PROFESSOR/PROFESSOR**
REF NO: UPOHC/DMS/0002/2020
 Directorate: Dental Management Sciences

SALARY : R1 728 807 – R1 834 890 per annum (All inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : A BChD or equivalent qualification. Registration with the HPCSA in the category Independent Practice. A Master's degree in Dentistry/Management. At least three (3) years' experience of academic Dentistry. Experience in dental practice management, leadership, comprehensive patient care. A proven activity in research. Recommendations: A PhD qualification.

DUTIES : The strategic, academic and operational management of the Department of Dental Management Sciences. Overseeing and guidance of teaching & learning, research at under- and postgraduate level (BChD/ BOH/ Master's /PhD programs) as well as service rendering in the department. Maintaining the Department's research profile. Fulfilling and active role as academic leader of the discipline at national and international level. Management of departmental financial budgets and providing leadership to personnel. Participation in wider School/Faculty activities including School/ Faculty Committees etc.

ENQUIRIES : Prof SL Shangase Tel No: 012 319 2327
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart PO Box 1266, Pretoria, 0001.

NOTE : Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current HPCSA certificate and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to

		Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/113</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: HRM 21/2020 (X1 POST)</u> Directorate: Medical
<u>SALARY</u>	:	R1 173 900 per annum (TCE Package)
<u>CENTRE</u>	:	Sterkfontein Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as Medical Officer after Registration with the HPCSA as Medical Practitioner. A qualification in Health Management will be an added advantage. Computer literate and a valid Driver's licence.
<u>DUTIES</u>	:	Reporting directly to the Chief Executive Officer. Act as overall Manager of Clinical Units and Allied staff. Participate in developing and implementing Operational Plans (including cost containment strategies) on laboratory services and average length of stay including down referrals. Ensure the coordination of all activities necessary for quality and efficient 24-hour patient care. Assist in Clinical Care Audits and Risk Management Strategies in order to improve Patient outcome. Ensure adherence to relevant Health and Public Legislation including Patient Charter and Batho Pele Principles. Ensure compliance to the Ideal Hospital Framework and Six Ministerial Key Responsibilities. Manage efficiencies and reduce waiting times for forensic waiting list of observandi and state patients. Development of Training Programme for a Psychiatric Speciality Hospital. Manage resources (Physical, Human and Finances).
<u>ENQUIRIES</u>	:	Mr. M.J. Mapunya Tel No: (011) 951-8257
<u>APPLICATIONS</u>	:	Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<u>NOTE</u>	:	Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
<u>CLOSING DATE</u>	:	05 January 2020, Time: 12H00
<u>POST 28/114</u>	:	<u>DENTAL SPECIALIST/SENIOR LECTURER GRADE 1-3 REF NO: UPOHC/MFOS/0003/2020</u> Directorate: Maxillo Facial and Oral Surgery
<u>SALARY</u>	:	R1 106 040 – R1 834 890 per annum (All- inclusive package)
<u>CENTRE</u>	:	University of Pretoria Oral Health Centre
<u>REQUIREMENTS</u>	:	A MChD or MDent in Maxillo-Facial and Oral Surgery. Currently registered at the HPCSA as a Dental Specialist (Independent Practice) in the field of Maxillo-Facial and Oral Surgeon. Recommendations: The following will be added advantages. Experience in teaching and training of undergraduate and postgraduate students. Experience in module/ course management/ coordination. Additional training/ qualification in highly specialized areas in the field. A proven record of research activity.
<u>DUTIES</u>	:	Service delivery and patient care. Undergraduate and postgraduate teaching. Continued research in Maxillo-Facial and Oral Surgery. Exercise control over all functions and personnel under his/her supervision in conjunction with the supervisor.
<u>ENQUIRIES</u>	:	Prof M Mabongo Tel No: 012 319 2678
<u>APPLICATIONS</u>	:	Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart PO Box 1266, Pretoria, 0001.
<u>NOTE</u>	:	Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current HPCSA certificate and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and

time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
08 January 2021

CLOSING DATE

:

POST 28/115

:

DEPUTY DIRECTOR PHARMACY REF NO: DDP/12/CMJAH/2020

Directorate: Pharmacy Department

SALARY

:

R1 026 693 per annum

CENTRE

:

Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

:

Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with SAPC as Pharmacist and proof of current registration. 7 years' appropriate experience after registration as Pharmacist. In-depth knowledge of the National Drug Policy, all pharmacy legislation, the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act and other legislation applicable to the public sector. Sound knowledge of Government regulations and policies. Computer literacy (Ms Word, Ms Excel, PowerPoint) Ability to implement policies. Administrative and management skills. Team building and people skills. Sound interpersonal relations. Sound communication skills (both verbal and written). Good planning and organizational skills. Good problem solving and interventional skills. Thorough knowledge and Understanding of the procurement procedure. Ability to work under pressure. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector. Qualification in management and project management will be an added advantage.

DUTIES

:

Unit manager within the Pharmacy. Supervision of in-patients and Out-patients sections of the Pharmacy, including all the satellites of the pharmacy. Perform duties assigned by management. Deputize for the managers when necessary. Be self-motivated. Ability to act with tact and discretion. Ability to work as a member for a multidisciplinary team. Be involved with continuous improvement projects to address service delivery challenges (. i.e. CCMDD, Rx Solution, Lean System). Supervision of work teams in the pharmacy. Gather and analyse statistical data for forward planning. Registered as a tutor for training. Prepare relevant reports. Prepared to work after hours when required. Evaluation of the patient's medicine-related needs by determining the indication, safety and effectiveness of the therapy. Dispensing of any medicine or scheduled substance on a prescription of a person authorised to prescribe medicine. Furnishing of information and advice to any person with regards to the use of the medicine. Ensure adherence to hospital and provincial drug formularies, PFMA, Ideal hospital framework, budget control and avoid wasteful and fruitless expenditure. Comply with the Standard Operating Procedures and statutory regulations such as the GGP, GMP and PFMA incl. Cost containment, provide comprehensive patient counselling and liaise with medical /nursing staff on patient problem regarding in appropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substances in registers, monitoring adherence and appropriate use of chronic. Ensure thermo-labile products are stored and handled according to manufacturer's recommendations. Consulting medical offers to ensure compliance of standards treatment guidelines and EML. Provide in-house training, promoting the rational medicine use principles, monitoring availability of essential medicines, compounding medicine according to formulae. Compliance to SOP's. Mentoring and tutoring of Interns and Pharmacist Assistants. Supervising pharmacist assistants on dispensing activities. Placing orders and follow up on back orders. Supervising pharmacist assistants on stock orders receiving, and storage procedures. Promote Public Health. Conduct cyclic and bi-annual stock counts. Comply with the six ministerial quality priorities and Batho Pele Principles. Ensure safe keeping and security of stock, preventing losses, theft and expiring stock. The provision of extended hours, and on-call services according to the needs of the institution. Perform any other duty within the scope of practise. Compliance to ideal hospital framework and the NHI as applicable to Pharmacy. Ensure that section 21 medicines procedures are followed properly by health professionals and schedule 6 drug register is balanced after every issue and quarterly as per regulations governing prescriptions. Good written and communication skills, supervisory,

	planning and organizing skills. Support the Pharmacy managers in effective administration of the pharmacy.
<u>ENQUIRIES</u>	: Ms. O.I Ubogu Tel No: 011 488 3225
<u>APPLICATIONS</u>	: Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
<u>NOTE</u>	: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to 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. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
<u>CLOSING DATE</u>	: 04 January 2021
<u>POST 28/116</u>	: <u>DEPUTY MANAGER NURSING REF NO: JUB33/2020</u> Directorate: Health (Nursing)
<u>SALARY</u>	: R843 618 per annum
<u>CENTRE</u>	: Jubilee District Hospital
<u>REQUIREMENTS</u>	: Diploma/Degree that allows registration with SANC as a professional nurse. A Diploma/Degree in nursing administration will be an added advantage. A post graduate degree in nursing will be added advantage. A minimum of 9 years appropriate /recognizable experience in nursing as a Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Other Requirements: A certified copy of current SANC receipt. Knowledge of the relevant legislative framework governing the practice of nursing. Good communication (verbal and written);interpersonal relations ; Report writing ;Facilitation; Co-ordination;Liaison;Leadership;Decisio-making;Analytical;Problemsolving ;Negotiation ;Planning and organizing and changing management skills. Ability to network and manage information. Computer literate. Ability to work under pressure.
<u>DUTIES</u>	: Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing programmes. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation i.e. Human, Financial, Physical and Material resources.
<u>ENQUIRIES</u>	: Dr Olebogeng Modise Tel No: (012) 717 9336
<u>APPLICATIONS</u>	: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
<u>NOTE</u>	: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications

received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE

: 08 January 2021

POST 28/117

: **DEPUTY MANAGER NURSING PN A8 REF NO: PHOLO 2020/11/02**

Directorate: Nursing

SALARY

: R843 618 - R949 482 per annum (All-inclusive package)

CENTRE

: Pholosong Hospital

REQUIREMENTS

: A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with SANC as Professional Nurse and (proof of current registration must be attached). A minimum of 9 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate /recognizable experience for at management level. Applicant must be in a possession of a valid driver's license. Competencies: Computer literacy (Ms Word, Ms Excel), Knowledge of the application of Health and Public Service Related Acts and Ethical Nursing Practices. Ability to implement nursing norms, standards, practices and indicators for quality nursing practice. Good communication and interpersonal skills. Demonstrate basic understanding of Human Resources, disciplinary procedures as well as financial and Supply Chain Management policies, guidelines and practices. Project management, team building skills, problem solving- and interventional skills. Ability to conduct and prepare training and presentations. Must be able to work under pressure. Strong leadership, Ability to work under pressure. (Computer and Personality test will be evaluated).

DUTIES

: Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and, management support for the provision of quality patient care. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish a multidisciplinary teamwork towards the promotion of the efficient and effective services delivery. Establish norms and standards for nursing practice and monitor compliance. Improve the skills and competencies of the nurses. Involvement in the hospital quality assurance and quality improvement activities. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Manage nursing and hospital projects.

ENQUIRIES

: Dr A. Mthunzi Tel No: (011) 812 5163

APPLICATIONS

: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE

: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID, 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 maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/118</u>	:	<u>PN-A8 DEPUTY MANAGER NURSING LEVEL 1 & 2 HOSPITAL REF NO: SBAH 73/2020</u> Directorate: Quality Assurance
<u>SALARY</u>	:	R843 618 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Minimum qualifications: Grade 12. Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice 425.i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 9 (nine) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Minimum of 3 years of experience working in Quality Assurance management only. Computer literate. Must have strong written and oral abilities. Leadership skills are necessary for motivating and directing staff and overseeing projects. Have proof reading skills to ensure all materials, specialty data and of high-quality and accurate. Generate reports and be able to make a presentation. Complete knowledge of the National Core Standard for Health Establishment. Excellent interpersonal relationships. Fair knowledge of relevant laws of the country. A valid driver's license. Current South African Nursing Council annual practicing certificate. Service certificate compulsory.
<u>DUTIES</u>	:	Facilitate development of hospital's Quality Assurance Operational policies and SOP's. Train employees in implementing all Quality Assurance standards, and ensure all employees are following guidelines for Quality Assurance follow-up procedures. Service quality by implementing process controls, data analysis and measurement devices. Leads in ensuring that the hospital is accredited in accordance with the Office Standards compliance on National Core Standards, six priorities and Ideal hospital framework for Health Establishment. Ensure that the quality of care is maintained by conducting inspections and performing audits. Responsible for bringing any quality issues to the attention of senior management as soon as they are identified. Develops and administers the quality education process formulation of senior management as soon as they are identified. Develops and administers the quality education process formulating quality improvement programs for the hospitals. Writing reports, survey and quality audits for management or the Department of Health. Actively support and participate in Quality Management System training programs and other quality related training. Recommends quality tools and techniques to be used in measuring the hospital's quality performance and variations, and solving quality problems. Establish criteria for quality reviews. Reviews non-conformances, corrective actions, observations, and patients complaints for respective trends, and recommendation for changes and/or processes.
<u>ENQUIRIES</u>	:	Dr. MP Mathebula Chief Executive Officer: Steve Biko Academic Hospital Tel No: (012) 354 2222
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/119</u>	:	<u>REGISTRAR (DENTAL) MAXILLOFACIAL AND ORAL SURGERY</u> Directorate: Maxillofacial and Oral Surgery
<u>SALARY</u>	:	R821 205 per annum, plus benefits
<u>CENTRE</u>	:	Wits Oral Health Centre
<u>REQUIREMENTS</u>	:	Registration with HPCSA as Dentist in the category of Independent Practice. A minimum of two (2) years' experience as a Dentist excluding Community Service. Service in the public service, ATLS, Basic surgical skills, Primary exams and exposure to Maxillofacial and Oral Surgery will serve as an advantage.

	Postgraduate qualification in MFOS (MSc Dent or PDD-minor oral surgery) will be an added advantage.
<u>DUTIES</u>	: Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Maxillofacial Oral and Surgery. This requires treatment of variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.
<u>ENQUIRIES</u>	: HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099 Pulankana.Monama@gauteng.gov.za
<u>APPLICATIONS</u>	: 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 /E-mailed applications will be accepted.
<u>NOTE</u>	: Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates and proof of current registration with HPCSA. Applications without proof of the necessary documents will be disqualified.
<u>CLOSING DATE</u>	: 28 December 2020
<u>POST 28/120</u>	: <u>DENTIST GRADE 1/2/3 (GENERAL DENTAL PRACTICE) REF NO: DENTGDP10/20</u> Directorate: General Dental Practice
<u>SALARY CENTRE REQUIREMENTS</u>	: R797 109 – R1 089 693 per annum, excluding commuted : Wits Oral Health Centre : Registration with HPCSA as Dentist in category independent practice. Minimum of five years' appropriate experience as a Dentist preferably in a Public Sector environment. MSc Dent Degree/equivalent or postgraduate qualification in Health is an added advantage.
<u>DUTIES</u>	: Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.
<u>ENQUIRIES</u>	: HR Manager- Mr. P.F Monama Tel No: 011 481- 2099 Pulankana.Monama@gauteng.gov.za
<u>APPLICATIONS</u>	: 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 /E-mailed applications will be accepted.
<u>NOTE</u>	: Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.
<u>CLOSING DATE</u>	: 28 December 2020
<u>POST 28/121</u>	: <u>DENTIST/ LECTURER GRADE 1-3 REF NO: UPOHC/ MFOS/0004/2020</u> Directorate: Periodontics and Oral Medicine
<u>SALARY CENTRE REQUIREMENTS</u>	: R797 109 – R1 362 366 per annum (All- inclusive package) : University of Pretoria Oral Health Centre : BChD qualification. Registration with the HPCSA as a Dentist in the category independent practice. Recommendations: An additional qualification. An experience in teaching and clinical supervision of students. A track record in research activity.
<u>DUTIES</u>	: The successful candidate will be expected to carry out clinical and didactic teaching and training to undergraduate students predominantly in periodontics; set clinical and theoretic assessments for undergraduate students; rendering of treatment to patients; administrative duties as agreed upon by the Head of Department; undertake research and provide service to patients at the HIV clinic at Kalafong Hospital in Pretoria.
<u>ENQUIRIES</u>	: Prof RAG Khammissa Tel No: (012) 319 2328/2651

<u>APPLICATIONS</u>	:	Quoting the relevant reference number. Direct applications must be delivered to Ms. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. I Swart PO Box 1266, Pretoria, 0001.
<u>NOTE</u>	:	Kindly attach certified copies of your Qualifications. Identity book, Curriculum Vitae, current HPCSA certificate and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/122</u>	:	<u>PHARMACIST GRADE 1 REF NO: EHD2020/11/03 (X2 POSTS)</u> Directorate: Pharmacy Re- Advertisement
<u>SALARY</u>	:	Grade 1: R693 372 – R735 918 per annum (Plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as a Pharmacist and proof of current registration. Less than five (5) years appropriate experience after registration as a Pharmacist with the SAPC.
<u>DUTIES</u>	:	Assist management with overall budget and expenditure monitoring. To receive and process orders for two depots and selected clinics. Do follow-ups on outstanding orders and communicate to all stakeholders. To communicate with MSD regarding dues out reports and availability of alternatives. Monitor ordering patterns to avoid duplication of procurement. Ensure compliance to District Formulary, EML and National Guidelines. Facilitate rational use of medicines. Focus on availability of medicines and communication thereof to relevant stakeholders to ensure minimal impact on patients. Perform all other duties delegated by Supervisor/Manager.
<u>ENQUIRIES</u>	:	Ms. T. Burisch Tel No: (011) 878 - 8500
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Applicants who previously applied are advised to re-apply as their previous applications will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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, certified driver's license. 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, 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.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/123</u>	:	<u>PN-B4 ASSISTANT MANAGER NURSING: SPECIALTY PAEDIATRIC REF NO: SBAH 31/2020</u> Directorate: Nursing
<u>SALARY</u>	:	R614 991 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital

<u>REQUIREMENTS</u>	:	Requirements: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree\diploma in Nursing Management A minimum of 10 years appropriate \ recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate\ recognizable experience after obtaining the 1 year post basic qualification in Child Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid driver's license. Service certificates compulsory .South African Nursing Council annual practicing certificate. Computer literacy.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and a professional \legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Mrs. AM Mowayo Tel No: (012) 354 1300
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/124</u>	:	<u>PN-B3 OPERATIONAL MANAGER: ORTHOPAEDIC REF NO: SBAH 43/2020</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 i.e. Diploma/degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in medical and surgical nursing science Orthopaedic Nursing. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional nurse with the South African nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in Orthopaedic nursing. Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. South African Nursing council annual practicing certificate. Strong leadership, good communication and sound interpersonal skills are necessary, computer literate. Verified proof of experience. A Valid driver's license.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and services resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Mrs. AM Mowayo Tel No: (012) 354 1300
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020

<u>POST 28/125</u>	:	<u>ASSISTANT MANAGER NURSING (PN-A7) REF NO: AMN/CARLT/11/2020 (X1 POST)</u>
		Directorate: Nursing
<u>SALARY</u>	:	R562 800 – R652 437 per annum (Plus Benefits)
<u>CENTRE</u>	:	Carletonville Hospital
<u>REQUIREMENTS</u>	:	Basic R425 /R683 (diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a professional Nurse and Qualification in Nursing Administration. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general Nursing. At least 3 years of the period referred to above must be appropriate recognizable experience at management level. Strong leadership skills, good communication and sound interpersonal relationships are necessary. Understanding of National Core Standards, PFMA, Ideal Hospital Realization and Maintenance Framework and other relevant legislative framework, National Strategic Plan for Nursing Education, Training and Practice. Competencies: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards determined relevant health facility. Demonstrate a basic understanding of HR, financial policies and practices including legislative framework governing the public service. Work effectively and amicably at management level with persons of diverse intellectual, cultural, racial and religious differences. Ability to direct multi-disciplinary team to ensure good nursing care at ward level. Able to manage own work and that of units reporting to the post, and ensure appropriate interventions to enhance nursing services. Able to develop and maintain a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that Batho Pele Principles are adhered to. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Facilitate and oversee the development of operational/business plans to give strategic guidelines. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Effective Management of Human Resource. Provision of effective support to nursing service: do relief duties (calls) as required by the service. Monitor and ensure proper utilization of financial and physical resources. Maintain professional/ethical standards and self-development, promoting the image of the nursing profession and the hospital. Ensure implementation and promotion of Quality Assurance, Infection Prevention and Control and Health and Safety Principles.
<u>ENQUIRIES</u>	:	Mr.T Moeketsi Tel No: (018) 788 1704)
<u>APPLICATIONS</u>	:	Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private bag x 2023, Carletonville, 2500.
<u>NOTE</u>	:	The employer reserves the right to fill or not fill the post .People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.
<u>CLOSING DATE</u>	:	29 December 2020

<u>POST 28/126</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALITY – ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE) PNB3 REF NO OMN/SPEC/CARLT/11/2020 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R562 800 – R633 432 per annum (Plus Benefits)
<u>CENTRE</u>	:	Carletonville Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic diploma in Advanced Midwifery and Neonatal Nursing Science with a duration of at least 1 year accredited with the SANC in terms of Government Notice No R212 and Qualification in Nursing Administration. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Strong leadership skills, good communication and sound interpersonal relationships are necessary. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Knowledge of PPIP Software Manual. Understanding of National Core Standards, PFMA, Ideal Hospital Realization and Maintenance Framework, National Strategic Plan for Nursing Education, Training and Practice and other relevant legislative framework.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialised nursing care provided within set standards of a professional/ legal framework. Provide comprehensive Mother, Women, Child and Neonatal Services. Conduct periodic audits and develop quality improvement plans. Effectively manage the utilisation and supervision of human, financial and material resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards, and self-development. Ensure implementation and promotion of Quality Assurance (complaints and patient safety management), Infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National core standards & Ideal Hospital Realization and Maintenance Framework. Coordinate and organize departmental quality improvement meetings (Perinatal Problem Identification Programme, morbidity and mortality).
<u>ENQUIRIES</u>	:	Mr.T Moeketsi Tel No: (018) 788 1704
<u>APPLICATIONS</u>	:	Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private bag x 2023, Carletonville, 2500
<u>NOTE</u>	:	The employer reserves the right to fill or not fill the post .People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.
<u>CLOSING DATE</u>	:	29 December 2020
<u>POST 28/127</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) CHRONIC STREAM REF NO: 2020/11/10</u> Directorate: PHC
<u>SALARY</u>	:	R562 800 – R633 432 per annum
<u>CENTRE</u>	:	Esangweni CHC (NSDR)
<u>REQUIREMENTS</u>	:	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 R212 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.

	A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.
<u>DUTIES</u>	: Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify 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 norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental 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.
<u>ENQUIRIES</u>	: Ms G.S Mateza Tel No: (011) 565 – 5163
<u>APPLICATIONS</u>	: 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.
<u>NOTE</u>	: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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, certified driver's license. 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, 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.
<u>CLOSING DATE</u>	: 30 December 2020
<u>POST 28/128</u>	: <u>OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2020/11/11</u> Directorate: PHC
<u>SALARY</u>	: R562 800 – R633 432 per annum
<u>CENTRE</u>	: Winnie Mandela CLINIC (NSDR)
<u>REQUIREMENTS</u>	: 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 R212 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. A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.
<u>DUTIES</u>	: Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify 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 norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental 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.
<u>ENQUIRIES</u>	: Ms G.S Mateza Tel No: (011) 565 – 5163
<u>APPLICATIONS</u>	: 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.
<u>NOTE</u>	: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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, certified driver's license. 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, 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.
<u>CLOSING DATE</u>	: 30 December 2020
<u>POST 28/129</u>	: <u>OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2020/12/01</u> Directorate: PHC
<u>SALARY</u>	: R562 800 – R633 432 per annum
<u>CENTRE</u>	: Ethafeni Clinic (NSDR)
<u>REQUIREMENTS</u>	: 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 R212 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 (Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver's license. Knowledge of all Legislation relevant to Health Care Services.
<u>DUTIES</u>	: Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify 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 norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental 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.
<u>ENQUIRIES</u>	: Ms G.S Mateza Tel No: (011) 565 5163
<u>APPLICATIONS</u>	: 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.
<u>NOTE</u>	: No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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, certified driver's license. 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, 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.
<u>CLOSING DATE</u>	: 30 December 2020
<u>POST 28/130</u>	: <u>ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: EHD2020/12/16 (X1 POST)</u> Directorate: Rehabilitation Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applications will not be considered
<u>SALARY</u>	: R517 326 per annum
<u>CENTRE</u>	: Ekurhuleni Health District
<u>REQUIREMENTS</u>	: A recognized National Diploma or bachelor's degree in Diagnostic Radiography qualification that allows for required registration with the Health Professions Council of South Africa (HPCSA). A minimum of eight (8) years appropriate experience in Diagnostic Radiography in clinical setting, of which five (5) years must be of appropriate managerial/supervisory experience/ as a Chief Radiographer after registration with HPCSA as an independent practitioner. Proof of original registration and current registration with the HPCSA as an independent practitioner. A post-graduate qualification in Management will be an added advantage. Computer literacy and associated software programs. Valid Driver's license. Knowledge of PFMA, Public Service legislations, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirements for the safe use of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM Policy, National Core Standards, Quality Assurance programme and Strategic Management. Knowledge and experience of Supply Chain Management Processes, Finance management and Human Resource issues. Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills. Be proactive and initiative in problem solving and decision making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.
<u>DUTIES</u>	: Manage the Radiography services in District and sub-regions in the District. Assist and support the Radiography supervisors at all levels of care in the District. Develop and monitor implementation strategies of relevant policies and guidelines. Conduct training needs analysis and workshops for all the professionals. Facilitate the CPD programmes as per year planner and as needs arises. Conduct Quality Assurance assessments in various institutions/facilities to ensure compliance to safety regulations and quality assurance for Radiography, accreditation standards, equipment. Conduct support visits to the various facilities for guidance and service delivery monitoring. Drive innovation and integration of services across all levels of care. Foster partnership with HPCSA, SAHPRA/RCD & other relevant statutory

bodies for service delivery efficiency and patient safety. Monitor the Radiation Compliance rate continuously and provide assistance through use of PIDS reports. Work with other Directorates such as HRD & HRD for training related matters. Encourage, facilitate and monitor Research and Development within the District. Facilitate and Coordinate the readiness for student training. Coordinate and manage procurement processes for equipment and consumables. Perform ad-hoc duties allocated by management team. Coordinate and manage the referral pathways across the District. Must be a team player within the Clinic and District. Ensure recommended maintenance of the X-Ray equipment in all facilities. Conduct and attend relevant meetings and trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources in the District. Liaise Radiography service-related issues with other stakeholders (internal and external). Ensure timeous submission of monthly cost centre reports, budget expenditure and performance report to the relevant authorities.

**ENQUIRIES
APPLICATIONS**

: Dr EM Tipoy Tel No: (011) 876 1802
: 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 form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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, certified driver's license. 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, 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

: 30 December 2020

POST 28/131

: **CHIEF CLINICAL TECHNOLOGIST REF NO: SBAH 78/2020**
Directorate: Critical Care

**SALARY
CENTRE
REQUIREMENTS**

: R466 119 per annum plus benefits
: Steve Biko Academic Hospital
: B-Tech in Clinical Technology – Specialized Category Critical Care. Registration with HPCSA as a Clinical Technologist – Specialized Category Critical Care. Grade 1: Minimum of 3 years relevant experience in supervisory position after registration with the HPCSA as Clinical Technologist in Critical Care. Grade 2: Minimum of 10 years relevant experience in supervisory position after registration with the HPCSA as Clinical Technology in respect of SA qualified employees. Competencies (knowledge/skills): Professional person with leader qualities, integrity and ability to perform under pressure, independently and in a team. Self-driven and result orientated. Good Communication, report writing, presentation and interpersonal skills. Computer literate, honest, patient, hardworking and reliable.

DUTIES

: Provision of specialized critical care diagnostic and investigative Services with the critical care unit and according to SBAH's protocols i.e Mechanical Ventilation, ROTEM, Cellsaving, Administration of Nitric Oxide etc. Willing to learn and perform new procedures. Maintaining a development training plan for students. Teach and perform practical assignments for students. Monitor and maintain equipment. Maintain good infection control. Order stock and manage. Schedule staff daily to perform all procedures. Engage In Continuous Professional Development.

**ENQUIRIES
APPLICATIONS**

: Dr. J Mangwane Tel No: (012) 354 2810
: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications and Certificate of registration with HPCSA as a clinical Technologist – Specialized category Critical care. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/132</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL UNIT) PN A5 GRADE 1</u> <u>REFS: OPM/CCTC/01/10/2020 (X2 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	R444 276 per annum
<u>CENTRE</u>	:	Cullinan Care and Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Qualification: Basic Nursing Diploma/Degree or equivalent qualification that allows registration with the SANC as a Professional Nurse and Degree or Diploma in Nursing Management A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing (R425). Experience or qualification in psychiatric nursing having in-depth knowledge and understanding of Mental Health Care Act No 17 of 2002 to create and maintain a working inter-professional and multi-disciplinary relationship within nursing and internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Knowledge of the Constitution of South Africa, statutory body requirements as well as relevant legislative framework governing the practice of nursing and midwifery. Knowledge of the general Public Service Administrative policies that have relevance to nursing practice, Labour Relations and Employment Equity issues that have bearing on the practice of nursing. Knowledge of the Public Finance Management Act (PFMA).
<u>DUTIES</u>	:	Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required. Ensures implementation of programs relevant to the area of speciality. Serves in quality improvement, IPC and Health and Safety committees. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>ENQUIRIES</u>	:	T. L. Moloi Tel No: (012) 7347015
<u>APPLICATIONS</u>	:	may be hand delivered to Cullinan Care and Rehabilitation Centre or be posted at Private Bag X 1005, Cullinan, 1000 or Zonderwater Road, Cullinan, 1000.
<u>CLOSING DATE</u>	:	04 January 2021
<u>POST 28/133</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT:</u> <u>NEUROSURGERY WARD REF NO: SBAH 79/2020</u> Directorate: Nursing
<u>SALARY</u>	:	R444 276 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e diploma\ degree in Nursing as a Professional Nurse. A minimum of 7 years appropriate\ recognizable experience in nursing after

		registration as a Professional Nurse with SANC in General Nursing. Diploma\ Degree in nursing management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. SANC annual practicing certificate. Valid driver's license.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal healthcare and rehabilitation of patients. Maintain constrictive working relationships with nursing and other stake holders i.e inter-professional, inter-sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Maintain professional growth \ ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Mrs. AM Mowayo Tel No: (012) 354 1300
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/134</u>	:	<u>OPERATIONAL MANAGER NURSING GR 1: (GENERAL) TB (PN-A5) REF NO: OMN/TB/CARLT/11/2020 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R444 276 – R500 031 per annum (Plus Benefits)
<u>CENTRE</u>	:	Carletonville Hospital
<u>REQUIREMENTS</u>	:	Basic R425/R683 qualification i.e. Diploma/ Degree in General, Psychiatry, Community and Midwife/ Diploma in General Nursing. Proof of current registration with the SANC as professional nurse. A minimum of 7 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Basic computer skills. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Able to develop contracts, build and maintain networks of professional relations in order to enhance service delivery. Demonstrate basic computer skills. Display strong leadership abilities, problem solving skills and knowledgeable in legal requirements in public health care sector. Ability to take charge and make appropriate independent decisions. Research skills to advise Hospital Management. Training in Basic TB management, MDR-TB and NIMART will be an added advantage.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Promote quality of nursing care as directed by the professional scope practice and nursing standards as determined by the facility. Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of TB ward. Work as part of the multidisciplinary team to ensure good nursing care. Facilitate, coordinate and implement national, provincial and regional legislation regarding TB, HIV and AIDS and MDR-TB management. Monitor and review TB, HIV and AIDS and MDR-TB guidelines and protocols. Monitor utilization of Financial and Human resources. Participate in TB screening activities. Conduct periodic audits (e.g. adherence to TB management protocols) and develop quality improvement plans. Notification of notifiable conditions. Maintain professional/ethical standards and self-development, promoting the image of the nursing profession and the hospital. Provision of effective support to nursing service: do relief duties (calls) as required by the service.
<u>ENQUIRIES</u>	:	Mr.T Moeketsi Tel No: (018) 788 1704

<u>APPLICATIONS</u>	:	Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private bag x 2023, Carletonville, 2500.
<u>NOTE</u>	:	The employer reserves the right to fill or not fill the post .People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.
<u>CLOSING DATE</u>	:	29 December 2020
<u>POST 28/135</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2020/11/15 (X1 POST)</u> Directorate: Primary Health Care Re-Advertisement Applicants who previously applied are advised to re-apply as their previous applications will not be considered
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum (plus benefits) Grade 2: R471 333 - R579 696 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). Grade 1: less than 09 years relevant experience as a Clinical Nurse Practitioner after registration with SANC. Grade 2: At least 10 years but less than 19 years relevant experience as a Clinical Nurse Practitioner after registration with SANC. At least 1 year of the appropriate / recognizable experience after obtaining the 1 year Post Basic Qualification in the relevant specialty. (Clinical Nursing Science, Health Assessment, Treatment and Care). Driver's license and computer literacy are essential.
<u>DUTIES</u>	:	The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the facility. Prepare and partake peer review evaluation. Implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints /compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Formulation and implementation of quality improvement plans. Hold quality assurance meeting in the facility and attend district and other levels as expected. Write quality assurance reports and submit to the next level as expected. Participate in multidisciplinary quality assurance teams. Advocate for rights of the clients in the facility and promote Batho- Pele principles. Conduct client satisfaction survey and monitor routinely for compliance. Liaise with sub district quality assurance coordinator. In service training to all staff on quality assurance issues.
<u>ENQUIRIES</u>	:	Ms N. Moepya Cell No: 082 734 3580
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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, certified driver's license. 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, 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.

<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/136</u>	:	<u>CLINICAL NURSE PRACTITIONER PNB1 (PHC SPECIALTY) REF NO: 2020/11/16 (X4 POSTS)</u> Directorate: Hast
<u>SALARY</u>	:	R383 226 per annum (plus benefits)
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in terms of Government Notice No R48. Registration with SANC as a Professional Nurse and proof of current registration. Experience: A minimum of 4 (four) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Additional requirement is NIMART training with experience in ART patients management including knowledge in the HAST 90-90-90 strategy. Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related frameworks. Perform clinical nursing practices and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Display a concern for patients promoting advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strengthening of National Core Standards and Ideal Clinic. Ensure promotion of Employee Value Proposition.
<u>ENQUIRIES</u>	:	Ms. D. Poee Tel No: (016) 950 6008
<u>APPLICATIONS</u>	:	Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at Cnr. Frikkie Meyer & Pasteur Blvd, At designated recruitment boxes.
<u>NOTE</u>	:	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. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with 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 of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District 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. No S & T and resettlement allowance will be paid.
<u>CLOSING DATE</u>	:	08 January 2021

<u>POST 28/137</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: ODI/27/11/2020/01</u>
<u>SALARY</u>	:	R376 596 per annum (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	A three- years National Diploma/ Degree in Finance Management/ Accounting/Internal Auditing or Cost Management with at least a minimum of five years relevant experience in a financial management of which three years must be as Finance Controller/ Senior State Accountant/ State Accountant or equivalent in Finance Accounting within the Public Sector. Knowledge of PFMA, Treasury regulation and relevant finance policies, prescripts, protocols and guidelines. In depth knowledge of Basic Accounting Transversal system such as BAS, SAP, SRM, MEDSAS, PAAB, MEDICOM, VULINDLELA etc. Computer literacy and in-depth knowledge of MS Word, Excel and PowerPoint. Good communication skills, interpersonal skills, problem solving skills and organising skills. Valid driver's licence required. Must have ability to plan, organise, implement, monitor, evaluate, analyse and execute corrective measures. Able to meet commitments and produce results as per required timeframe. Willingness to work irregular hours when required.
<u>DUTIES</u>	:	Lead, monitor and manage the Finance Department (budget, expenditure, Revenue and Cashiers sections). Compilation of Multiyear Budget, MTEF, AENE, ENE, Shifting of funds and budget controlling. Ensure that conditional grants budget is spent according to Business Plan. Render advice on cost containment in relation to expenditure trends and compile expenditure reports. Monitor the policy and legislative framework to ensure there is audit compliance and cognisance is taken of new development. Develop and maintain Standard Operation Procedures and processes. Optimise revenue collection and effective debt management. Ensure reconciliation of Stand-alone/ Transversal system (BAS/SAP/PERSAL/MEDSAS and PAAB) and including reconciliation of suppliers and Petty cash are performed on monthly basis. Ensure that payment of Compensation of employees, Goods and Services, Transfers, Machinery & Equipment and reporting are efficiently and effectively performed. Facilitate payment of service providers within the required timeframe. Provide financial administration and accounting services (Ledgers/Journals, Accounting and reporting). Provide and guidance to end users and relevant stakeholder on Budget, Revenue and Expenditure procedures. Implement effective human resources and general administrative management within finance for optimal management of subordinates. Serve on relevant statutory committees as required. Develop and implement relevant strategic and operation plans with monitoring and evaluation to achieve hospital objectives. Attend weekly and monthly EXCO meetings. Prepare and submit consolidated monthly, quarterly and annual reports to the CEO. Maintain ethical and procedural conduct.
<u>ENQUIRIES</u>	:	Mr. A Musie Tel. No: (012) 725 2308
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than six months old.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/138</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: TEMBI/2020/AD/02</u> Directorate: Supply Chain
<u>SALARY</u>	:	R376 596 - R443 601 per annum (Level 09) (plus benefits)
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	An appropriate recognized Degree in Supply Chain Management/ Purchasing Management / Logistics Management. A minimum of 5 years' experience in Supply Chain Management of which 3 years should be in supervisory level. Knowledge and understanding of the PFMA, PPPFA, Treasury Regulations and Supply Chain Management Framework Act as well as BBBEE Act. Strong analytical skills, good

	interpersonal skills, excellent verbal and written communication. Strategic leadership skills, change management, HR management planning, organizing customer care management skills. Computer literacy, good problem-solving skills, experience in Department of Health will be an added advantage.
<u>DUTIES</u>	: Lead a team that render services in all elements of Supply Chain Management. Conduct needs and industrial analysis. To ensure that requisitions are linked to the budget and the strategic objectives. Compile demand/ procurement plans. Participate in committees within the hospital. Ensure compliance with the National Core Standard. Ensure compliance to 30 days payment and assist the hospital to acquire a clean audit. Ensure compliance to SCM regulations. Develop and maintain good relationship with suppliers.
<u>ENQUIRIES</u>	: Mr. L.H Mojela, Tel No: (011) 923- 2221
<u>APPLICATIONS</u>	: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a medical screening test. Applications to be addressed to: Tembisa Provincial Tertiary Hospital, Through Email Only At: TembisaHR1.HR@gauteng.gov.za
<u>NOTE</u>	: Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims
<u>CLOSING DATE</u>	: 04 January 2020
<u>POST 28/139</u>	: <u>ASSISTANT DIRECTOR SUPPLY CHAIN MANAGER REF NO: ODI/27/11/2020/02</u>
<u>SALARY</u>	: R376 596 per annum (plus benefits)
<u>CENTRE</u>	: Odi District Hospital
<u>REQUIREMENTS</u>	: A recognized 3-years Bachelor Degree/Diploma in Supply Chain Management/Public Management/Finance Management. Five (5) years related supply chain experience at supervisory/management level 7 or 8 in the supply chain environment. A valid driver's license. Knowledge of all legislation and prescripts governing your work area, including but not limited to the following: Public Finance Management Act, 1999, Treasury Regulations, Supply Chain Management Act, Broad Based Economic Empowerment Act, Supply Chain Management Framework, Procurement Directive and Procedures, Government Budget Procedures, knowledge of government procurement policies and procedures, Advance computer literacy in MS office packages (MS Word, Excel and PowerPoint). The SAP & SRM system, experience in the Health environment will be an added advantage. Ability to liaise at all management level. Ability to work independently under intense pressure. Must have ability to interact with all level of management and both internal (End-users) and external stakeholders. The presentation and report writing skills. Computer literate. Must be able to function and contribute in a team towards the achievement of the Hospital goals and targets.
<u>DUTIES</u>	: Oversee and manage the supply chain and asset functions. Provision of an effective comprehensive Supply Chain Management service in the hospital. Manage the functional operation of the Acquisition Management Unit. Manage the process of bid evaluation, bid adjudication, and bid specification in the hospital. Perform strategic and annual supply chain demand management planning and ensure that the demand of the end users is met. Monitor and review the demand management activities in line with the demand plan budget. Implement and review effective logistical and disposal management systems. Ensure effective asset management and safekeeping of assets by implementing and maintaining asset management systems policies. Facilitate monthly reconciliations and reporting Provision of effective fleet management and registry services. Management of stock keeping functions within the institutions within the institution. Ensure an effective stock flow system within the institution. Ensure that official within Logistics

		management and warehouse is sufficiently trained on supply chain management system. Manage and supervise employees to ensure an effective and acquisition management service and undertake all administrative functions required with regards to financial and human resource administration. Sign performance contract on annual basis. Participate Employee Value Proposition. Perform any other duties delegated by the Accounting Officer (CEO).
<u>ENQUIRIES</u>	:	Mr. A.Musie Tel No: (012) 725 2308
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than six months old.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/140</u>	:	<u>SPEECH THERAPIST AND AUDIOLOGY REF NO: EHD2020/12/15 (X1 POST)</u> Directorate: Rehabilitation
<u>SALARY</u>	:	R317 976.per annum
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Degree in Speech Therapy and Audiology. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. Valid registration with HPCSA. Ability to be able to work within a multidisciplinary team approach. Problem solving skills. Report writing skills. Driver's license will be an advantage.
<u>DUTIES</u>	:	Assess and treat patients who require speech therapy and audiology services. Do outreach to the surrounding clinics in the area of responsibility. Conduct home visits where required. Issue assistive devices (as per speech therapy and audiology needs identified). Compile detailed individual speech therapy and audiology monthly report and stats at the end of the month. Do outreach to the surrounding NGO's and screening for ECI (Early childhood intervention). Participate in promotion and prevention activities within the District. Participate in continuous professional development activities
<u>ENQUIRIES</u>	:	Ms A Tshivhase Tel No: (011) 876 1776
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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, certified driver's license. 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, 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.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/141</u>	:	<u>PHYSIOTHERAPIST PRODUCTION GRADE 1-3 REF NO: SBAH 80/2020 (X2 POSTS)</u> Directorate: Physiotherapy
<u>SALARY</u>	:	R317 976- R439 164 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	B.sc Physiotherapy or equivalent qualification. Proof of registration with HPCSA as an independent Physiotherapy practitioner. (Original and Current). Ability to work in a multidisciplinary team. Creativity and analytical skills.

<u>DUTIES</u>	:	Render Physiotherapy services in allocated areas. Participate in departmental Continued Professional Developmental activities. Monitor proper utilization of allocated financial, human and physical resources as outlined by departmental and national, policies. Coordinate training of students. Coordinate and ensure the promotion and marketing of Physiotherapy services in the organization. Develop operational standard procedures in line with the national and provincial strategies and monitor the implementation thereof.
<u>ENQUIRIES</u>	:	Mrs. Neo Pebane Tel No: (012) 354 1652
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/142</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 REF NO: SBAH 81/2020</u> Directorate: Reproductive Biology
<u>SALARY</u>	:	R317 976 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	A B-Tech Degree in Clinical Technology (Reproductive Biology) with independent practice registration at the HPCSA as Clinical Technologist (Reproductive Biology). Trained in performing assisted reproduction procedures and handling of relevant equipment. Experience in theoretical and practical training of all laboratory will be an advantage. Excellence interpersonal and communication skills.
<u>DUTIES</u>	:	the candidate must be able to demonstrate a working knowledge in the field of human assisted reproduction technology (ART). The candidate will be expected to partake in procedures including (i) human embryo culture (conventional culture and time-lapse culture), micromanipulation, use and maintenance of equipment, database use and upkeep (including SARA/NARA) and semen decontamination; (ii) assist in the practical and theoretical training of embryology interns according to HPCSA regulations and (iii) meet milestone targets, with detailed attention to time management and multi-tasking.
<u>ENQUIRIES</u>	:	Prof. C Huyser Tel No: (012) 354 2061/2208
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/143</u>	:	<u>OCCUPATIONAL THERAPIST REF NO: ODI/27/11/2020/03 (X1 POST)</u>
<u>SALARY</u>	:	R317 976 – R361 872 per annum (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with HPCSA as Occupational Therapist. Current registration with HPCSA as Occupational Therapist.
<u>DUTIES</u>	:	Provide effective Occupational Therapist services for patient's external stakeholders. In adherence to scope of practice assessing, diagnosis and treating patient within a multidisciplinary team. Planning and problem solving appropriately. Provide counselling to patients, family and care giving, selecting, issuing and training in the appropriate use of assistive devices.
<u>ENQUIRIES</u>	:	Dr. Motsepe RT Tel No: (012) 725 2436/2439
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recent CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certified copies should not be more than six months old.
<u>CLOSING DATE</u>	:	08 January 2021

<u>POST 28/144</u>	:	<u>DIAGNOSTIC RADIOGRAPHER 1 REF NO: 2020/11/17 (X26 POSTS)</u> Directorate: X-Ray Department Re-advert Applicants who previously applied are advised to re-apply as their previous applicants will not be considered.
<u>SALARY</u>	:	R317 976 per annum
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent diagnostic radiographer. No experience required after registration with the HPCSA as an independent Diagnostic Radiographer. Must have completed community service as per requirements of the professional body (where applicable). Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to rotate within the district as and when required. Be prepared to rotate as per district needs.
<u>DUTIES</u>	:	Participate in providing 24-hour Radiographic services in the CHC and District. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must be a team player within the Department and Institution/District. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training and CPD activities.
<u>ENQUIRIES</u>	:	Ms. M Madolo Tel No: (016) 950 6010
<u>APPLICATIONS</u>	:	Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at Cnr. Frikkie Meyer & Pasteur Blvd, at designated recruitment boxes.
<u>NOTE</u>	:	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. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Qualification will be verified with 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 of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District 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. No S & T and resettlement allowance will be paid. Candidates may be requested to rotate within Sedibeng facilities.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/145</u>	:	<u>SOCIAL WORKER REF NO: CHBAH 343 (X1 POST)</u> Directorate: Palliative Care
<u>SALARY</u>	:	R257 592 - R298 614 per annum

**CENTRE
REQUIREMENTS**

: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Registration with the SACSSP as Social Worker and proof of current registration. Grade 1: No experience required after registration with the SACSSP as Social Worker. (Less one year from experience for candidates appointed from outside the public service after complying with registration. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills. Computer Literate. Valid Driver's License. Training and experience in Palliative Care setting will be an advantage, Time Management, Conflict Management, Problem Solving skill, probing skills, Team Player, Ability to Multi task, Ability to delegate and follow up, Empathy, Compassion, Understanding, Approachable, Ability to manage stress, Networking ability Training and experience in Palliative Care setting will be an advantage, Time Management, Conflict Management, Problem Solving skill, probing skills, Team Player, Ability to Multi task, Ability to delegate and follow up, Empathy, Compassion, Understanding, Approachable, Ability to manage stress and Networking ability

DUTIES

: To render health care social work services to palliative care patients through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social wellbeing and improve quality of life of patients and their families. Social work services will be rendered in the Palliative Care Department, wards and outpatient departments as required. Must have knowledge and understanding of Human behaviour and social systems. Must be able to intervene at the points where people interact with their environment in order to promote social well-being. Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Must be able to work effectively within teams including social work teams and multi-disciplinary teams. Must be able to work effectively, co-operatively, amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work. Must demonstrate basic computer literacy as a support tool to enhance service delivery. Must demonstrate compassion, be able to respect and build positive relationships with clients and colleagues. Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices. (For example and not limited to, Mental Health Act of 2017, Children's No 38 of 2005, Domestic Violence Act No 61 of 2003)

**ENQUIRIES
NOTE**

: Dr Mpho Ratshikana Tel No: (011) 933 0051
: 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 email or faxed will be accepted. Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric 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, (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). 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 disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/146</u>	:	<u>SENIOR COMMUNITY LIAISON OFFICER REF NO: EHD2020/12/17 (X1 POST)</u> Directorate: HAST
<u>SALARY</u>	:	R257 508 – R303 339 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENT</u>	:	Diploma/Degree in health-related field/equivalent qualification. The candidate should have 2 or more years post qualification experience. Computer literacy. 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.
<u>DUTIES</u>	:	Provide technical support and mentoring for facility-based Community Care Workers (CCW's) 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 SSDR. 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.
<u>ENQUIRIES</u>	:	Ms S.A Motloung Tel No: (011) 876 1820
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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, certified driver's license. 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, 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.
<u>CLOSING DATE</u>	:	30 December 2020

<u>POST 28/147</u>	:	<u>ADMINISTRATION OFFICER (CLEANING) REF NO: SBAH 82/2020</u> Directorate: Administration & Logistics
<u>SALARY</u>	:	R275 508 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade twelve 12 and a minimum of 10 years proven experience in a form hospital environment. Work accurately under pressure. Cleaning related qualification will be an added advantage. Evidence of computer literacy skills and knowledge programs, MS Word, Excel, PowerPoint and outlook. Strong management abilities. Planning, organizing and coordinating. Conflict management, problem solving, negotiation skills and innovative. Good customer relations and people management skills, have good verbal and written communication skills.
<u>DUTIES</u>	:	The incumbent will be required to render cleaning supervisory work and general clerical support, manage all resources (Human resources and assets). Provide advice to floor supervisors. Compile daily statistics and monthly audits. Facilitate training and development of workers. Manage and ensure compliance with the following policies. Human resources, Labour Relations, Quality Assurance, Infection Prevention and Control and Occupational Health and Safety. Manage the performance of workers and other duties.
<u>ENQUIRIES</u>	:	Mr. MF Monama Tel No: (012) 354 1421
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/148</u>	:	<u>COMPUTER TECHNOLOGIST REF NO: CHBAH 344 (X2 POSTS)</u> Directorate: Information Communication and Technology
<u>SALARY</u>	:	R257 508 - R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Minimum requirement Grade 12 plus National Diploma in Information Technology or A+/N+/MCSE/ITIL or ICT certificate NQF level 6. A minimum of 1-year experience in Health Department Information communication and Technology. Competencies: Technical (desktop/laptop and server) support and network support (data and voice). Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound knowledge of Windows platform. (Windows OS, Ms. Office Suite). 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. Basic skills on report writing. Ability to work under pressure and to take initiative and work independently. Ability to work independently and in a team. Knowledge of public service legislation, policies and procedures. Knowledge and experience in Health Information System will an added advantage.
<u>DUTIES</u>	:	New installation of ICT devices to comply with GPG Standards that includes servers, workstations, laptops, tablets, and printers. Provide first line technical and system support Ability to create and configure user accounts. Provide first line support and escalate where necessary. Attend to logged calls are attended to timeously, provide report. Conduct end user training. Trace and resolve tele faults. Provide first line telephone infrastructure support. Ensure 24/7 365 days' support. Standby. Provide system support and configure (HIS/RX, /IVS/VDI and Citrix). Maintain and configure hardware, telecommunications systems and ensure effective information security; Perform daily backup/archives; Manage the network, server and desktop environment to ensure required capacity and security. Attend to enquiries in a professional manner and give guidance and advice. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meeting and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment). Conducting performance evaluation of the sub

ordinates. Perform other duties as allocated by the supervisor. Comply with the rotation roster. Be willing to undergo continuous training and development programs.

**ENQUIRIES
APPLICATIONS**

: Mr. E Mphahlele Tel No: (011) 933 9037
: 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 a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric 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, (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 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 disabilities are encouraged to apply.

CLOSING DATE

: 08 January 2021

POST 28/149

NETWORK TECHNOLOGIST REF NO: CHBAH 345 (X2 POSTS)

Directorate: Information Communication and Technology

**SALARY
CENTRE
REQUIREMENTS**

: R257 508 - R303 339 per annum
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Minimum requirement Grade 12 plus A+ and N+ (version 220-901-902) or MCSE or CCNA or CCNP or NQF level 6 and above IT program/s registered with SITA. A minimum of 1-year practical experience, working on network support. A valid driver's license will be an added advantage. To work standby: after hours, weekends and public holidays. The prospective appointee should have good troubleshooting skill, good communication, telephone etiquette, good report writing skill. Sound interpersonal relationship, ability to multitask, mentorship, planning, organizing and problem-solving skills. Ability to manage a high value goods, services and equipment budget. Experience in a Public Sector Hospital environment will be an added advantage.

DUTIES

: Installation of new data and telephone points to comply with GPG Standards. Repairing cables and network points. Creating new fly-leads or patch-leads. Trace faults on different cables media that is: UTP Ethernet, Fiber and telephone cables. Must be able to work with various network switches, access points, routers, PABX. Must be able to work with analogy, digital telephones and IP phones. The environment of work includes working in rough terrains that is; in ceilings, roof's tops and aerially on external pole lines. Diagnose faults on network switches, access points and PABX. Trouble shooting of faulty extension lines and telephone

	instruments. Attend site briefing meetings with network contractors. Render a first-class level of customer service ensuring that all customers/end-users are treated efficiently and effectively. Attend to all logged calls and close the calls on time. Expected to submit Weekly and monthly reports.
<u>ENQUIRIES</u>	: Mr VT Mnguni Tel No: (011) 933 9038
<u>APPLICATIONS</u>	: 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.
<u>NOTE</u>	: Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric 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, 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 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 disabilities are encouraged to apply.
<u>CLOSING DATE</u>	: 08 January 2021
<u>POST 28/150</u>	: <u>DATA TECHNOLOGIST REF NO: CHBAH 346 (X1 POST)</u> Directorate: Information Communication and Technology
<u>SALARY</u>	: R257 508 - R303 339 per annum
<u>CENTRE</u>	: Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	: Minimum requirement Grade 12 plus National Diploma in Information Technology or NQF level 6 System Support. A minimum of more 1-year practical experience in the Public Service ICT, working on ICT systems support and database support. A valid driver's license will be added advantage. Medicom System knowledge will be an added advantage. The prospective appointee should have good troubleshooting skill, good communication, telephone etiquette, good report writing skill. Sound interpersonal relationship, ability to multitask, mentorship, planning, organizing and problem-solving skills. Ability to manage a high value goods, services and equipment budget. Experience in a Public Sector Hospital environment will be an added advantage.
<u>DUTIES</u>	: New installation of ICT devices to comply with GPG Standards that includes servers, workstations, laptops, tablets, and printers. Provide first line technical and system support. Conduct and support Health Information Systems and Data Management trainings. Provide 24-hour system support. Diagnose and resolve software incidents including operating systems (Windows) and across a range of software applications. Support Medicom System, MS- Office Packages example 365, RX-Solution, DHIS. Resolve incidents in different transversal applications:

(Persal, CITRIX, SRM, BAS, BAUD etc.) and general in-house applications. Install and update software of all systems. Administrate users accounts on Health Systems database. To work standby: after hours, weekends and public holidays Render a first-class level of customer service ensuring that all customers/end-users are treated efficiently and effectively. Attend to all logged calls and close the calls on time.

**ENQUIRIES
APPLICATIONS**

: Mr T Mohale Tel No: (011) 933 9392
:
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 a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric 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, 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 be 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 disabilities are encouraged to apply.

CLOSING DATE

: 08 January 2021

POST 28/151

OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: CHBAH 347 (X5 POSTS)

Directorate: Employee Wellness Program

**SALARY
CENTRE
REQUIREMENTS**

: R257 508 – R303 339 (per annum)
Chris Hani Baragwanath Academic Hospital (CHBAH)
A Bachelor's Degree / National Diploma in Occupational Health and Safety or equivalent NQF level 6 qualification with 360 credits in Environmental Health / Safety Management qualification in Occupational. At least 3 – 5 years' experience in Occupational Health and Safety setting in private or public sector. A valid licence and Computer literacy (Ms Office, Excel, PowerPoint). Ability to communicate well with people at different levels and backgrounds. Sound Organization skills. Good telephone etiquette and interpersonal skills. Must be able to work under pressure and to take initiative. Ability to organize and plan. Knowledge of the Occupational Health and Safety Act 85 of 1993. Knowledge of Basic Conditions of Employment Act 75 of 1997; Directive on the determination of Leave of Absence in the Public Service 2009 as amended; Compensation of Occupational Disease Act 130 of 1993; Employee Health Wellness Framework 2008 as well as HIV & AIDS and STI National Health Strategic plan 2012 – 2016. Knowledge of Labour relations Act 103 of 1994; Ottawa charter for Health promotion 21 of 1986 and Minimum Information

	and Security Standards (MISS). Quality assurance, National Core Standards, Health and Safety and Infection Control principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
<u>DUTIES</u>	: Provide a Comprehensive Occupational Health and Safety Services as required by OHS Act no 85 of 1993, COID Act no. 130 of 1993. Coordinate safety, health, environment, risk and quality training. Ensure that all staff have access to (SHERQ policies and conduct health safety (Inspection). Coordinate the establishment of and functioning of the safety committees. Ensure and maintain proper record keeping. Collaborate with other areas of specialisation within the department to ensure departmental programmes are aligned with the relevant legislation. Implement and monitor adherence to National Core standards (norms and standards). Submission of weekly reports on risks and interventions. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.
<u>ENQUIRIES</u>	: Mr. V Adoons Tel No: (011) 933 8885
<u>APPLICATIONS</u>	: 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.
<u>NOTE</u>	: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric 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, 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 be 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 disabilities are encouraged to apply.
<u>CLOSING DATE</u>	: 08 January 2021
<u>POST 28/152</u>	: <u>AUXILLARY MANAGER REF NO: ODI/07/12/2020/01</u>
<u>SALARY</u>	: R257 508 per annum (Level 07) (plus benefits)
<u>CENTRE</u>	: Odi District Hospital
<u>REQUIREMENTS</u>	: Grade12 certificate with 10 years' experience in Cleaning, Food Service and Laundry Supervision in the hospital environment or National Diploma in Public Administration with 5 years' experience as a Laundry, Cleaning and Food Service Supervisor. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and infection Control. Motivate must be attached as proof of working experience.

<u>DUTIES</u>	:	Managing of Cleaning, Laundry and Food Service Departments. Ensure cleaning schedule and checklists are available and implemented. Ensure compliance to National Core Standards. Leave management. Oversee counting, sorting, disposal, ironing, packing, delivery and collecting of linen to and from the wards. Ensure the availability of clean linen in coordination with all stakeholders. Visits all wards to assess stock levels. Attend meetings and give feedback. Knowledge of colour coding of laundry bags. Management of performance and development of staff. Make rounds and inspections to ensure that Cleaning Food Service and Laundry personnel are performing the required duties. Ensure appropriate Cleaning, Food Service and Laundry procedures are adhered to and quality control measures are continually maintained. Strengthen Cleaning, Food Service and Laundry standards and infection control. Be actively involved in budgetary control and saving measures. Apply disciplinary measures when necessary. Order, receive and distribute, materials and equipment of both Cleaning, Food Service, Laundry Departments. Take responsibility of waste management in collaboration with Infection Control Officer. Recommend discipline and implement appropriate procedures, perform any other Lawful/Legal instructions delegated by Supervisor.
<u>ENQUIRIES</u>	:	Mr Maluleke Tel No: (012) 725 2312
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old.
<u>CLOSING DATE</u>	:	29 January 2021
<u>POST 28/153</u>	:	<u>PROFESSIONAL NURSE GRADE 1 REF NO: EHD2020/11/12 (X10 POSTS)</u> (3 Months Contract) Directorate: PHC
<u>SALARY</u>	:	R256 905 – R297 825 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	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. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: less than 10 years relevant experience as a Professional Nurse after registration with SANC Driver's license is essential. Current proof of registration with SANC.
<u>DUTIES</u>	:	Order, interpret and evaluate diagnostic tests to identify and assess patients conditions. Assess and evaluate patients' needs for and responses to, care rendered. Apply sound nursing judgment in patient care management decisions. Implement physicians orders, administer medications, start IVs, perform as ordered. Draw a Nursing care plan. Collaborate with the nursing team to create a plan of care for all patients.
<u>ENQUIRIES</u>	:	Ms E. Mashigo Tel No: (011) 876 1814
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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, certified driver's license. 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, 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.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/154</u>	:	<u>PROFESSIONAL NURSE GRADE 1: MATERNITY (PN-A2) REF NO: PN/MATERNITY/CARLT/11/2020 (X2 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	R256 905 – R297 825 per annum (Plus Benefits)
<u>CENTRE</u>	:	Carletonville Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425/equivalent qualification that allows registration with the South African Nursing Council (SANC) as a midwife/accoucheur. Registration certificate with the SANC as Professional Nurse and proof of current practicing certificate. Competencies: Leadership, Management and Communication skills. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele Principles). Ability to take charge and make appropriate independent decisions. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Knowledge of grievance and disciplinary procedure. Knowledge of infection prevention and control and occupational health and safety practices. Understanding of National Core Standards and, Ideal Hospital Realization and Maintenance Framework.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the facility. Promote quality of nursing care. Work as part of the multidisciplinary team to ensure quality nursing care. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care, utilization of human, material and physical resources. Provide direction and supervision for implementation, monitoring and evaluation of nursing care plan (clinical practice/quality nursing care). Submit reports and statistics Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles. Work shifts and in different wards as per service delivery needs. Maintain professional, ethical standards and self-development, promoting the image of the nursing profession and the hospital.
<u>ENQUIRIES</u>	:	Mr.T Moeketsi Tel No: (018) 788 1704)
<u>APPLICATIONS</u>	:	Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private bag x 2023, Carletonville, 2500.
<u>NOTE</u>	:	The employer reserves the right to fill or not fill the post .People with disabilities are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified Copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification.
<u>CLOSING DATE</u>	:	29 December 2020
<u>POST 28/155</u>	:	<u>ADMINISTRATION CLERK REF NO: AC/IMU/12/CMJAH2020</u> Directorate: Information Management Unit
<u>SALARY</u>	:	R 173 703 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; Administration. Data capturing, Administration procedures relating to specific working environment including norms and standards. Reporting procedures. How to do basic research/ gather information. Knowledge of DHMIS Policy, Batho Pele and Six Ministerial priorities. Skills: Mathematical skills, Organising. Ability to perform routine task. Ability to operate computer (Microsoft Package. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: A minimum of 1-year experience in Information Management. Experience in the use of MEDICOM or PAAB system.

<u>DUTIES</u>	:	The incumbent will be responsible for accurate capturing of daily, weekly and monthly data. Follow up on data reconciliation process and provide feedback for corrections. Perform other administrative duties. Ensure proper filling system. Run system reports. Administer the departmental data related requests.
<u>ENQUIRIES</u>	:	Ms. J. Mokgaotsi Tel No: 011 488 4527
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to 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. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
<u>CLOSING DATE</u>	:	04 January 2021
<u>POST 28/156</u>	:	<u>ADMINISTRATION CLERK REF NO: AC/QA/12/CMJAH2020</u> Directorate: Quality Assurance Department
<u>SALARY</u>	:	R173 703 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent / Grade 12 or equivalent. Knowledge: A range of work procedures such as, Data capturing, Administration procedures relating to working environment including norms and standards, Batho Pele Principles. Skills Administration Skills Reporting procedures. How to do basic research/gather information. Computer Literacy: (MS Suit). Ability to handle stressful environment. Office Organizations Skills. General filing including electronic filing skills. Conflict Management and people skills. Ability to perform routine tasks. Basic interpersonal relationship. Problem solving. The following will be an added advantage: Grade 12 or equivalent qualification with 2 to 5 years' experience / Grade 10 qualification with 0 to 2 years' experience. Certificate or Diploma in Office Management and related qualification will be added advantage. A minimum of one (1) year experience in office management.
<u>DUTIES</u>	:	Manage administration functions of the quality assurance office: manage all incoming and outgoing correspondence; arranging meetings and appointments, take minutes of meetings etc. Use computer skills for filling, statistics and database. General typing, making photocopies, ordering and maintaining stationery and equipment. Organizational storing paper, documents and computer information.
<u>ENQUIRIES</u>	:	Ms M. Mthezuka-Kganakga Tel No: 011 488 4600
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to 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. White Males and females, Coloured Males and females, Indian Males and Females, African Males and females are encouraged to apply.
<u>CLOSING DATE</u>	:	04 January 2021
<u>POST 28/157</u>	:	<u>REGISTRY CLERK REF NO: RC/12/CMJAH2020</u> Directorate: Logistics
<u>SALARY</u>	:	R173 703 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge: Knowledge of a limited range of work procedures and elementary clerical duties such as; Registry services. Electronic filling, Administration procedures relating to specific working environment including norms and standards. Planning and or organising. Reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Skills: Organising. Ability to perform routine task. Be prepared to rotate and work shifts. Ability to operate computer (Microsoft Package), Computer course or certificate or computer as subject. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: Able to work as a team player and ability to work independently. Knowledge of Batho -Pele principles and six ministerial priorities. Qualification / Training in Records Management will be serve as added advantage.
<u>DUTIES</u>	:	Keep records in accordance with the Records management policy and National Archives Act prescripts. Make photocopies of document for authorized employees and the relevant departments in the hospital. Process applications for parking by employees. Send out circulars and notices to employees using messenger services or electronically by way of computers. Ensure that the Registry Office Machinery is maintained and in good working order. Receive inbound mail/ articles and send out outbound mail/ articles in accordance with the Department of Health Registry Procedure Manual. Ensure that the franking machine is always reset with the correct postage tariffs for the year. Keep accurate records of important documents physically or electronically and statistical data will be used in monthly reports
<u>ENQUIRIES</u>	:	Mr. S. Sithole Tel No: 011 488 3757
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Support@cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to 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. Coloured Males and females, Indian Males and Females, White Males and females are encouraged to apply.
<u>CLOSING DATE</u>	:	04 January 2021
<u>POST 28/158</u>	:	<u>DATA CAPTURE REF NO: DCQA/12/CMJAH2020</u> Directorate: Quality Assurance Department
<u>SALARY</u>	:	R173 703 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent qualification / Grade 10 or equivalent qualification. Knowledge: A range of work procedures such as, Data capturing, Administration procedures relating to working environment including norms and standards, Batho Pele Principles. Skills Administration Skills Reporting procedures. How to do basic research/gather information. Computer Literacy: (MS Suit). Ability to handle

stressful environment. Office Organizations Skills. General filing including electronic filing skills. Conflict Management and people skills. Ability to perform routine tasks. Basic interpersonal relationship. Problem solving. The following will be an added advantage: Grade 12 or equivalent qualification with 2 to 5 years' experience / Grade 10 qualification with 0 to 2 years' experience. Certificate or Diploma in Office Management and related qualification will be added advantage. A minimum of one (1) year experience in office management.

DUTIES : Data capturing functions of the quality assurance office; use computer skills for recording, organizing, storing, and retrieving information. Filing, statistics, and database. Organizational storage of paper, documents, and computer information. Compiling and providing reports weekly, monthly, quarterly, and annually. Analyse data and report discrepancies. Coordinate responses for audit request and assist in audits and data collection.

ENQUIRIES : Ms M. Mthezuka-Kganakga Tel No: 011 488 4600
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to 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. African Males and females, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE : 04 January 2021

POST 28/159 : **COMMUNICATION OFFICER REF NO: CHBAH 348 (X1 POST)**
 Directorate: Communication and Media Liaison

SALARY : R173 703 – R204 612 per annum (Level 05) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 12 or equivalent. Computer literacy (Ms Office). Ability to handle conflicts. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organise and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Good customer skills and competencies. Knowledge of various media platforms. Knowledge of the Batho Pele Principles. Experience in office administration or communication will be added advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES : Screen, transfer calls and handles telephonic as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from responsible office. Provide administration support in the office of the Deputy Director. Ensure safe keeping of all documentation in the office. Draft documents as required. Compile type and distribute correspondence, reports and documents. Administer the in and out flow of correspondence. Administer the filling system, typing of correspondence, agendas, reports, submission, memos and letters. Coordinate and manage meetings, workshops, taking minutes during minutes. Assist with various administrative and secretarial duties as assigned by the Deputy Director. Attend meetings and training as approved by supervisor. Maintenance of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Mr. N Mazibuko Tel No: (011) 8433/ 8124
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main

NOTE

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.

: Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric 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 (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 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 disabilities are encouraged to apply.

CLOSING DATE

: 08 January 2021

POST 28/160

: **SECRETARY REF NO: CHBAH 349 (X1 POST)**
Directorate: Obstetrics and Gynaecology

SALARY

: R173 703 – R204 612 per annum (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital (OBST & GYNAE)

REQUIREMENTS

: Grade 12 with no experience. 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. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Minute taking and document management skills. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo speed test and Medical surveillance as an inherent job requirement.

DUTIES

: Screen, transfer calls and handle telephonic as well as other enquire from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Head of Department. Ensure safekeeping of all documentation in the office. Draft documents as required. Compile, type and distribute correspondence, reports and documents Administer the in and out flow of correspondence. Administer the filing system, typing of correspondence, agendas, reports, submissions, memos and letters. Coordinate and manage meetings, workshops taking minutes during meetings. Assist with various administrative and secretarial duties as assigned by the Head of Department. Take minutes of meetings. Maintenance of user-friendly office. 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.
<u>ENQUIRIES APPLICATIONS</u>	: Professor Y Adams 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. No faxed or emailed applications will be considered.
<u>NOTE</u>	: Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric 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 (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 be 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 disabilities are encouraged to apply.
<u>CLOSING DATE</u>	: 08 January 2021
<u>POST 28/161</u>	: <u>REGISTRY CLERK REF NO: SBAH 83/2020</u> Directorate: Patient Administration
<u>SALARY CENTRE REQUIREMENTS</u>	: R173 703 per annum plus benefits : Steve Biko Academic Hospital : Grade 12 or equivalent qualification. Admin related qualification will be an advantage. Evidence of computer literacy skills and knowledge of programs: MS Word, Excel, PowerPoint and outlook. Must be computer literate and well number orientated. Be prepared to rotate and act as a reliever. Medicom and hospital registry background will be an added advantage. Be able to work independently and under pressure. Good interpersonal and strong communication skills. Must be in good health and able to do physical hard work. Must be able to function well in a team.
<u>DUTIES</u>	: Accurate numerical sorting and filling of patient file and documentation. Drawing of files for Wards, Clinics, Billing section, Patient Report Office, Auditors etc. File tracking and checking movement history of patients on the Medicom system. Efficient handling of queries. Daily checking of files for misfiles. Regular removal of inactive files according to prescribed policies and moving of files around. Performing other tasks as allocated by the supervisor.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. MF Monama Tel No: (012) 354 1421 : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/162</u>	:	<u>SUPERVISOR CLEANING REF NO: SMUSC01/20</u> Directorate: Support Services
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	SMU Oral-Health Centre
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. A minimum of five (5) years' experience as a cleaner in public service environment. Experience and knowledge to operate cleaning equipment and machinery. Good interpersonal and communication skills. Ability to work under pressure. Supervise cleaners on their day to day.
<u>DUTIES</u>	:	Monitor and evaluate the work performance of cleaners. Ensure adequate supply of all cleaning materials and cleaning equipment (machines). Complete ordering request forms on time to avoid running out of stock. Manage risk in terms of assets and inventory control for cleaning section. Allocate personnel accordingly and monitor their attendance, good conduct and maintain discipline. Apply necessary disciplinary measures in the event of wrong doing. Ensure that all areas are cleaned at all times. Provide guidance, assistance and training to cleaners. Manage employee's performance evaluations (PMDS). Perform all administrative related functions.
<u>ENQUIRIES</u>	:	Mr HH Hadebe Tel No: (012) 521 4914
<u>APPLICATIONS</u>	:	Direct applications must be delivered to SMU OHC Human Resource Department, (Att: Mrs I Makgatho), Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0001. Persons with disabilities encourages to apply.
<u>NOTE</u>	:	Kindly attach/include certified copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
<u>CLOSING DATE</u>	:	28 December 2020
<u>POST 28/163</u>	:	<u>IT TECHNICIAN REF NO: 3/4/2/2/12 (X1 POST)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R173 703 – R204 612 per annum (Level 05) (plus benefits)
<u>CENTRE</u>	:	Ann Latsky Campus
<u>REQUIREMENTS</u>	:	Grade 12 with A+ N+ or IT Technical Support Certificate, Diploma in Information Technology will be an added advantage with 1- 2 years' experience in desktop support. Knowledge and experience on LAN and WAN support, experience in supporting BAS, PERSAL, SAP, SRM and Microsoft packages. Ability to work under pressure, possess good problem solving and analytical skills. Be client orientated and customer focused.
<u>DUTIES</u>	:	Ensure continuous functioning of the LAN and WAN, resolve connectivity issues, provide technical support and maintain desktop and other peripherals in the organization. Install and maintain computer hardware, software and configure network devices, internet and Email accounts for all users. Attend to end-user requests and provide 1st line support, ensure network connectivity of transversal systems i.e. BAS, SAP, PERSAL, and SRM. Record keeping, provide specifications for (IT) information technology equipment. Perform any other task/job deemed appropriate and assigned by supervisor/Manager.
<u>ENQUIRIES</u>	:	For further information regarding the post, please contact: Ms. A. van As at Tel No: (011) 644-8917
<u>APPLICATIONS</u>	:	Physical address No 37 Plunkett Avenue, Hurst Hill, Johannesburg, Postal address P/Bag 40, Auckland Park, 2006.

<u>NOTE</u>	:	Applications must be submitted on a Z83 form with your signed C. V. Certified copies of your I.D document and qualifications. State all your competencies, trainings and knowledge in your signed C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. Certified copy of I.D. document, (smart card I.D. must be copied on both sides) and qualifications. 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. 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. People with disabilities are encouraged to apply. If you do not hear from us in three months' time from the date of closure please consider your application as unsuccessful.
<u>CLOSING DATE</u>	:	04 January 2021
<u>POST 28/164</u>	:	<u>STAFF NURSE GRADE 1(PHC) REF NO: EHD2020/11/13 (X5 POSTS)</u> (3 Months Contract) Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1: R171 381 – R192 879 per annum (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (SSDR)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver's License will be an added advantage.
<u>DUTIES</u>	:	Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.
<u>ENQUIRIES</u>	:	Ms E. Mashigo Tel No: (011) 876 – 1815
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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, certified driver's license. 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, 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.
<u>CLOSING DATE</u>	:	30 December 2020

<u>POST 28/165</u>	:	<u>DENTAL ASSISTANT GRADE 1 REF NO: EHD2020/11/14 (X2 POSTS)</u> Directorate: Oral Health
<u>SALARY</u>	:	R168 429 – R192 576 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification, Dental Assistant certificate from recognized institutions, registration with HPCSA, proof of current registration with the HPCSA, copy of an ID document. A driver's license will be an added advantage. All documents are to be certified.
<u>DUTIES</u>	:	The incumbent should have knowledge of dental assisting including infection and prevention control, chair side assisting (four-handed dentistry), maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub-districts.
<u>ENQUIRIES</u>	:	Mr L.B Mudau Tel No: (011) 876-1759
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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, certified driver's license. 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, 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.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/166</u>	:	<u>CLEANING SUPERVISOR REF NO: CS/12/CMJAH2020</u> Directorate: Logistics
<u>SALARY</u>	:	R145 281 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	NQF Level 3 qualification, Grade 10 or ABET Level 4. Between five to ten years (5 – 10) experience as a Cleaner. Knowledge: of working procedure such as cleaning equipment's, working environment. Skills: Basic numeracy, literacy, good communication, sound human relation, ability to perform routine tasks and Basic interpersonal relationship. Have ability to liaise with stake holders. Be prepared to work under pressure and be able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. Cleaning equipment.
<u>DUTIES</u>	:	To monitor cleaning activities ensuring quality service delivery. Be able to follow disciplinary procedures when needed. Manage absenteeism. Complete Performance Management and Development System (PMDS) for staff. Be able to perform the needed Administration duties as required. Give daily reports and stock control to ensure quality service delivery.
<u>ENQUIRIES</u>	:	Ms. J. Schlebusch Tel No: 011 488 4022
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za . Only online application will be considered. Please use the reference as the subject.

<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to 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. Coloured Males and female, Indian Males and Females, White Males and females are encouraged to apply.
<u>CLOSING DATE</u>	:	04 January 2021
<u>POST 28/167</u>	:	<u>DATA CAPTURER REF NO: ODI/27/11/2020/04</u> Re-advertisement: all candidates who meet the requirements and who were previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R145 281 per annum (Level 04) (plus benefits)
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Candidate must be in a possession of Grade 12/Matric certificate. Minimum of 2 years Data experience in Health environment. Minimum of 2years WEB-DHIS Data capturing experience, WEBDHIS certificate is compulsory, A valid driver's license. Ability to extract (NIDS) data from Gauteng Department of Health database. Basic skills in data analysis, report writing skill, presentation and information management.
<u>DUTIES</u>	:	Collect, collation, capturing and extraction of data for reporting. Effective SOP implementation to improve data quality & completeness, Communicate with and guide data clerk on NIDS. Ensure that mid-night census corresponds with all patient's registers daily. Verify submitted data with data sources on daily, weekly and monthly bases. Prepare monthly and quarterly reports. Capturing of quality clients data & management: Capturing data on the computer (Excel Database, Web-DHIS & Easy count). Effective SOP implementation to improve data quality and completeness. Daily filing (storage) of data and information sheets. Prepare and ensure occurrence of Health Information monthly meetings. NB! All shortlisted candidates will be subjected to mandatory competency test.
<u>ENQUIRIES</u>	:	Mr. N Setheni Tel No: (012) 725 2489
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
<u>NOTE</u>	:	must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/168</u>	:	<u>DRIVER REF NO: SBAH 84/2020</u> Directorate: Administration & Logistics
<u>SALARY</u>	:	R145 281 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Minimum Grade 10 or equivalent with 2 years' experience in driving. A valid driver's license and a professional drivers permit (PDP). Good communication skills (verbal and written), problem solving skills and knowledge of transport policy. Ability to read road maps, able to work in a team, committed and have a good customer care attitude. Must be prepared to work shifts and under pressure.
<u>DUTIES</u>	:	Transportation of patients, staff and goods. Daily inspection of allocated government vehicles. Report accidents and identify defects (minor / major) to the supervisor. Completion of trip authorities and lo books as prescribed by legislation before undertaking any trip. Take vehicles for licensing and servicing. Safe keeping

		of service of books of vehicle and other accessories. Keep vehicles clean and in good condition.
<u>ENQUIRIES</u>	:	Mr. MF Monama Tel No: (012) 354 1421
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/169</u>	:	<u>NURSING ASSISTANT GRADE 1 REF NO: EHD2020/12/03 (X10 POSTS)</u> (3 Months Contract) Directorate: PHC
<u>SALARY</u>	:	R132 525 – R149 163 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Qualifications that allows registration with SANC as Enrolled Nursing Assistant. Current registration with SANC as Enrolled Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Knowledge of HIV prevention strategies and management of patients who experienced gender-based violence. Basic HIV training and HIV Counselling and tearing training will be added advantage. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Enrolled Nursing Assistant with the SANC.
<u>DUTIES</u>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self – development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager within scope of practise.
<u>ENQUIRIES</u>	:	Ms E. Mashigo Tel No: (011) 876-1814
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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, certified driver's license. 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, 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.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/170</u>	:	<u>NURSING ASSISTANT GRADE 1 REF NO: EHD2020/11/08 (X1 POST)</u> Directorate: Clinical Forensic Medical Services
<u>SALARY</u>	:	R132 525 – R149 163 per annum
<u>CENTRE</u>	:	Thelle Mogoerane Sinakekelwe Thuthuzela Care Centre

<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Qualifications that allows registration with SANC as Enrolled Nursing Assistant. Current registration with SANC as Enrolled Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Knowledge of HIV prevention strategies and management of patients who experienced gender-based violence. Basic HIV training and HIV Counselling and tearing training will be added advantage. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Enrolled Nursing Assistant with the SANC.
<u>DUTIES</u>	:	Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self – development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Counselling patients who experienced GBV. Pre and post counselling including testing for HIV. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager within scope of practise. Raise awareness about GBV.
<u>ENQUIRIES</u>	:	Ms A. Mabunda Tel No: (011) 876-1794
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . 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, certified driver's license. 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, 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.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/171</u>	:	<u>PHARMACY ASSISTANT (BASIC) REF NO: PAB/12/CMJAH2020</u> Directorate: Pharmacy Department
<u>SALARY</u>	:	Grade 1: R123 000 per annum Grade 2: R166 689 per annum Grade 3: R196 338 per annum
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 1: as required by the training facility and the SAPC registration with the SAPC to study towards a basic Pharmacist Assistant qualification. No experience required. Grade 2: as required by the training facility and the SAPC, a basic Pharmacist Assistant qualification that allows for registration with SAPC as Pharmacist Assistant (Basic). Registration with the SAPC as Pharmacy Assistant (Basic) or registration with the SAPC for study towards a Post-Basic Pharmacist Assistant qualification. No experience required after registration with SAPC as Pharmacist Assistant (Basic). Grade 3: as required by the training facility and the SAPC, a basic Pharmacist Assistant qualification that allows for registration with SAPC as Pharmacist Assistant (Basic). Registration with the SAPC as Pharmacy Assistant (Basic) or registration with the SAPC for study towards a Post-Basic Pharmacist Assistant qualification. No experience required after registration with SAPC as Pharmacist Assistant (Basic).

<u>DUTIES</u>	:	Assist the Pharmacy team in running of the Pharmacy including all the 4 satellite pharmacies on the premises. Assist with the control of stock both in ordering, receiving and distribution of finished product of schedule 1 to schedule 5 in accordance with the standard operating procedure and legislation. To assist with the compounding, manipulation or preparation of non -sterile medicine or schedule substances according to a formulae and standard treatment guidelines approved by the responsible Pharmacist. To record all transactions in accordance to the standard operating procedure, Good pharmacy practice as published in the rules of the council must be adhered to at all times. Implementation of the standard operating procedure, good pharmacy practice, norms and standards, Implement and maintain security measures. Ensure proper drug supply management. Contribute to pharmacy planning. Actively participate in administrative duties of the pharmacy. Perform duties assigned by supervisors. Maintain quality standards and other departmental policies.
<u>ENQUIRIES</u>	:	Ms. Abiola Animashahun Tel No: 011 488 3926
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to 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. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
<u>CLOSING DATE</u>	:	04 January 2021
<u>POST 28/172</u>	:	<u>SPECIALIZED AUXILIARY WORKER – (MORTUARY) REF NO: SBAH 85/2020</u> Directorate: Administration & Logistics
<u>SALARY</u>	:	R122 595 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Minimum Grade 10 or equivalent qualification, evidence of working in mortuary services. / Driver's license with Public drivers Permit (PDP). Must have sound and communication skills and a caring attitude toward patients, staff members and external clients. Be able to work independently and under pressure. Physical capable to fit and move bodies and waste buckets.
<u>DUTIES</u>	:	Escort/ accompany patients from reception to various sections, between wards and to and from vehicles. Load and offload patients. Render assistance to nursing with transfer of patients to bed/trolleys and vice versa. Display caring, friendly, courteous attitude to all patients. Transport corpses to the mortuary, together with the files and complete the mortuary register. Filling of daily work activities in potters control sheet. Perform other duties as allocated by the supervisor.
<u>ENQUIRIES</u>	:	Mr. MF Monama Tel No: (012) 354 1421
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020

<u>POST 28/173</u>	:	<u>CLEANER REF NO: CLNR/12/CMJAH2020</u> Directorate: Logistics
<u>SALARY</u>	:	R102 532 per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Qualifications: ABET Certificate. No experience required. Knowledge: of working procedure such as cleaning equipment's, working environment. Skills: Basic numeracy, literacy, good communication, sound human relation, ability to perform routine tasks and Basic interpersonal relationship. Have ability to liaise with stake holders. Be prepared to work under pressure and be able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. Cleaning equipment.
<u>DUTIES</u>	:	Cleaning of floors, doors, walls, windows, beds, bed lockers, steps, etc. Performing all gives indoors and out door cleaning duties. Work with cleaning equipment given like polisher machines. Use cleaning chemicals accordingly. Assist with extra duties as given by supervisor
<u>ENQUIRIES</u>	:	Ms. J. Schlebusch Tel No: 011 488 4022
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to 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. Suitable candidates will have to disclose his / her financial interest. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and Female, Indian Males and Females, White Males and Females are encouraged to apply.
<u>CLOSING DATE</u>	:	04 January 2021
<u>POST 28/174</u>	:	<u>CLEANER REF NO: SBAH 86/2020 (X4 POSTS)</u> Directorate: Administration & Logistics
<u>SALARY</u>	:	R102 534 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Minimum Grade 10 or equivalent qualification. Cleaning experience will be an added advantage. Knowledge of occupational health and safety and infection prevention and control. Must be able to work in a team and under pressure. Must be able to work shifts and rotate to other sections.
<u>DUTIES</u>	:	Washing of walls and damp dusting, cleaning of air conditioner vents, windows and entrance. Cleaning of body fluids on floors, scrubbing of staircases. Cleaning of toilets and polishing of vinyl flooring daily. Maslin sweeping of floors daily, strip and seal vinyl flooring, cleaning of domes / glass domes. Removal of medical and general waste to maintain storage. Careful use of polisher machine and other equipment, washing of equipment after use. Replace of toilet / roller paper and refill soap dispensers consistently throughout the shift updating toilet check list daily.
<u>ENQUIRIES</u>	:	Mr. MF Monama Tel No: (012) 354 1421
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020

<u>POST 28/175</u>	:	<u>MESSENGER REF NO: SBAH 87/2020 (X3 POSTS)</u> Directorate: Administration & Logistics
<u>SALARY</u>	:	R102 534 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Minimum Grade 10 or equivalent. Knowledge of post messenger activities will be an added advantage. Good communication skills (verbal and written). Knowledge of customer service, self-driven and motivated. Must be able to read, write and work in a team. Must be prepared to work shift.
<u>DUTIES</u>	:	Responsible for distribution of mail, Circulars, internal notices and documents. Collection of blood specimen, drug books, theatre lists and files from wards to patient accounts. Perform routine messenger tasks as directed by the supervisor.
<u>ENQUIRIES</u>	:	Mr. MF Monama Tel No: (012) 354 1421
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/176</u>	:	<u>LAUNDRY WORKER REF NO: SBAH 88/2020</u> Directorate: Administration and Logistics
<u>SALARY</u>	:	R102 534 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Minimum Grade 10 or equivalent. Knowledge of laundry / linen services and sewing will be an added advantage. Good communication and willing to work in a team, Knowledge of Batho Pele Principles. Must be able to do work of a physical nature. Willingness to work shift.
<u>DUTIES</u>	:	Collection of dirty linen bags from different sections of the hospital. Deliver bags containing soiled linen to the sorting area of the dirty linen section. Tying labelling of dirty linen bags. Operate the rinsing machines, sorting and packing the linen in the linen bank. Loading and offloading of clean linen from laundry trucks. Hanging curtains in wards, report broken or damaged curtain rails and mend torn linen. Partake in linen inventory counting and cleaning of linen trolleys. Assist in other linen section duties per request of supervisors. Execute illegal instructions by supervisor / management.
<u>ENQUIRIES</u>	:	Mr. MF Monama Tel No: (012) 354 1421
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/177</u>	:	<u>FOOD SERVICE AID REF NO: SBAH 89/2020</u> Directorate: Administration & Logistics
<u>SALARY</u>	:	R102 534 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Minimum Grade 10 or equivalent qualification. Relevant exposure in hygiene, safety and cooking will be an added advantage. Good communication and willing to work in a team, Knowledge of Batho Pele Principles. Must be able to do work of a physical nature. Willingness to work shifts as well as public holidays.
<u>DUTIES</u>	:	perform routine tasks in the food service unit and operate machinery. Perform general cleaning tasks as assigned to ensure hygiene and safety standard are maintained in the unit (washing of pots, floors, equipment, drains and grids). Taking out dustbins and waste and cleaning of dustbins. Washing of dishes (pots, crockery and cutlery). Unpacking and packing of provisions into fridges and freezers. Cleaning of fridges, freezers and storage areas. Preparation of patient meals

		(normal and special diets). Preparation of meals and decorations for functions. Dishing of patient meals according to guidelines. Adhere to set policies and guidelines regulating food services. Rotate work as a reliever in the unit.
<u>ENQUIRIES</u>	:	Mr. MF Monama Tel No: (012) 354 1421
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/178</u>	:	<u>SECURITY GUARD REF NO: SBAH 90/2020</u> Directorate: Administration & Logistics
<u>SALARY</u>	:	R102 534 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Abet Level 4, Grade 10 or equivalent qualification with minimum 10 years' experience in hospital security environment. Grade 12 certificate plus 5 years' experience in security environment is an advantage. Grade C security certificate. Current registration with PSIRA. Ability to work under pressure, conflict resolution and negotiation skills, report writing skills, knowledge of security, labour relations and other legislation applicable to security including MPSS. Knowledge of Batho Pele Principles. Knowledge of criminal procedure act 51 of 1977. Knowledge of fire arm control act. Knowledge of Health and Safety Act and fire prevention. Willingness to work shifts and extended hours.
<u>DUTIES</u>	:	Access control (emergency arears, management square and others). Assist and supervise at parking (searching, disk checking) assist in restraining of violent patients at different wards. Report all security breaches to the supervisor and make all occurrence book entries. Report all defects on OHS and FMU. Fire prevention escorting of visitors and fetching them from home if absconded. Guarding and managing of waiting areas, clamping of vehicles parked in unauthorized parking. Investigate matters reported to you by staff members and give feedback to them. To work shifts and sometimes abnormal hours. Monitor state vehicles and report any faults. Make verbal and written reports on all incidents happening at posts. Traffic control around receiving area/transit, perform any duties delegated by supervisor.
<u>ENQUIRIES</u>	:	Mr. MF Monama Tel No: 012 354 1421
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/179</u>	:	<u>OPERATOR (PHOTOCOPIER) REF NO: 3/4/2/2/10 (X1 POST)</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R102 534 – R120 780 (Level 02) (plus benefits)
<u>CENTRE</u>	:	Ann Latsky Campus
<u>REQUIREMENTS</u>	:	Grade 10 Certificate or equivalent qualifications (ABET). Good Interpersonal Skills. At least one (1) year experience in operating a photocopy machine in the work environment. Excellent Communication Skills (Verbal and written). Ability to work under pressure. Sound interpersonal relations and good customer care. Ability to maintain confidentiality. Valid driver's license.
<u>DUTIES</u>	:	Responsibilities shall include but are not limited to the following: Manage and operate photocopy machines. Binding and laminating of documents. Provide counter services and attend to counter queries. Maintain an organized work environment. Report any malfunctioning of photocopier machine. Arrange for servicing and general maintenance of the machines. Make requisition for

	photocopying materials. Participate in activities in the information management department.
<u>ENQUIRIES</u>	: For further information regarding the post, please contact: Ms. A. van As at Tel No: (011) 644-8917
<u>APPLICATIONS</u>	: must be submitted on a Z83 form with your signed C. V. certified copies of your I.D, driver's license and attached qualifications. Physical address No 37 Plunkett Avenue, Hurst Hill, Johannesburg. Postal address P/Bag 40, Auckland Park, 2006.
<u>NOTE</u>	: State all your competencies, trainings and knowledge in your signed C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Certified copy of I.D document, (smart card I.D must be copied on both sides), qualifications and driver's license. The successful candidates will be subjected to security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates and also the pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply. If you do not hear from us in three months' time from the date of closure please consider your application as unsuccessful.
<u>CLOSING DATE</u>	: 04 January 2021

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

<u>APPLICATIONS</u>	: Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and submit to 35 Rissik Street, Surrey House, Johannesburg, 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.
<u>FOR ATTENTION</u>	: Ms. Patricia Ndawo Tel No: 011 355 281
<u>CLOSING DATE</u>	: 05 January 2021

MANAGEMENT ECHELON

<u>POST 28/180</u>	: <u>CHIEF FINANCIAL OFFICER REF NO: REFS/007437</u> Directorate: Office of the Chief Financial Officer
<u>SALARY</u>	: R1 251 183 per annum (all-inclusive remuneration package)
<u>CENTRE</u>	: Johannesburg
<u>REQUIREMENTS</u>	: The successful candidate should have a bachelor's degree or equivalent (SAQA NQF 7) tertiary qualification in commerce. 5 years' experience on the level of a Senior Management in a financial environment. Extensive knowledge of the financial and related prescripts of the Public Service, costing methodologies and performance measurement. Sound knowledge of accounting procedures and requirements. Ability to develop, interpret and implement accounting policies and regulations. Working knowledge of GRAP, BAS, PFMA and MTEF. Proven strategic leadership and business partnering skills, problem solving, decision making, communication and analytical skills. Knowledge of the Department's constitutional mandate and its relationship with National and other stakeholders. Sound interpersonal relations. Computer literacy. A valid driver's license is essential.
<u>DUTIES</u>	: Provide strategic leadership, information and advice to the Accounting Officer in relation to financial matters. Establish and maintain effective and transparent systems of financial management, risk management, internal control, budgeting administration, asset management and supply chain management. Ensuring compliance with the legislative framework of the Government. Prepare and provide financial reports and Annual Financial Statements required in terms of Public Service Statutory Framework. Support the Accounting Officer (Head of Department) and other senior managers in the execution of their functions in terms of the PFMA and other related legislation. Assist the Accounting Officer on finance related matters, including all processes in the budget cycle of the Department, costing of the departmental business plans, monitoring and evaluation of expenditure and leading performance audits on all budget objectives. Provide financial information and expenditure reports to management. Develop and

implement financial management strategies to ensure the long –term sustainability of the Department. Represent the Department in all matters relating to financial management and budget administration in the Department. Compile all necessary responses pertaining to the Audit General and other queries on financial matters. Carry out any other responsibilities and duties as determined by the Accounting Officer.

**ENQUIRIES
NOTE**

: Ms. Patricia Ndawo Tel No: (011) 355 2861
: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance

POST 28/181

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/007438**
Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R1 057 326 per annum (all-inclusive remuneration package)
: Johannesburg
: An undergraduate qualification in Supply Chain Management or SAQA recognized Bachelor's Degree or equivalent (SAQA NQF 7) in Public Management/Administration, Logistics/Purchasing Management Minimum of 5 (five) years' experience at middle/senior management level, three (3) years of functional experience in a Supply Chain Management unit within the public sector environment. A valid driver's license. Knowledge: Extensive knowledge and experience in government procurement legislation, regulations and policies, PFMA, Treasury Regulations Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment and Strategy and the Gauteng Township Economy Revitalization Strategy. Extensive experience in all facets of Supply Chain Management (Demand, Acquisition, Logistics, Disposal Supply Chain Management Performance and Risk Management) development of policies, and strategies in market research and strategic sourcing. SKILLS: Ability to work in a diverse team, strategic thinking and leadership qualities, project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management, service delivery innovation, problem solving, people management and empowerment, client orientation and customer focus, communication, honesty and integrity, report writing, numerical, computer literate (Microsoft Office Suite, SAP & SRM preferable), teamwork, decision making, leadership, negotiations, planning and organizing, stakeholder management, verbal and written communication, report writing, relationship management, customer service, good communication, conflict management, quality orientated, decisive and confident, the ideal candidate will be able to keep abreast of market trends, with strong administrative, analytical, , cultural diversity management skills ability to work under pressure and meet demanding deadlines that require interventions after hours.

DUTIES

: Monitoring the development and implementation of Risk Management Policy, Management of Anti-corruption and Ethics Management, Ensure Implementation of the Fraud and Prevention plan. Manage the development and implementation of the Risk Management implementation plan. Manage the Coordination and facilitation of internal and external audit process. Oversee the implementation of business continuity plan.

**ENQUIRIES
NOTE**

: Ms. Patricia Ndawo Tel No: (011) 355 2861
: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance

OTHER POST

POST 28/182

: **PERSONAL ASSISTANT REF NO: REFS/007439**
Directorate: Office of the Head of Department

SALARY

: R275 508 per annum (plus benefits)

CENTRE

: Johannesburg

REQUIREMENTS

: Appropriate Secretarial Diploma or relevant qualification (Preferably Accounting or Finance). 3-5 years' experience in rendering support to Senior Management. A valid code B drivers' license. Knowledge in the relevant legislation/ policies/ prescripts and procedures in the public services Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Job related skills: communication skills (Written and Verbal), facilitation skills and report writing skills. Problem solving and decision making. Interpersonal relations, professional telephone manner, organisational skills and ability to multitask. Inherent requirements: service delivery and client orientation, time management and ability to work long hours. Confidentiality and high-level reliability, confident and independent. Integrity and honesty. Ability to work under pressure and to tight deadlines. Document analysis, planning and organising. Ability to act with tact, discretion and confidentiality.

DUTIES

: Provide administrative and secretarial support: ensure the effective flow of information and document to and from the office of the Head of Department, ensure safekeeping of all documentation in the office of the Head of Department, scrutinize routine submissions/ reports and make notes and /or recommendations for the Head of Department. Ensure that travel arrangements are well coordinated, schedule and manage appointments. Prepare correspondence and other information as requested. Provide logistical support services: record minutes/ decisions and communicate to relevant role players, prepare briefing notes for the Head of Department, coordinate logistical arrangements for meeting when required. Administer the budget of the office of the Chief Directorate: collect and coordinate all documents in relation to the budget of the Unit and keep record of expenditure commitments. Provide general support services: prepare documents for meetings hosted and/ or attended by the Head of Department circulate documents to other meeting participants and provide secretarial support for the Head of Departments meetings. Perform any other administrative duties required by the Head of Department follow up on behalf of the Head of Department regarding on the implementation of meeting resolutions and other decisions.

ENQUIRIES

: Ms. Vivien Khanye Tel No: (011) 355 2720

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

Preference will be given to persons from designated groups including persons with disabilities. The Provincial Department of Education: KwaZulu-Natal Is an Equal Opportunity Affirmative Action Employee

- APPLICATIONS** : Should be sent by post for the attention of: Mr. P.B.V. Ngidi, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pietermaritz Street, Pietermaritzburg, 3200
- CLOSING DATE** : 11 January 2021
- NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department. **NB:** Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications, proof of registration (if applicable) and RSA ID document, as well as a valid driver's license. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Failure to comply with the above directives will result in the application not being considered. Faxed and e-mailed copies of applications will not be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The filling of the post will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. The requirements for the appointment at Senior Management Services level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. Applicants should therefore have a proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, in addition all SMS posts are subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of Competency Based Assessments). The Competency Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Please note that all these posts are being re-advertised interested applicants are encouraged to re-apply except. The Posts of Chief Director: Financial Services (Ref No: Doe/98/2020) and Director: Public Participation (Ref No: Doe/101/2020) and Chief Exams and Assessment (Ref No: Doe/100/2020)

MANAGEMENT ECHELON

- POST 28/183** : **CHIEF DIRECTOR: DISTRICT OPERATIONAL MANAGEMENT REF NO: DOE/96/2020**
- SALARY** : R1 251 183 per annum (Level 14) (All-inclusive package to be structured in line with rules for SMS).
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) coupled with a minimum of five (5) years' experience at senior managerial (SMS) level. Competencies: Knowledge of the PFMA, Public Service Act, Employment of Educators Act, South African Schools Act and any other legal prescripts and

		legislation relevant to the education sector, Good presentation skills, Analytical thinking, Research and Report Writing skills, Financial Management, Policy on the organization, roles and responsibilities of education district, guidelines on District standards routine operations fundamentals, Presidential District development model and Project Management. Computer Literacy (MS Word, Excel, Access, PowerPoint, etc.) Communication (verbal and written) and Interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	Provide strategic leadership, administration, management and governance support to Education Districts and all institutions therein. Manage and maintain high performance standards for the Districts. Ensure the establishment and maintenance of accountability systems in Districts and Circuits in support of curriculum delivery/assessment and achievement of effective teaching and learning in all schools. Provision of equal education opportunities and access to education. Management and promotion of School Functionality through plans such as District management plans and Improvement, Academic and Intervention Plans. Support the implementation of the Quality Learning and Teaching Campaign (QLTC) and the Transformation of the Schooling System. Exercise Financial Management as Responsibility Manager. Maintain a co-operative working relationship with other Chief Directorates and Branches of the Department as well as stakeholders.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5126/7
<u>POST 28/184</u>	:	<u>CHIEF DIRECTOR: RURAL AND INCLUSIVE EDUCATION REF NO: DOE/97/2020</u>
<u>SALARY</u>	:	R1 251 183 per annum. (Level 14) (All-inclusive package to be structured in line with rules for SMS).
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg
	:	An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) together with inclusive /Special Education or Psychology as a field of specialization. Registration with the relevant professional body or council will serve as an added advantage to candidates. A minimum of five (5) years' experience at a senior managerial (SMS) level. Competencies: An in-depth knowledge of the Rural Education Policy Framework, Education White Paper 6 (Special Needs Education) and other policies relevant to the field of Special and Inclusive Education as well as other programs and projects associated with special needs education. Knowledge of the Public Finance Management Act, Public Service Act, South African School's Act, National Education Policy Act, Employment of Educator's Act as well as other relevant legal prescripts and legislation. Good presentation skills. Analytical thinking. Research and Report Writing skills. Financial Management, Policy Formulation and Project Management. Computer Literacy (MS Word, Excel, Access, PowerPoint, etc.) Communication (verbal and written) and Interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	Manage the provision of inclusive education, Monitor and evaluate the effectiveness of inclusive education programs. Promote inclusive education by developing programmes to address the social barriers to learning and development. Manage and monitor the provision of transversal outreach services to Care Centres and Special Schools that have Learners with Severe to Profound Intellectual Disability (LSPID). Monitor and report on the implementation of learning programme in designated schools and care Centres. Manage the provision of multi-grade academic support, Facilitate the implementation of curriculum package of rural schools. Forge partnerships with relevant stakeholder for the benefit of the multi-grade and special needs schools. Facilitate the realignment and rationalization of non-viable schools and establishment of boarding schools in areas where there are many small and non-viable schools. Manage the human resource, financial resources and assets assigned to the Chief Directorate. Monitor and report on the specialized support (Occupational, Speech and Physio Therapeutic services) given to learners with special educational needs including learners with Severe to Profound Intellectual Disabilities .Supervision of Psychological services rendered and ensure appropriate referrals to the relevant Institutions. Provide psychosocial support to learners in special schools.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5126/7

<u>POST 28/185</u>	:	<u>CHIEF DIRECTOR: FINANCIAL SERVICES REF NO: DOE/98/2020</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14) (All-inclusive package to be structured in line with rules for SMS).
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) coupled with a minimum of five (5) years' experience at senior managerial (SMS) level and financial experience. Competencies: Knowledge of the PFMA, Public Service Act, Public Service Regulations, Public Finance Management Act, Labor Relations legal prescripts and legislation relevant to the education sector. Good presentation skills. Analytical thinking. Research and Report Writing skills. Financial Management, Policy on the organization, roles and responsibilities of education district, guidelines on District standards routine operations, fundamentals, Presidential District development model and Project Management. Computer Literacy (MS Word, EXCEL, Access, PowerPoint, etc.) Communication (verbal and written) and Interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	Compilation of annual financial statements for each year in compliance with generally recognized accounting practices with respect to section 40 of the Public Finance Management Act, 1999. Institute a system of sound, effective and efficient financial management controls, processes and procedures with respect to section 38 of the Public Finance Management Act, 1999 (PFMA) including managing the cash flow, the banking accounts of the department and payments of accounts and controlling the staff debts. Compilation of the annual budget and the annual report in consultation with line managers, in compliance with section 39 of the Public Finance Management Act, 1999 (PFMA), including the monthly reporting of budget versus expenditure with respect to the in year monitoring system. Institute systems of sound, effective and efficient financial management controls regarding salary payments of the departments e.g. South African Revenues Service (SARS) Pensions and housing allowances. Transfers funds transfer to section 21 independents schools and special schools and then monitor the compliance section 38 (i) J of the Public Finance Management Act 1999 (PFMA). Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane: Tel No: (033) 846 5126/7
<u>POST 28/186</u>	:	<u>CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOE/99/2020</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14) (All-inclusive package to be structured in line with rules for SMS)
<u>CENTRE</u>	:	Head Office (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	A Bachelor s Degree in commerce specializing in Accounting, Supply Chain management or any other equivalent qualification couple with extensive experience in Supply Chain Management practices. Knowledge of Supply Chain Management in the public service will be an added advantage, coupled with a minimum of five years' experiences at a senior managerial level. Competencies: Knowledge of supply chain management practices and concepts in their entirety government policies, prescripts and legislation are key requirements for this position, competency in the core Management criteria (CMC) as required by the SMS Performance management development system in the Public service, good Financial Management systems, knowledge of SCM prescripts.
<u>DUTIES</u>	:	Implement relevant national and provincial policies on Supply Chain Management. Establish and implement necessary systems, processes and procedures for Effective and efficient supply chain management at Head Office and at the Districts in respect of new developments in the SCM practices, Provide a specialist advisory service to all responsibility managers in the Department .Ensure that all responsibility managers are fully trained on SCM matters, monitor, analyze and report on compliance issues pertaining to SCM .Act as leader of evidence in respect of appeals. Develop service delivery agreements (SDAs). Formulate departmental policies and procedures pertaining to SCM. Represent the department in forums pertaining supply chain. Management.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5126/7

<u>POST 28/187</u>	:	<u>CHIEF DIRECTOR: EXAMS AND ASSESSMENT REF NO: DOE/100/2020</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14) (All-inclusive package to be structured in line with rules for SMS).
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) coupled with a minimum of five (5) years' experience at senior managerial (SMS) level. Competencies: Knowledge of policy pertaining to the management and administration of Examinations, National Protocol for Assessment, Whole School Evaluation and National Curriculum Statement (CAPS) Knowledge of the PFMA, Public Service Act, and Employment of Educator's Act, South African Schools Act and any other legal prescripts and legislation relevant to the education sector, Good presentation skills, Analytical thinking, Research and Report Writing skills, Financial Management, Policy on the organization, roles and responsibilities of education district, guidelines on District standard routine operations fundamentals ,Presidential District development model and Project Management. Computer Literacy (MS Word, Excel, Access, PowerPoint, etc.) Communication (verbal and written) and Interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	Development of Provincial assessment program, marking, release and analysis of provincial internal and external assessment results. Management of school based assessment (SBA) in the whole system. Compilation of examiners and moderation reports. Management of compilation of the provincial diagnostic reports. Develop policy on assessment for all education bands including AET. Plan and manage the application, monitoring and moderation of Continuous Assessment for all education bands including AET. Plan and manage provincial examinations in line with the National Strategy for Learner Attainment. Analyze tests/examination results and develop intervention strategies thereof. Render accreditation services. Manage the examination and marking processes for the National Senior Certificate and Adult Education and Training Level4. Determine learner performance for Quality Improvement. Monitor and evaluate education processes in education institutions in the processes of continuous improvement of standard and quality. Evaluate and conduct internal/external whole school evaluations. Maintain and provide accurate reliable and updated data on learner and institutional performance.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5126/7
<u>POST 28/188</u>	:	<u>DIRECTOR: LEANER TEACHER SUPPORT MATERIAL (LTSM) REF NO: DOE/101/2020</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive salary package to be structured in line with rules for SMS).
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Ability to use information from the education system for purposes of promoting the management and availability of Learning and Teaching Support Material (LTSM) in schools. Monitor and support the management of LTSM and retrieval of textbooks schools. Communication (written and verbal). Competencies: Knowledge of the National Draft Policy for the Provision and Management of learning and Teaching Support Material (LTSM). Knowledge of the LTSM needs for the implementation of the National Curriculum Statement (CAPS). Knowledge of PFMA, Public Service Act, and Employment of Educator's Act and other relevant prescripts and legislation. Good presentation skills, Analytical thinking. Research and Report writing skills. Financial Management, Policy formulation and Project Management. Computer literacy (MS Word, MS Excel, Access, PowerPoint, etc.)Communication (verbal and written) and Interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	Manage the implementation of National, Provincial and Department frameworks. Manage the development and implementation of the LTSM management plan. Ensure that all curriculum related information is received from respective officials. Develop processes and strategies to ensure alignment of the budget to the Management plan. Manage the timeous development of catalogues. Ensure that inputs are received from schools timeously. Oversee the updating of catalogues.

		Manage the administrative process related to TLSM delivery. Control the monitoring and evaluation of LTSM delivery. Ensure that the accounts are processed timeously. Manage the development and implementation of policies. Manage the implementation of policies according to agreed norms and standards.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5126/7
<u>POST 28/189</u>	:	<u>DIRECTOR: GOVERNANCE & MANAGEMENT REF NO: DOE/102/2020</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive salary package to be structured in line with rules for SMS)
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Ability to work with education districts and circuits to promote good governance and management in schools. Communication (written and verbal) and Interpersonal skills. A valid driver's license. Competencies: Knowledge of the National Education Policy Act (NEPA), Public Finance Management Act (PFMA), Public Service Act, and Employment of Educators Act, South African Schools Act and other relevant prescripts and legislation. Good presentation skills, Analytical thinking. Research and Report writing skills. Financial Management skills. Policy formulation and Project Management. Computer literacy (MS Word, MS Excel, Access, PowerPoint, etc.). Communication (verbal and written) and Interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	Provide support services in respect of governing bodies. Provide support with regard to independent schools and home schooling. Promote the development of schools as centers of community involvement. Promote Quality Learning and Teaching Campaign (QLTC) programs. Develop and co-ordinate school safety programs. Manage learner affairs including disciplinary matters. Ability to work with various stakeholders outside and within the Department. Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5126/7
<u>POST 28/190</u>	:	<u>DIRECTOR: PUBLIC PARTICIPATION & COMMUNITY LIAISON REF NO: DOE/103/2020</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive salary package to be structured in line with rules for SMS).
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of PFMA, Public Service Act, and Employment of Educators Act and other relevant prescripts and legislation. Good presentation skills, Analytical thinking. Research and Report writing skills. Financial Management, Policy formulation and Project Management. Computer literacy (MS Word, MS Excel, Access, PowerPoint, etc.). Communication (verbal and written) and Interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	Oversee and manage the addressing of imbalances of targeted groups, including gender, youth disability oversee the district to ascertain the status of the imbalances. Oversee the recommendations to the stakeholders. Oversee the promotion and monitoring the protection of the rights of children. Manage the conduction of sexual harassment, racial issues. Manage the implementation of any special Project assigned by MEC. Oversee the provision managerial support on the conduction of workshops on the gender equity matters. Manage the promotion of the achievement prioritized by MEC. Manage District Offices in respect of Public participation and community liaison. Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane: Tel No: (033) 846 5126/7
<u>POST 28/191</u>	:	<u>DIRECTOR: MATHS, SCIENCE & ICT REF NO: DOE/104/2020</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
<u>CENTRE</u>	:	Head Office, Pietermaritzburg

<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree or equivalent qualification in Mathematics, Science or Technology at (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior level in managing and coordinating programmers for teachers at different levels. Analytical thinking and experience in research and report writing. Ability to use information from the fields of Mathematics, Science and Technology for purposes of promoting teacher development and improving learner performance. Competencies: Knowledge of the National Curriculum Statement (CAPS), National Protocol for Assessment, Public Finance Management Act, Public Service Act, South African Schools Act, National Education Policy Act and other relevant legal prescripts and legislation. Good presentation skills, Analytical thinking, Good research and report writing skills, Policy formulation and Project management. Experience relevant to grant management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	Coordinate the learner and teacher programmes to improve the quality of provision of the MST & ICT. Develop and implement the strategy for Mathematics, Science and Technology to improve learner performance in these fields. Develop the strategy to advance the Fourth Industrial Revolution, Coding and Robotics in teaching and learning, identify, evaluate and procure suitable and appropriate resource offerings to further the intended educational outcomes in the fields of Mathematics, Science and Technology. Establish relevant partnerships to advance the goals of the Mathematics, Science and Technology education. Promote the effective participation of educators in professional bodies' activities such as scientific research, Olympiads, and science fairs.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5126/7

OTHER POSTS

<u>POST 28/192</u>	:	<u>DEPUTY DIRECTOR: FUNDING NORMS AND STANDARDS REF NO: DOE/105/2020</u> Directorate: Resource Planning
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg, Head Office
	:	Diploma/Degree in Finance/Statistics or equivalent qualification coupled with 3-5 years proven legal prescripts managerial experience. Knowledge of the National Educational Policy Act, the South African Schools Act, the Employment of Educator's Act, the Public Service Act, PFMA, DORA and other relevant or legislation. Competencies: Good managerial skills, Organizing, Planning, Presentation and Reports writing skills. Advanced computer skills (MS Word, Excel, Access, and PowerPoint). Advanced skills in Data Collection, Analysis and Interpretation. Good knowledge of financial management and project management. Strong verbal and written communication skills. Strategic leadership and analytical skills. A valid driver's licence.
<u>DUTIES</u>	:	Develop the Provincial resource targeting lists of public schools, including specials and full service schools, manage the allocation of funding to grade R and ECD centres through ECD funding norms, manage funding allocation to public schools to affiliate to association of SGBS, manage the application of the checklist to the independent schools to allocate subsidies, monitor the utilization of independent schools subsidies manage the process of payment of compensation for fee exemptions of public schools, manage and implement procedures for contestations for technical accuracy and applications for deviations.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5126/7
<u>POST 28/193</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DOE/106/2020</u> Directorate: Resource Planning
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS)
<u>CENTRE</u>	:	Pietermaritzburg, Head Office

<u>REQUIREMENTS</u>	:	Diploma/ Degree in Finance/ Statistics or Equivalent qualification at NGF level 6, coupled with 3-5 years proven managerial experience. Knowledge of the National Education Policy Act, the Employment of Educator's Act, South African Schools Act, Public Service Act, PFMA and other relevant legal prescripts Competencies: Good managerial skills and knowledge, Organizing, Planning, Presentation and Report Writing Skills. Good computer skills (MS word, Excel, Access and PowerPoint). Good financial management and project management. Advanced skills in DATA collection, Analysis and Interpretation. Strong verbal and written communication skills. Strategic leadership and analytical skills. A valid driver' license.
<u>DUTIES</u>	:	Manage the allocation of Section 21 Functions in Public schools. Monitoring the compliance of section 21 Public Schools with SASA and NNSSF. Manage the analysis of Audited Financial Statements for Public Schools. Manage expenditure reporting for public schools. Manage compliance of all public schools with SASA, 1996 as amended on banking and budgeting. Manage the implementation of the School Funding Norms Policy implementation Manual. Monitor the utilisation of independent schools subsidies.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5127
<u>POST 28/194</u>	:	<u>ASSISTANT DIRECTOR: TAX (SALARIES & TAX) REF NO: DOE/107/2020</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Diploma or Bachelor's Degree in Commerce or equivalent qualification, couple with three (3) year's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.
<u>DUTIES</u>	:	Manage the Tax Sub Directorate, reconcile and report tax related transactions for the Department. Investigate/revise Persal monthly and tax year-end reports ensuring reports are cleared and records are ready for the CSV file. Investigate/revise adjusting certificates and ensuring that an amended IRP5 will be ready for the CSV file. Deal with telephonic and email queries and issue duplicate IRP5's/ deal with tax calculations/ opening and closing of certificates for previous tax years. Assist districts who need guidance regarding salary issues. Compile and capture journals on BAS, capture and revise payments and journals on Persal. Investigation and updating on Excel spreadsheet, journals reflecting on the Tax Account, balancing and tax pay over to SARS. Investigate, revise and create reports, ensuring that records are ready for CSV file. Assisting with balancing of the updated data of creates and adjustments on Excel spreadsheets for the relevant tax year end reconciliation for Persal and non Persal cases.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: 033 846 5126/7
<u>POST 28/195</u>	:	<u>ASSISTANT DIRECTOR: SALARY (SUSPENSE ACCOUNTS)</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Diploma or Bachelor's Degree in Commerce or equivalent qualification, couple with three (3) r's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

<u>DUTIES</u>	:	Manage the Salaries Sub Directorate and to manage suspense accounts relating to salaries and conduct salary related account reconciliations. Clearing of salary related accounts. Processing payments of salaries, allowances and deductions. Attending to queries pertaining to salaries. Supervision of staff. Attend to Office of the Premier and Departmental Persal Controller.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane: Tel No: 033 846 5126/7
<u>POST 28/196</u>	:	<u>ASSISTANT DIRECTOR: SALARY (GARNISHEE) RE NO: DOE/109/2020</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Diploma or Bachelor's Degree in Commerce or equivalent qualification, couple with three (3year) junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.
<u>DUTIES</u>	:	Manage the Salaries Sub Directorate and to control salaries and other payment service. Approve and authorize maintenance orders, SARS garnishee and uploading garnishee orders from Persal. Uploading garnishee orders to Q-link. Manage clearing of suspense accounts and refunding employees. Fair attending of stakeholders. Monitor filing of all salary documents. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane: Tel No: 033 846 5126/7
<u>POST 28/197</u>	:	<u>ASSISTANT DIRECTOR: SALARY (PAYMENTS) REF NO: DOE110/2020</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Diploma or Bachelor's Degree in Commerce or equivalent qualification, couple with three (3) year's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.
<u>DUTIES</u>	:	Manage the Salaries Sub Directorate and to control salaries and other payment service. Clearing of salary related accounts. Processing payments of salaries, allowance and deductions. Attending to queries pertaining to salaries. Supervision of staff. Monitor filing of all salary documents.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane: Tel No: 033 846 5126/7

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Assistant Manager Nursing – Speciality with Ref No: THH 08/2020 (**For Town Hill Hospital**), advertised in Public Service Vacancy Circular 27 dated 27 November 2020, The Requirements have been amended as follows: or We wish to include this clause at the end of the Requirements "It is the applicant's responsibility to have a 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." The closing date has been extended to 28 December 2020.

OTHER POSTS

<u>POST 28/198</u>	:	<u>MEDICAL SPECIALIST (GRADE1, 2 AND 3) REF NO: GS 65/20 (X3 POSTS)</u> (Oncologist) Component –Oncology
<u>SALARY</u>	:	<p>Grade 1: R1 106 040 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form</p> <p>Grade 2: R1 264 623 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form</p> <p>Grade 3: R1 467 651 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form</p>
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg
	:	<p>Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. MBChB or equivalent, FCRad Onc (SA) and / or MMED Current Registration with HPCSA as a Specialist Oncologist Registrars who have completed their training may also apply – their appointment will be will be subject to final specialist registration with the Health Professions Council of South Africa Knowledge, skills, Experience and Competencies Sound knowledge of medical oncology, including appropriate and rational prescribing of chemotherapeutic agents and biologicals In-depth theoretical and practical understanding of radiotherapy including its prescription, contouring, plan evaluation and revision Comprehensive understanding of palliative care and its application in oncology Good clinical decision-making and communication skills. Ability to undertake teaching and training of students and Staff as required Knowledge of basic ethical and academic research principles. Detailed and accurate patient record-keeping Administrative skills to ensure efficient running of a unit Good verbal and written communication skills Interpersonal skills - ability to communicate professionally with staff, students and patients; Conduct oneself in a professional manner at all times; display sound ethical values; apply Strong work ethic and to work with commitment individually as well as within a team Interest in conducting and supervising research.</p>
<u>DUTIES</u>	:	Control and management of clinical services as delegated by the Head Clinical Unit. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct and oversee out-patient specialist clinics (both new and follow-up) and provide expert opinion where required. Participate in multi-disciplinary teams Prescribe radiotherapy, contour volumes, evaluate and revise radiotherapy plans (definitive and palliative) Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her supervision. Provide supervision, teaching and mentorship to medical officers, registrars, nursing staff and radiotherapists Play an active role in the departmental academic programme Involvement in administration and management of the unit, including attendance of meetings, day-to-day administrative tasks and strategic planning Assist with the maintenance of good clinical governance Assist in the development of guidelines and protocols Ensure timeous submission of statistics and other information as requested by the HCU.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr L Stopforth Tel No: (033) 897 3222 laura.stopforth@kznhealth.gov.za
	:	To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION NOTE</u>	:	Mrs. M. Chandulal
	:	Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government

Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 65/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).African Males are encouraged to apply.

<u>CLOSING DATE</u>	:	29 December 2020
<u>POST 28/199</u>	:	<u>MEDICAL SPECIALIST (ANESTHETICS) GRADE 1, 2, 3 REF NO: MS/ 01/2020</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 - R1 173 900 per annum Grade 2: R1 264 623 - R1 342 230 per annum Grade 3: R1 467 651 - R1 834 890 per annum (All-inclusive package plus Commuted) Overtime.
<u>CENTRE</u>	:	St Aidans Regional Hospital/ King Edward VIII Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Experience: not applicable, Registration with HPCSA as a medical Specialist in Anaesthetics. Grade 2: Experience: 5 years after registration with HPCSA as a Medical Specialist in Anaesthetics Grade 3 Experience: 10 years after registration with HPCSA as a Medical Specialist in Anaesthetics Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge within the Department of Anaesthetics. Good communication and human relations. Sound knowledge of clinical procedures and protocols within discipline. Knowledge of current and health and public service legislature. Rational use of resources. Sound knowledge of medical ethics. Knowledge of current health and Public service legislation, regulations and Policies.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that are consistent with National Core Values. Accept responsibility for the assessment of patients and safe administration of Anaesthesia. Assess patients, plan, initiate and supervise medical care management Assist in the preparation and implementation of guideline and protocols .Participate in post-graduate and other relevant academic and training programmes. Ensure the proper and economical use of resources and equipment. Provide support to Head of the unit in ensuring an efficient standard of patient care. Behavioural Attributes Stress tolerance, team-work, self-confidence and ability to build and maintain good relationship.
<u>ENQUIRIES</u>	:	Dr S. Ramcharan Tel No: (031)314 2247/50
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Acting Chief Executive Officer St Aidans Regional Hospital, P/Bag 1, Overport, Durban, 4067
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>NOTE</u>	:	Applications must be submitted on the prescribed application for employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver's License (not copies of previous certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applications. Faxed and e-mailed applications will not be accepted. Persons with Disabilities should feel free to apply for the post. The appointments are subject to Positive outcomes obtained from the State Security Agency (SSA), to the following Checks (security clearance (vetting), criminal clearance, credit records, and citizenship), Verification of Educational Qualifications by SAQA, verification of previous experience From Employers and verification from the Company Intellectual Property Commission (CIPC). Applications are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applications in

possession of a Foreign Qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA citizens/Permanent Residents/ Work Permit Holders must submit documentary proof together with their applications. All employees in the public Service that are presently on the same salary level but on a Notch/package above of the advertised post are free to apply. Please Note: Doctors Who Have Completed Their Anaesthetics Specialist Training but are awaiting registration as Specialists with (Health Professionals Council of South Africa) HCPSA may also apply on condition that their appointment will be subject to then submitting documentary evidence of registration with HCPSA as a specialist Anaesthetist

<u>CLOSING DATE</u>	:	28 December 2020
<u>POST 28/200</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: HRM 55/2020 (X1 POST)</u> Directorate: Pharmacy
<u>SALARY</u>	:	R897 936 – R1 042 095 per annum. (All inclusive salary package). Other Benefits: medical aid (optional), housing allowance: employee must meet prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital (KEH) Senior Certificate/Grade 12 or equivalent Plus, Degree/Diploma in Pharmacy Plus Registration certificate with SAPC as Pharmacist, Current registration with SAPC as a Pharmacist (certificate) Plus Certificate of service endorsed by HR dept. A minimum of 3 years' experience after registration with SAPC as a Pharmacist. Recommendation: Computer Literacy, A valid driver's license, Managerial or supervisory experience, Submission of at least four CPDs as per SAPC requirement knowledge, skills, training and competencies required: Extensive knowledge of Pharmaceutical Services, policies, approaches and procedures, In depth knowledge and experience in pharmacy supervision and management, Knowledge, understanding and application of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicine, Excellent communication skills (verbal and written), Good team building, problem solving and leadership skills, Knowledge and skills in managing quality improvement programs, Sound knowledge of tertiary health services and national drug policy.
<u>DUTIES</u>	:	Provide comprehensive pharmaceutical services to patients, wards and departments, Effective stock control and medicine supply management including procurement, distribution within the hospital and security of medicine, Develop protocols, standard operating procedures and guidelines for an effective and efficient quality pharmaceutical services, Monitor patients treatment and medicine usage through clinical audits, medicine utilization reviews and ABC analysis, Conduct service assessment and implement quality improvement programs, Work as part of a multidisciplinary, Manage and supervise various pharmacy sections i.e. inpatient, outpatient and pharmaceutical stores including human resource management in terms of laid down legislative prescripts, policies and procedures, Compile relevant reports for submission to Pharmacy manager and/or other relevant stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. S.I. Hlongwana Tel No: (031) 360 177 All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of 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 will be subjected to a pre-employment screening and verification process including a

CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/201</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) (NIGHT DUTY) REF NO: SAH 08/2020 (X1 POST)</u> Re-Advertisement
<u>SALARY</u>	:	R562 800 per annum. Other benefits: 13 th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), medical aid (optional)
<u>CENTRE</u>	:	ST Andrews Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate. Diploma / Degree in General Nursing and Midwifery. A minimum of 8 years appropriate recognisable experience in nursing after registration with SANC in general nursing and midwifery. At least 3 years of the period referred to above must be appropriate experience at Management level. Current registration with SANC as a General Nurse and Midwife. Proof of current and previous experience endorsed by Human Resource SKILLS: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing act, Health act, Occupational Health and Safety Act, Patients right charter, Batho Pele principles, etc. Knowledge and understanding of legislative framework governing the Public Service, Knowledge of HR and Financial Policies and Practices such as skills development Act, Public Service regulations, Labour Relations Act. Good communication skills. Co-ordination and liaison and networking skills. Report writing and facilitation skills. Leadership skills. Problem solving and negotiation skills. Planning and organizing skills. Computer Literacy
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate Nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter sectoral and multidisciplinary team work). Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures. Monitor and ensure all nurses are licensed to practice. Deal with grievances, labour relations issues in terms of the policies / procedures laid down i.e manage workplace discipline. Monitor and ensure proper utilization of financial and physical resources. Implement and monitor EPMDS Policies. Monitor and manage Human Resources.
<u>ENQUIRIES</u>	:	Mrs MR Singh Tel No: (039) 433 1955 EXT 211
<u>APPLICATIONS</u>	:	Should Be Forwarded: The Chief Executive Officer: St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	People with disabilities and African Males are encouraged to apply.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/202</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (PHC) REF NO: EMS/34/2020</u>
<u>SALARY</u>	:	R562 800 - R633 432 per annum. (Other benefits: Medical Aid (Optional) 13 th Cheque (conditions apply), Home Owner allowance (conditions apply), Inhospitable Area Allowance (Employee must meet prescribed requirements) plus (08% of basic salary).
<u>CENTRE</u>	:	Emmaus (Amazizi clinic)
<u>REQUIREMENTS</u>	:	Degree/ Diploma in General Nursing, Midwifery Plus 01 year Post Basic Qualification in Primary Health Care or Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and care. Registration with SANC as a General Nurse and Primary Health Care Nurse/ Community Health Nurse with specialization in Clinical Nursing Science, Health Assessment, treatment and Care. A minimum of 9 years appropriate/ recognizable experience in nursing as a Professional Nurse with SANC in General nursing of

which at least 5 years must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, health Assessment, Treatment and care(PHC) Current registration with SANC as a professional Nurse & Clinical Nursing Science Health Assessment, treatment and care (2020 SANC receipt Proof of experience (certificate of service) endorsed by Human Resource Department. Recommendation Diploma in Nursing Management, Nimart and TB training certificate Requirement computer literacy Knowledge & Skills Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services Knowledge of nursing care processes and procedures, Appropriate understanding of Scope of Practice and nursing standards Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, national Core Standards Patient RIGHTS Charter, Batho Pele Principles Sound Knowledge of Labour Relations act. Promote women's mother and child health provide adequate health education, awareness and be involved in campaigns.

DUTIES : Facilitate provision of efficient and effective comprehensive package of service at PHC level including priority programs and quality improvement programs Develop clinic Operational Plan, monitor the implementation and submit progress reports improvements plans supported by strong work ethics, Ensure proper control and effective utilization of all resources including financial, and exercise care over government property, provide efficient and cost- effective utilization of human resources in the facility , Ensure and advocate for staff development and monitor staff performance according to EPMDS, Deal with disciplinary and grievance matters including monitoring and managing absenteeism, Ensure that Batho Pele Principles, norms and standards and ideal clinic priorities are proficiently implemented, Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by Nursing Act, Occupational Health and Safety Act, Provide effective leadership in the management of clients ,complaints/accident/incidents in the facility, Monitor the compilation, collation and submission of data and other reports timeously, Maintain constructive working relationship with all stake holders i.e. inter-profession, the multi- disciplinary team, Advocate and promote nursing ethos and professionalism in the clinic, Implement the infection prevention and control including the Corvid -19 mitigation strategies ,,Ensure that the clinic provides health care services over extended hours and weekends.

ENQUIRES APPLICATIONS : Ms DZ Hlongwane, Tel No: (036) 488 1570 (ext. 8312)
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

FOR ATTENTION NOTE : Ms A.N Ngubane
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver's license (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.

CLOSING DATE : 04 January 2021 at 16:00

POST 28/203 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: PHO 09 /2020**
Component: Sandanezwe Clinic

SALARY : R562 800 per annum plus 8% Inhospitable Allowance Other Benefits: 13th cheque, Medical Aid (optional), Home Owner's Allowance (Terms and conditions apply)

CENTRE : Pholela Community Health Centre

REQUIREMENTS

: Senior Certificate or equivalent plus; Basic R425 qualification i.e. Degree/Diploma in Nursing qualification that allows registration with the South African Nursing Council as a Professional Nurse plus; A post basic nursing qualification in Primary Health Care with a duration of at least one year, accredited with the South African Nursing Council in PHC plus; A minimum of 9 years recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing; At least 5 years of the period of period referred to above must be recognizable experience in PHC specialty after obtaining 1 year post basic qualification in PHC. (Proof of experience indicating clearly periods of progression endorsed by HR component must be attached to the application not certificate of service Z17). Knowledge, Skills and Competencies Required for the post: In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery; e.g. Nursing Act, Health Act, Occupational Health And Safety Act, Patient Right's Charter, Batho-Pele Principles, Public Service Regulations Act, Disciplinary Code And Procedure, Grievance Procedure. Basic understanding of Human Resources and financial policies and practices; Effective Communication skills with all stakeholders; Teamwork, and report writing skills; Leadership, organisational, decision making and problem solving abilities. Diversity Management, Change Management Interpersonal Relations; Basic computer skills.

DUTIES

: Ensures clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by Pholela Community Health Centre. Promotes quality of nursing care as directed by the professional scope of practice and standards in line with facility Operational plan; Ensures effective performance management of staff in line with Performance Management and Development system policy of the department; Effective management of complaints, ideal clinic and national core standards initiatives prioritization; Ensures effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff; Effective implementation of disciplinary code and procedures fairly and equally; Ensures effective records management and submission of monthly reports/stats accordingly.

ENQUIRIES

: Mr SV Ngcobo Tel No: 039 8329 491

APPLICATIONS

: Should be forwarded to: The District Director, Private bag X 502, Ixopo, 3276. OR Hand delivered to: Human Resource Office, 111 Main Street, IXOPO, 3276.

FOR ATTENTION

: Mrs ZR Dladla: DD HRM

NOTE

: The following documents must be submitted and certification of documents must be within 6 months: Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za. Certified copies of Senior Certificate/Grade 12 or equivalent plus highest educational Qualifications- not copies of certified copies plus proof of current registration with SANC (2020 receipt). Detailed Curriculum vitae. Certified copy of Identity Document and Certified copy of driver's license. Proof of Experience endorsed by Human Resource Component which specifies duties of the post occupied per period. Reference number must be indicated in the column provided on the form Z83. NB: Failure to comply with the above instructions will disqualify applicants. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. People with disability must feel free to apply. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within two (2) weeks after the closing date, please accept that your application was unsuccessful. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) and proof of experience.

CLOSING DATE

: 30 December 2020 at 16H00

<u>POST 28/204</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: PHO 10 /2020</u> Component: Gwala Clinic
<u>SALARY</u>	:	R562 800 per annum plus 8% Inhospitable Allowance. Other Benefits: 13th cheque, Medical Aid (optional), Home Owner's Allowance (Terms and conditions apply)
<u>CENTRE REQUIREMENTS</u>	:	Pholela Community Health Centre
	:	Senior Certificate or equivalent plus; Basic R425 qualification i.e. Degree/Diploma in Nursing qualification that allows registration with the South African Nursing Council as a Professional Nurse plus; A post basic nursing qualification in Primary Health Care with a duration of at least one year, accredited with the South African Nursing Council in PHC plus; A minimum of 9 years recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing; At least 5 years of the period of period referred to above must be recognizable experience in PHC specialty after obtaining 1 year post basic qualification in PHC. (Proof of experience indicating clearly periods of progression endorsed by HR component must be attached to the application not certificate of service Z17). Knowledge, Skills and Competencies required for the post: In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery; e.g. Nursing Act, Health Act, Occupational Health And Safety Act, Patient Right's Charter, Batho-Pele Principles, Public Service Regulations Act, Disciplinary Code And Procedure, Grievance Procedure. Basic understanding of Human Resources and financial policies and practices; Effective Communication skills with all stakeholders; Teamwork, and report writing skills; Leadership, organisational, decision making and problem solving abilities; Diversity Management, Change Management; Interpersonal Relations; Basic computer skills.
<u>DUTIES</u>	:	Ensures clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by Pholela Community Health Centre. Promotes quality of nursing care as directed by the professional scope of practice and standards in line with facility Operational plan; Ensures effective performance management of staff in line with Performance Management and Development system policy of the department. Effective management of complaints, ideal clinic and national core standards initiatives prioritization; Ensures effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly and equally; Ensure effective records management and submission of monthly reports/stats accordingly.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SV Ngcobo Tel No: 039-8329491
	:	Should be forwarded to: The District Director, Private bag X 502, Ixopo, 3276. OR Hand delivered to: Human Resource Office, 111 Main Street, IXOPO, 3276.
<u>FOR ATTENTION NOTE</u>	:	Mrs ZR Dladla: DD HRM
	:	The following documents must be submitted and certification of documents must be within 6 months: Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za . Certified copies of Senior Certificate/Grade 12 or equivalent plus highest educational Qualifications- not copies of certified copies plus proof of current registration with SANC (2020 receipt). Detailed Curriculum vitae. Certified copy of Identity Document and Certified copy of driver's license. Proof of Experience endorsed by Human Resource Component which specifies duties of the post occupied per period. Reference number must be indicated in the column provided on the form Z83. NB: Failure to comply with the above instructions will disqualify applicants. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. People with disability must feel free to apply. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within two (2) weeks after the closing date, please accept that your application was unsuccessful. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications

		by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) and proof of experience.
<u>CLOSING DATE</u>	:	30 December 2020 at 16H00
<u>POST 28/205</u>	:	<u>OPERATIONAL MANAGER NURSING SPECIALTY STREAM:</u> <u>SURGICAL/ORTHOPEADIC REF NO: ITSH 20/2020</u>
<u>SALARY</u>	:	Grade 1: R562 800 per annum. Other benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance: employee must meet prescribed requirements and Medical Aid: optional
<u>CENTRE</u>	:	Itshelejuba Hospital: Surgical & Orthopaedic Ward
<u>REQUIREMENTS</u>	:	Senior certificate /Matric or equivalent qualification plus. Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in the relevant speciality. Current registration with South African Nursing Council (2020 SANC receipt). NB: Provide proof of previous and current experience endorsed and stamped by Human Resources Component. Knowledge, Skills, Training & Competencies Required: Demonstrate an in depth understanding on nursing legislation and related legal and ethical nursing practices. Demonstrate basic understanding of Human Resource and Financial Management policies and practices. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit.
<u>DUTIES</u>	:	To supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders' e.g. inter-professional, inter-sectoral and multi-disciplinary team. Participate in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Manage and monitor proper utilization of human resource, financial and physical resources. Participate in planning, organising and monitoring of objectives of the unit in line with strategic and operational plan of the institution. Ensure compliance to professionalism and ethical practices. Promote health and wellness programs to increase productivity. Promote cost effective utilization of resources according to relevant legislation. Comply with EPMDs. Deal with grievance and staff discipline in terms of laid down policies and procedures. Manage and monitor absenteeism. Work as part of multidisciplinary team. Ensure compliance to National Core Standards, Infection Prevention and Control; formulate quality improvement programmes and projects to improve quality care. Implement quality data management and monitor data in the unit. Provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Display a concern for patients promoting advocating and facilitating proper treatment and care in ensuring that the unit adheres to principles of Batho Pele. Manage complaints and patient safety incidents according to departmental policy.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Mrs TG Msibi Tel No: 034-4134000
<u>APPLICATIONS</u>	:	All applications must be addressed to Itshelejuba Hospital, Private Bag x0047 Pongola 3170 or hand delivery to Human Resource section.
<u>NOTE</u>	:	An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of 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 for

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 z83, e.g. ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. 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 payments of S&T claims.

<u>CLOSING DATE</u>	:	31 December 2020
<u>POST 28/206</u>	:	<u>CHIEF DIAGNOSTIC RADIOGRAPHER: SONOGRAPHER REF NO: ITSH 21/2020</u>
<u>SALARY</u>	:	R466 119 per annum, other benefit: 13 cheque, 17% rural allowance, home owners allowance: employee must meet prescribed requirements, Medical Aid: optional.
<u>CENTRE</u>	:	Itshelejuba Hospital
<u>REQUIREMENTS</u>	:	National Senior Certificates: Grade 12, 3 year Diploma or Degree in Diagnostic Radiographer .Certified copy of identity document. Certified copy of original registration with HPCSA as Diagnostic Radiographer. Certified copy of original registration with HPCSA for 2020/2021 as a Diagnostic Radiographer. Certificate of service to be attached as proof of experience. Experience: Minimum of three (3) years of experience after Registration with in a respect of South African qualified employees who performed Community Service. Minimum of 4 years relevant working experience after registration with HPCSA in respect of foreign qualified employees of who are not required to performed Community Service. Knowledge, Skills, Training and Competencies Required: Sound knowledge of obstetrics & Gynaecology, general, cardiac and vascular ultrasound procedures and equipment. Basic knowledge of musculoskeletal ultrasound. Knowledge of Public Service, Acts & Regulations including the PFMA, HRM policies etc. Knowledge of quality assessment procedure and methods. Knowledge of Legislation pertaining to Radiography (Radiation Control & Safety). Knowledge of Employee Performance Management Development System (EPMDS). Knowledge of Quality Assurance procedures and methods. Good leadership, negotiation, problem solving, communication and interpersonal skills.
<u>DUTIES</u>	:	Provide high quality radiography service while observing safe radiation protection standards. Participate in a 24 hour roster system which includes nights, weekend and public holidays and standby duties. Utilize and maintain equipment professional to ensure patient safety while adhering to professional prescripts. Working knowledge and experience on EPMDS and be responsible for the EPMDS of allocated staff members. Provide assistance, supervision and training to junior staff. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality improvement programs, policy making, in-service training and National Core Standards. Participate in institutional radiographic policy analysis, formulation and planning for service delivery to ensure that the service complies with radiation control legislation. Deal with grievances and labour relations issues in terms of laid down policies. Give factual information to patients and clients on Diagnostic Radiography. Promote Batho Pele principles in the execution of all duties for effective and efficient service delivery. Ensure health and safety rule and regulations are adhered to.
<u>ENQUIRIES</u>	:	All enquiries should be directed to DR SF Simelane Tel No: 034-4134000
<u>APPLICATIONS</u>	:	All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.
<u>NOTE</u>	:	An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of 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 for 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 z83, e.g. ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. 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 payments of S&T claims.

<u>CLOSING DATE</u>	:	31 December 2020
<u>POST 28/207</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO HGHD 08/2020</u> Directorate: Programmes
<u>SALARY</u>	:	Grade 1: R444 276 per annum
<u>CENTRE</u>	:	Harry Gwala Health District Office
<u>REQUIREMENTS</u>	:	Degree/ Diploma in Nursing) or equivalent qualification that allows registration with SANC as professional Nurse. Registration with the South African nursing Council. Valid south African Nursing Council practicing licence (not proof of payment). A minimum of seven (7) years appropriate /recognisable experience in nursing after registration as professional nurse with South African nursing council (SANC).valid Code EB licence (Code 08).Certificate of Service endorsed by human resources. Recommendation: Advanced certificate in clinical management of HIV/AIDS. Competencies: Sound Project Management skills. Good monitoring and evaluation skills Good facilitation, Human Relations, negotiation and problem solving skills. Good verbal and written communication skills. Knowledge of District System. Knowledge of Public Service Legislative prescripts. Basic Financial Management Skills. Presentation skills. Understanding of the challenges facing the public health sector. Aptitude of research so as to acquire new knowledge swiftly. Computer Literacy: Ms. Office Software Applications. Behavioural Attributes: Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.
<u>DUTIES</u>	:	General. Ensure implementation of mother to child transmission of HIV. Ensure accessibility to the PMTCT services to all facilities. Ensure effective district health information management through PMTCT dashboard and quarterly reviews. Network with other provincial department and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district. Analyse emerging health practices and trends and introduce remedial action in conjunction with health specialist. Participate in activities aimed at fully integrating HIV and AIDS prevention programmes to the main stream of health care services within the district.
<u>ENQUIRIES</u>	:	All enquiries must be directed to Mr A.S Zwane: Manager Pharmacy Services Tel No: 039 83487210
<u>APPLICATIONS</u>	:	Applications must be directed, Harry Gwala Health District Office, Private Bag x502, Ixopo, 3276 OR Hand delivers to: 111 Main Street, IXOPO under KFC building, Room 99, District office.
<u>FOR ATTENTION</u>	:	Mr. ZN Dotyeni: Assistant Director: HRM
<u>NOTE</u>	:	An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates (not copies of 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 previous work experience related to the requirements and recommendations of the advert. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 06/2020. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60

days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that Due To Financial Constraints, There will be no payment of S&T Claims covering transport fees to the interview venue.

<u>CLOSING DATE</u>	:	30 December 2020
<u>POST 28/208</u>	:	<u>CLINICAL PROGRAMME COORDINATOR- QUALITY ASSURANCE IN GENERAL NURSING STREAM REF NO: 05/2020</u>
<u>SALARY</u>	:	R444 276 per annum plus 13 th , Cheque, Rural Allowance (Provided the post Meets the requirements) Medical aid (optional), Home Owners Allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Zululand Health District office, Ulundi
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) Diploma/Degree in General Nursing and Midwifery. Current registration with South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years appropriate/recognition experience in nursing after registration as a professional Nurse with the SANC in General Nursing. Proof of current or previous work experience endorsed and stamped by Human Resource. Valid driver's licence. Recommendation: Computer literacy: MS Office Software Applications. Knowledge, Skills, Training and Competences Required: Depth understanding of Nursing legislation and related legal and ethical nursing practices. Basic understanding of human resource and financial practice and policies. Promote quality of nursing care directed by the professional scope of practice and standard as determined by the relevant health facility. Good communication skills with parties. Management skills. Basic computer literacy as support tools to enhance service delivery.
<u>DUTIES</u>	:	Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established, that these have quality improvement projects and that Identify best practice and implement significant change is recognised and rewarded. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc.) Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys. Ensure that planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programme within the district. Co-ordinate all aspects of Nation Core Standards/norms and standards including assessments and monitoring of activities to attain accreditation at all hospital and clinics. Co-ordinate NCS/Norms and Standards, ICRM and IHRM peer review assessments within the district, consolidate and submit reports thereof to the next higher levels as may be required. Conduct district quality assurance meetings/workshops and attend provincial quality assurance meetings/workshop. Provide training and update clinical and non-clinical staffs on quality assurance issues. Ensure that clinical and nursing audits are conducted at all institutions to evaluate the quality patient care rendered. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.
<u>ENQUIRIES</u>	:	SM Cebekhulu Tel No: (035) 8740 602
<u>APPLICATIONS</u>	:	KwaZulu-Natal Zululand Health District Office, Private Bag x 81 Ulundi3838, King Dinuzulu High way, LA Building Ground floor Ulundi, 3838.
<u>FOR ATTENTION</u>	:	Mr CM Nxumalo Tel No: 035 8740 634
<u>NOTE</u>	:	Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an academic

record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver's licence if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Person with disabilities should feel free to apply for the post. Please note that due to financial constraints, no subsistence and travelling payment will be considered to candidates that will be invited to the interview.

<u>CLOSING DATE</u>	:	04 January 2021
<u>POST 28/209</u>	:	<u>CLINICAL PROGRAMME COORDINATOR: (HAST) REF NO: KDHC 28/2020 (X1 POST)</u> Component: Nursing
<u>SALARY</u>	:	R444 276 per annum plus benefits and 13 th Cheque and Medical Aid optional. Housing allowance to meet prescribed requirements
<u>CENTRE</u>	:	King Dinuzulu Hospital Complex
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade12) or Matric certificate. Diploma / Degree in Nursing Science and a diploma in midwifery. Current registration with SANC as a Professional Nurse (2020 SANC Receipt). Minimum of 7 years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Proof of work experience (Certificate of Service) endorsed by Human Resource Department. Recommendations: Valid code 08 driver's license. Computer literacy. NIMART Certificate. Dispensing Certificate. Experience in HAST programs. Knowledge, Skills And Competences: Knowledge of nursing statutes and relevant legal framework: Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele Principles, Public Service Regulations, Labour relations Act, Disciplinary Codes and Procedures, Grievance Procedure. Knowledge of Human Resource Policies. Leadership, Organizing, Planning, decision making and problem solving abilities. Good communication, interpersonal relations, problem solving, conflict management skills. People management and financial management skills. Project management skills. Computer literacy with proficiency in MS Office Software applications.
<u>DUTIES</u>	:	Facilitate and oversee the development of HAST Operational/Business plans to give guidelines on TB/HIV Programme. Ensure implementation of activities aimed at integrating HIV/AIDS, TB Prevention, treatment, Care and STI Programmes in line with District Health Plan Maintain Norms and Standards of clinical practice to promote the health status of health care users. Monitor monthly, quarterly and annual reporting of HAST indicators and implement Quality Improvement Plans. Manage and utilize resources in accordance with relevant directives and legislation. Utilise information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Participate in promotion of HAST Open days and convey health messages and support health programmes operations. Ensure effective and efficient utilization of human, financial and material resources. Co-ordination of the provision of effective training, research and provision of effective support to the facility. Maintain constructive working relationships with the multi-disciplinary team.
<u>ENQUIRIES</u>	:	Dr Z F Dlamini, Nursing Manager Tel No: (031) 242 6028/6031.
<u>APPLICATIONS</u>	:	All applications must be forwarded to: Human Resource Registry Department, King Dinuzulu Hospital Complex, P.O. Dornier ton 4015.
<u>FOR ATTENTION</u>	:	Mr L Eaton, Human Resource Registry Tel No: 031 242 6114.
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any government Department OR from the website – www.kznhealth.gov.za . Certified copies of identity document, highest educational qualifications and Professional Registration – not copies of certified copies. Curriculum Vitae. Certified copies of certificate of service. The Circular Minute

Number must be indicated in the column provided on the form Z83, e.g. Circular Minute Number KDHC 20/2019. NB: Failure to comply with the above instructions will disqualify applicants. Preference will firstly be given to currently employed Public Service Employees, before considering Non-Public Servants. Please note that due to the large number of applications received, applications will not be acknowledged. Should you not receive a response after six weeks from closing date of the advert, consider your application as unsuccessful. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).

<u>CLOSING DATE</u>	:	27 December 2020
<u>POST 28/210</u>	:	<u>CASE MANAGER REVENUE DEPARTMENT REF NO: MAN 67/2020 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R444 276 per annum, 13 th Cheque, Medical Aid (Optional), Housing Allowance, (Employee must meet prescribed requirements).
<u>CENTRE</u>	:	Edendale Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 or equivalent, Degree or Diploma in General Nursing or equivalent qualification that allows registration with South African Nursing Council(SANC) as a Professional Nurse, A minimum of 3-5 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. Current Registration with the SANC as Professional Nurse Certificate of Service endorsed by Human Resources must be attached. Knowledge of legal frameworks in Health act, PFMA, Medical schemes act, UPFS, administration procedure Manual, ICD10 Coding and Procedure Coding. Computer literacy (Microsoft office Suite, MS word, MS Excel), a certificate will be an advantage. Must be driven, customer focused individual with excellent planning, organizing, training, communication (verbal and written) and reporting skills, must have good interpersonal relations and training skill. Must be able to work under pressure. Recommendation: Certificate in case management will be an added advantage.
<u>DUTIES</u>	:	Communication with Funders, patients and multidisciplinary Health Care Team. Provide an overview of bed occupancy in the hospital at any given moment and ensure the effective and efficient use of beds is in accordance with policies and procedures. Ensure the implementation of centralized bed management to shorten patient waiting time during an emergency and to reduce the number of cancellations for already scheduled patient hospital admissions due to lack of beds. Ensure that patients commence a safe and acceptable discharge plan from admission entitling them to the full utilization of services available within the multidisciplinary team process towards their final discharge from the Hospital. Serve as conduit for all doctors in booking and rescheduling patients for admission. Manage medical aid claim process. Train hospital officials on the utilization of charge sheet. Keep electronic and physical records. Generation of monthly reporting for management. Manage performance and development of staff. Plan, implement and evaluate case management at the facility level. Develop quality improvement plan and in-service training for staff in order to enhance revenue collection. Establish, maintain and participate in the inter-professional and multidisciplinary teamwork that promotes effective health care.
<u>ENQUIRIES</u>	:	Dr N.T. Nxaba Tel No: (033) 395-4567
<u>APPLICATIONS</u>	:	All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.
<u>FOR ATTENTION</u>	:	Mr. T.C. Manyoni
<u>NOTE</u>	:	Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male.
<u>CLOSING DATE</u>	:	05 January 2021
<u>POST 28/211</u>	:	<u>CLINICAL NURSE PRACTITIONER (KWASENGE CLINIC) REF NO: GTN 46/2020</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum Grade 2: R471 333 – R579 696 per annum

**CENTRE
REQUIREMENTS**

: Plus 13th Cheque, Plus Rural allowance (12%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
: Greytown Hospital
: Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse
Current S.A.N.C receipt 2020. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as General Nurse.
Grade 2: A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. Please provide all you certificate of service from previous and current employer endorsed and stamped by Human Resource Department. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures. Ability to function well within a team. Sound knowledge of disciplinary processes and grievance procedures.

DUTIES

: Ensure data management at all levels. Manage and supervise effective utilisation of allocated resources Demonstrate effective communication with patients , supervisors and other clinicians including report writing monthly and statistics as required Able to plan and organize own work and that of support personnel to ensure nursing care. Diagnose, treat and dispense medication Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for patients; promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs. Deputize the Operational Manager in charge of the facility. Monitor Infection Prevention and Control within the facility. Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care Ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.
NB: No subsistence and travelling allowance will be paid for interview attendance.

**ENQUIRIES
APPLICATIONS**

: Ms BN Mawela Tel No: (033) 413 9400
: Should be forwarded: The Chief Executive Officer. Greytown Hospital, Private Bag X5562 Greytown, 3250. Or Hand Delivery: Bell Street Extension, Greytown.

**FOR ATTENTION
NOTE
CLOSING DATE**

: Human Resource Manager
: People with disabilities and African Male are encouraged to apply.
: 31 December 2020

POST 28/212

: **CLINICAL NURSE PRACTITIONER (NTEMBISWENI CLINIC) REF NO: GTN 47/2020**

SALARY

: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 13th Cheque, Plus Rural allowance (12%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Greytown Hospital
: Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse
Current S.A.N.C receipt 2020. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as General Nurse.
Grade 2: A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. Please provide all you certificate of service from previous and current employer endorsed and stamped by Human Resource Department. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Knowledge of code

		of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures. Ability to function well within a team. Sound knowledge of disciplinary processes and grievance procedures.
<u>DUTIES</u>	:	Ensure data management at all levels. Manage and supervise effective utilisation of allocated resources. Demonstrate effective communication with patients ,supervisors and other clinicians including report writing monthly and statistics as required Able to plan and organize own work and that of support personnel to ensure nursing care. Diagnose, treat and dispense medication Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for patients; promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs. Deputize the Operational Manager in charge of the facility. Monitor Infection Prevention and Control within the facility. Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care Ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.
<u>ENQUIRIES</u>	:	Ms BN Mawela Tel No: (033) 413 9400
<u>APPLICATIONS</u>	:	Should be forwarded: The Chief Executive Officer: Greytown Hospital, Private Bag X5562, Greytown, 3250 Or Hand Delivery: Bell Street Extension, Greytown.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	NB: No subsistence and travelling allowance will be paid for interview attendance. People with Disabilities and African Male are encouraged to apply.
<u>CLOSING DATE</u>	:	31 December 2020
<u>POST 28/213</u>	:	<u>CLINICAL NURSE PRACTITIONER (UKUTHULA CLINIC) REF NO: GTN 48/2020</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum Grade 2: R471 333 – R579 696 per annum Plus 13th Cheque, Plus Rural allowance (12%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
<u>CENTRE</u>	:	Greytown Hospital
<u>REQUIREMENTS</u>	:	Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2020. Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as General Nurse. Grade 2: A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. Please provide all you certificate of service from previous and current employer endorsed and stamped by Human Resource Department. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures. Ability to function well within a team. Sound knowledge of disciplinary processes and grievance procedures.
<u>DUTIES</u>	:	Ensure data management at all levels. Manage and supervise effective utilisation of allocated resources. Demonstrate effective communication with patients ,supervisors and other clinicians including report writing monthly and statistics as required Able to plan and organize own work and that of support personnel to ensure nursing care. Diagnose, treat and dispense medication Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs. Deputize the Operational Manager in charge of the facility. Monitor Infection Prevention and Control within the facility.

		Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care. Ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Should be forwarded: The Chief Executive Officer: Greytown Hospital, Private Bag X5562, Greytown, 3250 Or Hand Delivery: Bell Street Extension, Greytown.
<u>APPLICATIONS</u>	:	
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	NB: No subsistence and travelling allowance will be paid for interview attendance. People with Disabilities and African Male are encouraged to apply.
<u>CLOSING DATE</u>	:	31 December 2020
<u>POST 28/214</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: SAHKWAJALI 07/2020 (X1 POST)</u> Re-Advertisement
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13 th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE</u>	:	ST Andrew's Hospital: Kwajali Clinic
<u>REQUIREMENTS</u>	:	Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.
<u>DUTIES</u>	:	To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.
<u>ENQUIRIES</u>	:	Mrs VV Ncume Tel No: 039-4331955 EXT 286
<u>APPLICATIONS</u>	:	should be forwarded: The Chief Executive Officer: St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	People with disability and African male are encouraged to apply
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/215</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: SAHXHAM 08/2020 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13 th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE</u>	:	ST Andrew's Hospital: Xhamini Clinic

<u>REQUIREMENTS</u>	:	Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.
<u>DUTIES</u>	:	To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.
<u>ENQUIRIES</u>	:	Mrs VV Ncume Tel No: 039-4331955 EXT 286
<u>APPLICATIONS</u>	:	should be forwarded: The Chief Executive Officer: St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	People with disability and African male are encouraged to apply
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/216</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAH 07/2020 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13 th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE</u>	:	ST Andrews Hospital: Maternity Ward
<u>REQUIREMENTS</u>	:	Grade 1: Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science. Grade 2: Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.

<u>DUTIES</u>	:	Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
<u>ENQUIRIES</u>	:	Mrs Mr Singh Tel No: 039 433 1955 EXT 211
<u>APPLICATIONS</u>	:	Should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	People with disabilities and African Males are encouraged to apply
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/217</u>	:	<u>CLINICAL NURSE PRACTITIONER (AMAZIZI CLINIC) REF NO: EMS/ 35/2020</u>
<u>SALARY</u>	:	R383 226 – R444 276 per annum, Plus 13 th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
<u>CENTRE</u>	:	Emmaus Hospital
<u>REQUIREMENTS</u>	:	Grade 12/ Standard 10 Basic R425 Qualification (i.e. Diploma/Degree) in General Nursing with Midwifery registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery Post Basic Diploma in Clinical Nurse SANC as a General and Primary Health Care SANC receipt (2020). Experience: Grade 1: Minimum of four years (4) years appropriate recognizable in nursing after registration as professional nurse with the SANC in General nursing plus Clinical Nursing Science. Grade 2: a minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills: Relevant legal framework such as Nursing Acts, Mental Acts, OH&S Acts, Batho Pele and Patients' Right Charter ,Labour Relations Act , Grievance procedure ect. Leadership ,organizational decision making and problem solving ,conflict Handling and counselling, Demonstrate understanding of legislation, related legal and ethical nursing practice with a PHC environment Work as a part a multi-disciplinary tem to achieve vision of GATE CLINIC Report writing and tome management Ability to provide mentoring and couching to her / his supervisees Good communication and interpersonal skills Ability to work under pressure Knowledge of National Core Standard, six key priorities and seven domains NIMART training will be an advantage.
<u>DUTIES</u>	:	Provide quality comprehensive Primary Health Care promoting preventative, curative and rehabilitative service for the client and community Always promoting scientific quality nursing care by function as a therapeutic team Coordinating between Hospital and community and preventing medico-legal hazards Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account Ensure Batho Pele Principles are implemented Responsible for screening, diagnosis and management of patients at PHC Level. Actively participate in Outreach Campaigns Implement infection prevent and control policies and guidelines Ensure efficient and economical utilization of all resources To promote youth friendly service Effective data management Ensuring 90/90/90 strategy is implemented.
<u>ENQUIRIES</u>	:	Ms D.Z Hlongwane Tel No: 036 488 1570 EXT: 8312

<u>APPLICATIONS</u>	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.
<u>CLOSING DATE</u>	:	04 January 2021
<u>POST 28/218</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: PHO 11 /2020</u> Component: Gwala Clinic
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13th cheque, Medical Aid (optional), Home Owner's Allowance (Terms and conditions apply), 8% Inhospitable Allowance.
<u>CENTRE REQUIREMENTS</u>	:	Pholela Community Health Centre Senior Certificate or equivalent qualification plus; Basic R425 qualification i.e. Diploma /Degree in Nursing that allows registration with the South African Nursing Council as a Professional Nurse; plus. Post Basic Nursing qualification in Primary Health Care with duration of 1 year accredited with South African Nursing Council. (Provide detailed proof of experience endorsed by Human Resource Component not certificate of service-Z17). Grade 1: A minimum of 4 years recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. Grade 2: A minimum of 14 years recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 10 years of the period referred to above must be recognisable experience in the Primary Health Care speciality after obtaining the 1 year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies required for the post: Knowledge of Nursing Legislation and related legal and ethical nursing practices. e.g. Nursing Act, Health Act, Occupational Health And Safety Act, Patient Right's Charter, Batho-Pele Principles etc. Communication skills, written and spoken; Interpersonal Relations and diversity management skills Planning, organising and execution skills; Teamwork; Willingness to respond to patient's needs, requirements and expectations.
<u>DUTIES</u>	:	Provide a clinical nursing practice in accordance with the scope of practice and nursing standards in line with institutional operational plan. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Provide role of your work effectively, co-operatively, amicably with diverse intellectual, cultural, racial or religious differences. Assist in conducting orientation and induction to all new staff members. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Strengthen and ensure implementation of IDEAL clinic strategies. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's, other governmental departments.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SV Ngcobo Tel No: 039-8329491
	:	Should be forwarded to: The District Director, Private bag X 502, Ixopo, 3276. OR Hand delivered to: Human Resource Office, 111 Main Street, Ixopo, 3276.
<u>FOR ATTENTION NOTE</u>	:	Mrs ZR Dladla: DD HRM
	:	The following documents must be submitted and certification of documents must be within 6 months: Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za .

Certified copies of Senior Certificate/Grade 12 or equivalent plus highest educational Qualifications- not copies of certified copies plus proof of current registration with SANC (2020 receipt). Detailed Curriculum vitae. Certified copy of Identity Document and Certified copy of driver's license. Proof of Experience endorsed by Human Resource Component which specifies duties of the post occupied per period. Reference number must be indicated in the column provided on the form Z83. NB: Failure to comply with the above instructions will disqualify applicants. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. People with disability must feel free to apply. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within two (2) weeks after the closing date, please accept that your application was unsuccessful. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) and proof of experience.

<u>CLOSING DATE</u>	:	30 December 2020 at 16H00
<u>POST 28/219</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (MATERNITY) ADVANCED MIDWIFRY</u> <u>REF NO: ITSH 22/2020</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum. Other benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance (employee must meet prescribed requirements and Medical Aid (optional)
<u>CENTRE</u>	:	Itshelejuba Hospital (Maternity Ward)
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in general nursing and Midwifery. A Post Basic qualification with duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current Registration with SANC as a General Nurse and Midwifery. NB: Proof of current and previous experience endorsed By Human Resource Department must be attached. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Maternity after obtaining the 1 year Post Basic qualification in Midwifery and Neonatal Nursing Science. Certificates of service must be attached as proof of experience. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care process and procedures, nursing statuses and other relevant legal framework. Good communication skills, verbal, written leadership, interpersonal problem solving, conflict management and decision making skills. Co- ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labour Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act off 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct.
<u>DUTIES</u>	:	Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/ functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by uploading the principles of Batho Pele and the standards sets by the accreditation process. Ensure proper utilization of the resources and exercise care of the Government Property and HR. Compile and analyze monthly statistics and use the information for the future planning. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirement. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Ensure ongoing education and staff training in ESMOE, CARMA, PMTCT, MBFHI, etc. Provision of

quality maternal and neonatal care through setting of standards. Participate in the implementation of National Priorities clinical guidelines and protocol e.g. IPC, Quality Assurance etc. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of standard operating procedures and ensure that these are in accordance with the current statutory regulations and guidelines. Assist unit manager with overall management and support for the effective functioning of the unit. Attend sub district and district perinatal meetings. Conduct clinical audit and compile summary report in order to monitor implementation of guidelines and protocols. Ability to work independently in all sections of the unit. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality, to take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly.

**ENQUIRIES
APPLICATIONS**

NOTE

CLOSING DATE

POST 28/220

SALARY

**CENTRE
REQUIREMENTS**

DUTIES

- : All enquiries should be directed to Mrs TG Msibi Tel No: 034-4134000
- : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivery to Human Resource section.
- : An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of 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 for 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 z83, e.g. ref ITSH 1/2018.Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. 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 payments of S&T claims.
- : 31 December 2020
- : **ASSISTANT DIRECTOR: HRM REF NO: PHO 08 /2020**
Component: Human Resource Management
- : R376 596 per annum (Level 09) plus Other Benefits: 13th cheque, Medical Aid (optional), Home Owner's Allowance (Terms and conditions apply).
- : Pholela Community Health Centre
- : Grade 12 / National Senior Certificate or equivalent plus. An appropriate Bachelor's. Degree / National Diploma in Public Administration or Public Management OR National Diploma in Human Resource Management, Plus three (3) years supervisory experience in HRM component. (Provide proof of experience with details of duties performed per period endorsed by HRM not certificate of service). Recommendation: Valid driver's license code B. PERSAL certificates. MS word packages certificates. Knowledge, Skills, Training and Competencies Required: Knowledge of finance as well as relevant acts and regulations. Sound management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Good planning and organizational skills. Quality Assurance and consequence management implementation skills. Ability to make independent decisions. Extensive analytical skills and high levels of accuracy are required. PERSAL Knowledge.
- : Advise Managers on all aspects pertaining to Human Resource Management. Manage Human Resources Planning, Development and EPMDS in support of service delivery imperatives. Manage training needs analysis and develop training plans in respect of Human Resources. Manage Employees Health and Well ness Programme in order to enhance employee productivity, safety and morale. Plan in order to mitigate and eliminate risks. Manage Human Resource Provisioning and Practices in line with prevailing legislation prescripts and policies. Manage Labour Relations matters and ensure effective employment relations. Supervise Staff and manage day to day functioning of Human Resources component in the institution

to ensure the rendering of high quality services. Ensure effective, efficient and economical utilization of resources allocated to the institution including development of staff. Develop Human Resource Plan and Employment Equity Plan for the institution and ensure that they are put into practice.

ENQUIRIES
APPLICATIONS

FOR ATTENTION
NOTE

- : Dr. Zuma-Gwala N – CEO/Medical Manager Tel No: 039 8329491
 - : Should be forwarded to: The District Director, Private bag X 502, Ixopo, 3276. OR Hand delivered to: Human Resource Office, 111 Main Street, IXOPO, 3276.
 - : Mrs ZR Dladla: DD HRM
 - : The following documents must be submitted and certification of documents must be within 6 months: Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za. Certified copies of Senior Certificate/Grade 12 or equivalent plus highest educational Qualifications- not copies of certified copies plus proof of current registration with SANC (2020 receipt). Detailed Curriculum vitae. Certified copy of Identity Document and Certified copy of driver's license. Proof of Experience endorsed by Human Resource Component which specifies duties of the post occupied per period. Reference number must be indicated in the column provided on the form Z83. NB: Failure to comply with the above instructions will disqualify applicants. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. People with disability must feel free to apply. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within two (2) weeks after the closing date, please accept that your application was unsuccessful. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) and proof of experience. The EE target for the post is an African Male.
- CLOSING DATE** : 30 December 2020 at 16H00

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

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



- APPLICATIONS** : Head Office and Mavambe Secure Care Centre should be addressed to: Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at 21 Biccard Street, Olympic Towers Building, Ground Floor Office 030 whereas Polokwane Secure Care centre should be addressed to Head of the Institution: Polokwane Welfare Complex, Private Bag X 9513, Polokwane, 0700 or hand delivered at Plot 303, Sterkloop, Polokwane. Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and certified copies of required qualifications and ID document.
- CLOSING DATE** : 30 December 2020@16h00
- NOTE** : Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (03) months after the closing date, you may regard your application as unsuccessful. However should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. Faxed or E-mailed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. Please note: Travelling expenses associated with interviews will be incurred by the applicant. All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. It is the responsibility of the candidate to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Please note that this is a re-advertisement, those who applied before may re-apply.

OTHER POSTS

- POST 28/221** : **TRAINING INSTRUCTOR: FURNITURE MAKING REF NO: DSD/2020/09**
- SALARY** : R208 584 per annum (Level 06)
- CENTRE** : Polokwane Secure Care Centre (X1 Post)
Mavambe Secure Care Centre (X1 Post)
- REQUIREMENTS** : An appropriate N3 certificate in carpentry plus trade test or N6 certificate in carpentry or equivalent with upholstery or furniture or woodwork as a subject. Facilitator and/or assessor certificate will be an added advantage. Knowledge And Skills: Knowledge of Public Service Act, Public Service Regulation and other related legislations. Knowledge of principles and methods of curriculum and vocational design, teaching and instruction. Good communication skills, analytical skills, facilitation and presentation skills, teaching skills. Excellent planning and organizing skills.
- DUTIES** : Provide training in Furniture making. Conduct orientation for learners in and around the protective workshop. Prepare and submit lesson plans. Prepare materials for classroom activities. Facilitate lessons. Assess learners and provide feedback. Identify and report hazard in and around the protective workshop. Instruct and monitor learners in the proper and efficient usage of equipment and materials. Establish and enforce rules for behaviour and procedures for maintaining order amongst the learners. Complete and maintain daily attendance register of learners. Develop and maintain each learner portfolio of evidence. Attend and participate in the stakeholder meeting.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4315/4375/4426

<u>POST 28/222</u>	:	<u>TRAINING INSTRUCTOR: SEWING REF NO: DSD/2020/10</u>
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Polokwane Secure Care Centre (X1 Post) Mavambe Secure Care Centre (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate N3 certificate in Clothing production plus trade test or N6 certificate in Clothing production or equivalent appropriate qualification. Facilitator and/or assessor certificate will be an added advantage. Knowledge And Skills: Knowledge of Public Service Act, Public Service Regulation and other related legislations. Knowledge of principles and methods of curriculum and vocational design, teaching and instruction. Good communication skills, analytical skills, facilitation and presentation skills, teaching skills. Excellent planning and organizing skills.
<u>DUTIES</u>	:	Provide training in Sewing. Conduct orientation for learners in and around the protective workshop. Prepare and submit lesson plans. Prepare materials for classroom activities. Facilitate lessons. Assess learners and provide feedback. Identify and report hazard in and around the protective workshop. Instruct and monitor learners in the proper and efficient usage of equipment and materials. Establish and enforce rules for behaviour and procedures for maintaining order amongst the learners. Complete and maintain daily attendance register of learners. Develop and maintain each learner portfolio of evidence Attend and participate in the stakeholder meeting.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4315/4375/4426
<u>POST 28/223</u>	:	<u>TRAINING INSTRUCTOR: WELDING REF NO: DSD/2020/11 (X1 POST)</u>
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Polokwane Secure Care Centre
<u>REQUIREMENTS</u>	:	An appropriate N3 Certificate in welding plus trade test or N6 certificate in welding or equivalent qualification. Facilitator and/or assessor certificate will be an added advantage. Knowledge And Skills: Knowledge of Public Service Act, Public Service Regulation and other related legislations. Knowledge of principles and methods of curriculum and vocational design, teaching and instruction. Good communication skills, analytical skills, facilitation and presentation skills, teaching skills. Excellent planning and organizing skills.
<u>DUTIES</u>	:	Provide training in welding. Conduct orientation for learners in and around the protective workshop. Prepare and submit lesson plans. Prepare materials for classroom activities. Facilitate lessons. Assess learners and provide feedback. Identify and report hazard in and around the protective workshop. Instruct and monitor learners in the proper and efficient usage of equipment and materials. Establish and enforce rules for behaviour and procedures for maintaining order amongst the learners. Complete and maintain daily attendance register of learners. Develop and maintain each learner portfolio of evidence. Attend and participate in the stakeholder meeting.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4315/4375/4426
<u>POST 28/224</u>	:	<u>TRAINING INSTRUCTOR: BRICKLAYING REF NO: DSD/2020/12 (X1 POST)</u>
<u>SALARY</u>	:	R208 584 per annum (Level 06)
<u>CENTRE</u>	:	Mavambe Secure Care Centre
<u>REQUIREMENTS</u>	:	An appropriate N3 certificate in Building or Bricklaying plus trade test or N6 certificate in Building or Bricklaying or equivalent qualification. Facilitator and/or assessor certificate will be an added advantage. Knowledge And Skills: Knowledge of Public Service Act, Public Service Regulation and other related legislations. Knowledge of principles and methods of curriculum and vocational design, teaching and instruction. Good communication skills, analytical skills, facilitation and presentation skills, teaching skills. Excellent planning and organizing skills.

<u>DUTIES</u>	:	Provide training in Bricklaying. Conduct orientation for leaners in and around the protective workshop. Prepare and submit lesson plans. Prepare materials for classroom activities. Facilitate lessons. Assess leaners and provide feedback. Identify and report hazard in and around the protective workshop. Instruct and monitor leaners in the proper and efficient usage of equipment and materials. Establish and enforce rules for behaviour and procedures for maintaining order amongst the leaners. Complete and maintain daily attendance register of leaners. Develop and maintain each learner portfolio of evidence. Attend and participate in the stakeholder meeting.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4315/4375/4426
<u>POST 28/225</u>	:	<u>RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: DSD/2020/08</u> (3 Year Contract)
<u>SALARY</u>	:	Prescribed Rates by National Treasury remuneration on Non-official members (Commission & Committees of Enquiry and Audit Committees)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A post graduate qualification in Risk Management/ Audit/ Finance. CIA/ CASA/ MBA/ MBL within the Risk environment will be an added advantage. 5 – 10 years' experience in Risk Management, Finance, Auditing, Legal environment. Knowledge and understanding of legislation (PFMA, COSO, PSRMF, GRAP, GAAP, Treasury Regulations and relevant legislation and practice notes). A valid driver's license. (Inclusive of those expired during Lockdown) Knowledge: Skills And Competencies: Proven track record in chairing high level meetings. An inquisitive personality within reasonable level of probing, analytical reasoning abilities. Candidate must not be a government employee.
<u>DUTIES</u>	:	The candidate will chair the Department's Risk Management Committee and discharge its responsibilities as set out in the Risk Management charter. Compile reports to the Accounting Officer. Review and monitor the implementation of risk management framework, policy, charter and strategy within the Department. Review the risk management action plans to be instituted and ensure compliance with such plans. Ensure integration of risk management into planning, monitoring and reporting processes. Provide advice/ guidance on setting risk appetite and review risk appetite and tolerance levels. Ensure compliance to statutory requirement and risk management best practices.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr QLM Mogotlane/Mr MJ Sekgobela or Ms ME Gafane at Tel No: (015) 230 4315/4375/4426

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 18 January 2021
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 28/226** : **CONTROL SCIENTIFIC TECHNICIAN: PLANT SCIENCES (RANGELAND SCIENCE) REF NO: AGR 65/2020**
- SALARY** : Grade A: R446 202 per annum (as per OSD prescripts)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate tertiary qualification (National Diploma/B-Degree) in Rangeland Science or with Rangeland Science as a major subject; Registration with SACNASP as a Certificated Natural Scientist; A minimum of 6 years' post qualification technical (scientific) experience; A valid (code B) driving licence. Recommendation: Experience as/in: Research technician in the Western Cape arid rangelands; Indigenous seed production. Knowledge of: Arid rangeland species and Rangeland management in the Western Cape. Competencies: Knowledge of the following: Arid rangeland species and rangeland management in the Western Cape; Extensive livestock grazing systems; Settings, calibration and basic maintenance of appropriate equipment and implements used in rangeland science and indigenous seed production; Experience with: Indigenous seed production; Detailed planning in execution of timely data gathering; Good communication skills (verbal and written); Proven computer literacy (MS Office); Ability to work well within a team; Good organising and coordination skills.
- DUTIES** : Oversee, develop and implement methodologies, policies, systems and procedures; Provide strategic leadership on technical scientific matters; Lead the coordination and development of databases, procedures and regulatory frameworks; Technical management of research and development in arid rangeland research; Human capital development; Operational management of research farm (Veld Reserve); Conduct research and development; Management of personnel; Take on the responsibility as a Centre Coordinator for the entire research farm; Manage technical facilities, sustainable resource management and planning; Manage, monitor and safe guard data and dissemination of data to clients; Manage technical support for scientific research; Perform administrative functions.
- ENQUIRIES** : Ms A. Swanepoel at Tel No: (021) 808 5320

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 11 January 2021
- 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. 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 also 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-pre-entryprogramme/> 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. 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, contact the Helpline: 0861 370 202.

MANAGEMENT ECHELON

<u>POST 28/227</u>	:	<u>HEAD OF DEPARTMENT: CULTURAL AFFAIRS AND SPORT REF NO: CAS 32/2020</u>
<u>SALARY</u>	:	R1 521 591 per annum (Level 15) (All-inclusive package to be structured to be structured in accordance with the rules for SMS) plus a 10% non-pensionable HOD allowance.
<u>CENTRE REQUIREMENTS</u>	:	Department of Cultural Affairs and Sport, Western Cape Government Appropriate Postgraduate Degree (NQF 8); Minimum of 8 years' senior management experience, 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skills. Strong leadership, team building and interpersonal skills. Exceptional planning, organizing and people management skills. The ability to multitask, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.
<u>DUTIES</u>	:	Transform, develop and promote cultural affairs (including Library and Archive Services) and optimise social behaviour through sport and recreation. Promote the advancement of artistic disciplines into viable opportunities in the Province. Manage the development of sustainable library and information services as well as the development of sustainable archives services. Drive the development and implementation of the Provincial Cultural Affairs and Sport Strategy as well as the departmental strategic planning processes. Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards. Ensure that sound people and financial management practices are adhered to in the department. Facilitate delivery through sound administration and the engagement of all spheres of government and social partners.
<u>ENQUIRIES</u>	:	Ms LS Esterhuyse Tel No: (+27 21 483 5856 / 083 629 3244)

DEPARTMENT OF COMMUNITY SAFETY

MANAGEMENT ECHELON

<u>POST 28/228</u>	:	<u>MANAGER: SAFETY STRATEGY IMPLEMENTATION REF NO: CS 23/2020</u> (3-Year Contract)
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive salary package)
<u>CENTRE</u>	:	Department of Community Safety, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driving licence. Recommendation: Violence prevention expert, understanding the complexities and integration between local, provincial and national spheres of government and external service providers in designing and implementation of Violence prevention strategies and interventions; Experience in the design of violence prevention programmes; Violence prevention initiatives at a local level. Design multi-stakeholder violence prevention strategies through area-based safety teams. Competencies: Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; Knowledge of the following: Performance tracking and monitoring and evaluation systems; Knowledge of innovation and transformation; Constitutional, legal and institutional arrangements as they pertain to the WCG Safety Plan; Provincial policy development processes; Policies of the government of the day; Legislation governing provincial and local government; Strategic and project management; Human resources management function; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Excellent networking and network formation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Innovation, problem solving and analysis skills.
<u>DUTIES</u>	:	Support the Executive Steering Committee to coordinate the safety plan objectives, coordinate the Law Enforcement Advancement Plan (LEAP) and area based teams in prioritised high crime areas; Ensure strategic development and alignment; Facilitate Systems and processes to ensure the implementation of strategic initiatives related to safety; Monitor and report on progress of safety priorities; Relationship Management and engagement with safety and violence prevention partners; Implementation and coordination of safety interventions; Oversee, develop and co-develop programmes to improve service delivery of the Safety Plan; Monitor and evaluation through evidence based research and reporting on the impact of the deployment of the Law Enforcement Officers; Project and Programme Management; Strategic Management; People Management; Financial Management including the active participation in the budgeting process.
<u>ENQUIRIES</u>	:	Mr J Brandt at Johan.Brandt@wcpo.gov.za
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. 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 also 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-pre-entryprogramme/>. 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. 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, contact the Helpline: 0861 370 202.

CLOSING DATE : 11 January 2021

OTHER POST

POST 28/229 : **ASSISTANT DIRECTOR: POLICY MONITORING REF NO: CS 22/2020**
4-Year Contract

SALARY : R376 596 per annum (Level 09), plus 37% in lieu of service benefits
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher qualification); A minimum of 3 years' relevant experience in a policing, law enforcement or similar working environment; A valid code 8 driving licence. Recommendation: Experience of monitoring and evaluation of police performance. Competencies: Knowledge in the following: Monitoring and evaluation of performance (police performance); Financial Management; Human Resource Management; Project Management; Data interpretation and data analysis; Doing presentations and writing reports; Skills: Interpret and apply relevant policies and procedures; Applying technology; Budgeting skills; Continuous improvement; Diversity management; Communication and Information Management; Planning and organising.

DUTIES : Execute in loco inspections at police business units with the intent to do the following: Contribute towards the development of performance indicators to evaluate SAPS; Assist with the cooperation with CSPS and other stakeholders; Collect and analyse data on performance indicators; Analyse the competence and capacity of the police service to identify problems and shortcomings; Execute the monitoring and evaluation of the allocation, distribution and utilisation of human and other resources for policing; Conduct assessments to determine the effectiveness and efficiency of the Police Service; Contribute towards the effectiveness and efficiency by managing resources appropriately.

ENQUIRIES : Ms Donelle Reid - Donelle.Reid@westerncape.gov.za
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. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 18 January 2021

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE : 18 January 2021

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from

Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 28/230 : **STATE ACCOUNTANT: ASSURANCE SERVICES (INTERNAL CONTROL) REF NO: DEDAT 23/2020**

SALARY : R316 791 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant experience in an Internal Control or Governance environment. Recommendation: A valid code B (or higher) driving licence. Competencies: Knowledge in the following: Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Risk Management frameworks, Internal Control tools and techniques; Communication (written and verbal) skills; Ability to analyse, conceptualise and implement policy; Computer proficiency in MS Office (Word, Excel and PowerPoint); Planning, organising and presenting skills.

DUTIES : Ensure proper governance: Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Render advice on policy development (i.e. SCM); Render assurance services; Evaluate the effectiveness of financial prescripts (inspections); Conducting audits / inspections, drafting reports, communicating findings and ensuring the implementation of corrective measures and preventative controls; Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system; Co-ordinate capacity building initiatives and fraud prevention on behalf the department.

ENQUIRIES : Ms M. Abrahams at Tel No: (021) 483 9138
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 28/231 : **SUPPLY CHAIN MANAGEMENT PROCUREMENT CLERK REF NO: DEDAT 22/2020**

SALARY : R173 703 per annum (Level 05)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data; Collecting statistics; Legislative framework governing the Public Sector; Procedures in terms of the working environment; Written and verbal communication skills; Planning and organising skills; Proven computer literacy; Client liaising.

DUTIES : Render asset management clerical support: Compile and maintain records (e.g. asset records/databases); Check and issue furniture, equipment and accessories to components and individuals; Identify redundant, non-serviceable and obsolete equipment for disposal; Verify and Update and maintain asset register and supplier (including contractors) database; Physical Asset Verification. Render demand and acquisition clerical support: Register service providers and suppliers on Logis or similar system; Request and receive quotations; Capture specification on the electronic purchasing system; Place purchase orders for services and goods; Issue and receive bid documents; Provide secretariat or logistical support during the bid consideration and contracts conclusion process; Compile draft documents as required. Render logistical support services: Receive and verify goods from service providers and suppliers; Capture details of goods and services in registers, and databases; Receive and process requests for goods and services from of end-users; Issue goods to end users; Maintain goods orders and contract register; Update and maintain register of suppliers and service providers.

ENQUIRIES : Mr L. Segers at Tel No: (021)483 2517

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 ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 11 January 2021

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. 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 also 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-pre-entryprogramme/> 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. 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, contact the Helpline: 0861 370 202.

MANAGEMENT ECHELON

POST 28/232 : **DIRECTOR: DEVELOPMENT FACILITATION REF NO: EADP 41/2020**

SALARY : R1 057 326 per annum (Level 13) (All-inclusive package to be structured to be structured in accordance with the rules for SMS).

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate B-Degree (NQF 7) as recognised by SAQA; Professional Registration required, either with the South African Council for Planners (SACPLAN) or the Environmental Assessment Practitioners Association of South Africa (EAPASA); 6 Years' of experience at middle/senior managerial level; Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before the candidate may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>; A valid driver's license. Recommendation: An appropriate B-Degree (NQF 7) or higher qualification in natural or physical sciences or development planning will serve as a recommendation. Competencies: Knowledge of/competent in respect of the following: provincial executive support systems and services; good corporate governance norms and standards; public policy analysis and development processes; strategic capability and leadership including strategy development; financial management; management and monitoring and review; latest advances in public management theory and practice; modern systems of governance and

administration; service delivery and innovation; client orientation and customer focus; people management and empowerment; change management; knowledge management; problem-solving and analysis; policies of the government of the day; global, regional and local political, economic, social and environmental affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; inter-governmental and international relations; communications, public relations, and public participation. Proven experience in conducting in-depth research and developing reports and business cases outlining and risks, insights and opportunities. Strong conceptual, interpretive and formulation skills. Exceptional planning, organizing and people management skills. Ability to work collaboratively with stakeholders within and outside of the Western Cape Government; Ability and experience in providing policy and strategy support in driving delivery. The ability to multi-task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances. High level communication, interpersonal, conflict resolution and consultation skills.

DUTIES

: To strategically and operationally ensure the effective, efficient and economic management of the Directorate Development Facilitation that is responsible for mainstreaming sustainable development in municipalities and other organs of state through the provision of an all-encompassing development facilitation service: Providing land use management and planning, and environmental management advisory services to municipalities, provincial government departments and national government departments, and to selected private sector sustainable development projects; Facilitating the coordination and cooperation between organs of state in the consideration of land use management and environmental management applications; Facilitating the resolution of land use management and environmental management related conflicts as it pertains to municipalities, provincial government departments and national government (and State-Owned Enterprises), and to selected private sector sustainable development initiatives; The provision of support with the Municipal Integrated Development Planning (IDP) and Local Government Expenditure Committee (LGMTEC) processes; Coordinating DEA&DP's involvement in the municipal Integrated Development Planning (IDP) and Local Government Medium Term Expenditure Committee (LGMTEC) processes; Assisting with the drafting of IDPs and the related sector plans by ensuring the mainstreaming of development planning such as growth management planning information, infrastructure planning information, and scenario planning information, etc. into IDPs; Assisting with adherence to the relevant legislative requirements in terms of specific sector plans, and facilitating alignment (intra- & inter-municipal, intra- & inter-provincial, and between municipal, provincial and national government); Coordinating the development and implementation of the DEA&DP capacity building strategy with regard to land use management and planning, and environmental management; The coordination and management of special programmes and projects; Report to the Head of Department/Accounting Officer and Chief Director on a regular basis on the activities of the Directorate; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it; Ensure that sound people management practices are adhered to in the Directorate by participating in and actively managing key areas to include recruitment, training, performance management, information capacity building, labour relations, and workforce planning; and Ensure sound financial management practices are adhered to by participating in and actively managing key areas to include preparation of annual budgets and adjustments thereof, accountability for effective budget and expenditure control, ensure correct tender and procurement procedures are followed, comply with efficient and correct record keeping and management of assets.

ENQUIRIES

: Mr Gerhard Gerber Tel No: (083) 226 9127

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 28/233 : **HEAD CLINICAL UNIT: GRADE 1 (MEDICAL: CHILD PSYCHIATRY)**

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Child Psychiatry. Registration with a professional council: Registration with the HPCSA as Medical Sub-specialist in Child Psychiatry. Experience: A minimum of 3 years appropriate experience after registration as Medical Sub-Specialist in Child Psychiatry. Inherent requirement of the job: The successful incumbent will be required to work overtime. Competencies (knowledge/skills): Excellent team player. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels in Child Psychiatry. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Knowledge in Child Psychiatry including direct clinical care, supervision of others, management of teams.

DUTIES : In charge of Child Psychiatry services at Red Cross War Memorial Children's Hospital and Metro West platform, reporting to the Head of the Department of Psychiatry of the University of Cape Town. Supervision and leadership of the Child and Adolescent Psychiatry Unit to provide excellent clinical service delivery, a strong teaching and training program and relevant research. Liaise with paediatric specialties at RCCWMH and with clinicians in the community to provide comprehensive Child Psychiatry services. Responsible for the teaching and training program of under- and postgraduate students in psychiatry. Responsible for all management activities, including the Functional Business Unit, in order to maintain the quality of outputs while ensuring optimum utilisation of fiscal and human resources. Initiate, undertake and supervise relevant research in Child Psychiatry including the supervision of MMED mini dissertations. Support to the HoD of Psychiatry and Mental Health, including chairing a Dept Committee or equivalent.

ENQUIRIES : Prof D Stein: dan.stein@uct.ac.za or Dr AN Parbhoo Tel No: (021) 658-5430

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 08 January 2021

POST 28/234 : **DEPUTY DIRECTOR: GRADE 1 (MEDICAL BIOLOGICAL SCIENCE)**
(6 Month Contract)

SALARY : Grade 1: R857 559 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council as a Radiopharmacist (MSc in Radiopharmacy / Nuclear Medicine). Registration with a professional council: Registration as a Radiopharmacist with the South African Pharmacy Council. If applicable, proof of application for registration including payment of the necessary fees will be accepted. Experience: Appropriate experience in Hospital Radiopharmacy. Competencies (knowledge/skills): Strong ethical principles and relevant radiopharmaceutical and radiochemical skills. Theoretical and practical knowledge of radiopharmacy, radiochemistry and pharmaceutical chemistry. Experience in radiosynthesis and radiolabelling and quality control of conventional and PET diagnostic and therapeutic radiopharmaceuticals. Leadership,

interpersonal, organisational skills, ability to work in a team and ability to maintain confidentiality. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Ability to compile written protocols, instructions, and reports. Ability to independently write scientific papers for publication in peer reviewed journals. Computer literacy, including relatively high level of competence with MS Word, MS PowerPoint and MS Excel. Experience in postgraduate teaching in Radiopharmacy. Work experience should include Good Manufacturing Practice or Good Radiopharmacy Practice. Extensive experience in radiolabelling of both alpha- and beta-emitter based therapeutic radiopharmaceuticals for clinical usage. A minimum of 2 years' experience in postgraduate teaching. Proven research track record.

DUTIES : Ensure effective Radiopharmacy service and supervision of Radiopharmacy personnel. Performing complex radiopharmaceutical synthesis and quality control procedures falling in the scope of a pharmacist. Participating in Divisional management tasks including optimal and effective use of radiopharmaceuticals. Teaching and training (including research supervision) of MMed and MSc students as well as international fellows in Nuclear Medicine. Participating in Radiopharmacy research and supporting research work in the Division. Providing specialist advice to Nuclear Medicine and Radiopharmacy practitioners locally and nationally.

ENQUIRIES : Prof A Ellmann at ae1@sun.ac.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 January 2021

POST 28/235 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (DERMATOLOGY) (6/8TH POST)**
 (3-Year Contract)

SALARY : Grade 1: R829 530 (6/8th) per annum
 Grade 2: R948 468 (6/8th) per annum
 Grade 3: R1 100 739 (6/8th) per annum
 (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Dermatologist. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Dermatologist. **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Dermatology. **Grade 2:** A minimum of 5 years' appropriate experience after registration with the HPCSA or recognised foreign Health Professional Council in respect of a foreign qualified employee as a Medical Specialist in Dermatology. **Grade 3:** A minimum of 10 years' appropriate experience after registration with the HPCSA or recognised foreign Health Professional Council in respect of a foreign qualified employee as a Medical Specialist in Dermatology. At least have two publications in peer reviewed journals. Experience in under-graduate and post-graduate teaching for dermatology students. Appropriate research and publication experience.

DUTIES : Perform out-patient clinic work. Do ward rounds. Supervise, teach and train junior personnel, postgraduate students and MMed and Mphil candidates including registrars. Initiation of research programmes and active participation in research. Assist in management functions at Departmental and Divisional level. Perform administrative and medico-legal duties.

ENQUIRIES : Dr W Visser Tel No: (021) 938-9322 or wvisser@sun.ac.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 January 2021

POST 28/236 : **CLINICAL PSYCHOLOGIST GRADE 1 TO 3**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R713 361 per annum

	Grade 2: R832 398 per annum Grade 3: R966 039 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	: Eerste River Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist (Clinical). Registration with a professional council: Current registration with the (HPCSA) as Psychologist (Clinical) (Independent Practice). Experience: Grade 1: None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 8 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A Minimum of 16 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A Minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid Code EB/B drivers license. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to connect with people and communicate about emotional issues. Ability to function as part of a multidisciplinary team to promote the overall well-being of clients. Basic computer literacy skills. Knowledge of legislation applicable to Clinical Psychology, e.g. the Mental Health Care Act and the Child Care Act.
<u>DUTIES</u>	: Develop, train, manage and provide evidence-based individual, group- and family-based psychological services within the in- and out-patient acute service platform of the hospital. To provide diagnostic assessment and therapeutic interventions for both in-patients and out-patients. Interventions include short-term supportive psychotherapy, CBT, or containment work, as well as liaising with relevant service providers and making appropriate referrals for the management of patients following discharge. Contribute a psychological perspective to the work of the multi-disciplinary team. Perform administrative tasks associated with the clinical work. Adhere to Continuous Professional Development (CPD) requirements as stipulated by the HPCSA. Adhere to the ethical Code of Conduct as upheld by the Professional Board for Psychology in South Africa.
<u>ENQUIRIES APPLICATIONS</u>	: Dr F Serfontein Tel No: (021) 831-0221 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	: 08 January 2021
<u>POST 28/237</u>	: <u>ASSISTANT MANAGER NURSING (SPECIALTY UNIT: OPERATING THEATRE)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R614 991 per annum (PN-B4) : Tygerberg Hospital, Parow Valley : 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. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical

Nursing Science: Operating Theatre Nursing. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy in Word, and Excel. Good organisational skills and the ability to function in a team and under pressure. Knowledge of relevant legislation and policy related to this nursing specialty. Strong leadership and good interpersonal communication skills. Nursing Management skills.

DUTIES : The candidate will be responsible for management and co-ordination of clinical nursing care in a theatre setting. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical operational function and cost saving in the area. Manage training, orientation, learning, professional growth & development and participation in research within the clinical theatre environment. Support / deputise for the Head of Nursing in Theatre and support the Nursing Services and the institution.

ENQUIRIES : Ms FCG Marthinus Tel No: (021) 938-4055
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 January 2021

POST 28/238 : **ASSISTANT DIRECTOR: MEDICAL TECHNOLOGY: GRADE 1**

SALARY : Grade 1: R517 326 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration as Medical Technologist with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with the HPCSA as Medical Technologist in appropriate field of Clinical Pharmacology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Medical Technologist. Competencies (knowledge/skills): Additional BSc Honours in Pharmacology after Medical technology qualification would be advantageous, as would experience with analytical work using HPLC and/or LC-MS. Familiarity with ISO15189 and GCLP quality systems and ability to co-ordinate and drive accreditation process with the aim of implementation in 2021. General management experience of a Clinical Pharmacology laboratory and client and supplier relations. Good analytical, basic computer, communication and group skills. Management and coordination of medical technologists and analytical service during and after hours, and willingness to perform duties during and after-hours.

DUTIES : Assist and supervise in daily routine laboratory procedures. Effective communication and collaboration with the Head of Division, Clinical consultants and registrars, Clinical Pharmacology Laboratory Quality Manager and Stellenbosch University Analytical Laboratory management. Manage compliance of staff to a quality assurance system to ensure analytical results of a high standard. Manage the effective administration of Clinical Pharmacology laboratory service and laboratory personnel. Participate in research in accordance with divisional goals. Render a support service to the medical staff by performing diagnostic laboratory tests in a Clinical Pharmacology laboratory offering therapeutic drug monitoring and toxicology analysis.

ENQUIRIES : Dr T Kellermann Tel. No: (021) 938-9281/ Mr Jan de Bruyn Tel. No: (021) 938-9333
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 January 2021

<u>POST 28/239</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: COMMUNITY MENTAL HEALTH)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum (Plus a non-pensionable rural allowance of 8% of basic annual salary)
<u>CENTRE REQUIREMENTS</u>	:	Breede Valley PHC and Support Outreach Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's license Competencies (knowledge/skills) Good psychosocial- and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape and knowledge in the use of clinical equipment and control of budget levels.
<u>DUTIES</u>	:	Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the different Sub-districts. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Phillips-Losch Tel No: (023) 348-8100 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/240</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X3 POSTS)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R383 226 per annum (PN-B1) Grade 2: R471 333 per annum (PN-B2)
<u>CENTRE</u>	:	Hanna Coetzee CDC (X1 Post)

	Saldanha Bay Sub-district (X1 Post) Diazville CDC (X1 Post)
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willing to travel and work extended hours. Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills and computer literacy (MS Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Nursing Act and relevant Regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation.
<u>DUTIES</u>	: Treatment of patients on Primary Health Care level with regards to Curative Services, Communicable Diseases, Mental Health and Chronic Diseases within the scope of practice. Render effective child and school health services, including the integration of nutritional services, within the scope of practice. Render effective Women's Health including Antenatal services within the scope of practice. Management and execution of all relevant HAST Programmes (TB, STI and HIV/AIDS). Work as part of the multi-disciplinary team to ensure quality promotive, preventive and curative Primary Health Care delivery. To be an advocate for patients to ensure the provision of quality Health Care necessary.
<u>ENQUIRIES</u>	: Ms AR Louw Tel No: (022) 709-5066
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment in condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job applications/on appointment"
<u>CLOSING DATE</u>	: 08 January 2021
<u>POST 28/241</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> <u>(CLINICAL NURSE TRAINING)</u> Cape Winelands Health District
<u>SALARY</u>	: Grade 1: R383 226 per annum (PN-B1) Grade 2: R471 333 per annum (PN-B2)
<u>CENTRE</u>	: Hanna Coetzee CDC (X1 Post) Saldanha Bay Sub-district (X1 Post) Diazville CDC (X1 Post)
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic

		qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Relevant knowledge, skills and experience in training and practical accompaniment and knowledge of the Skills Development Act, Skills Development Strategy and policies and practices related to Skills Development. Computer literacy in the MS Office Package and ability to communicate in at least two of the three official languages of the Western Cape. Experience in Primary Health Care, NIMART, PACK Trainer/ Mentor.
<u>DUTIES</u>	:	Coordinate and facilitate the development of learning opportunities for all nursing personnel. Training of nursing and other health professionals. Facilitate training and updating of skills specifically regarding Primary Health Care Package of Care. Evaluate and assess the competencies and skills of nursing personnel. Mentoring and Coaching of primary health care staff and Sub-District Nurse trainers.
<u>ENQUIRIES</u>	:	Ms R Balie Tel No: (023) 348-8122
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment in condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job applications/on appointment"
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/242</u>	:	<u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT</u> Directorate: People Strategy
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year diploma/degree preferably in Behavioural/Social Sciences/ Industrial Psychology. Experience: Appropriate experience with large-scale organisational change initiatives. Appropriate managerial experience. Appropriate experience in working in multidisciplinary complex environment. Inherent requirements of the job: Valid (Code B/EB) drivers license. Willingness to travel and work extended hours. Competencies (knowledge/skills): Good leadership and organisational skills. Analytical and Systems Thinking skills. Good communication and coaching skills. Excellent writing skills. Able to work under pressure, be flexible and experience in working with senior managers. Good project management and facilitation skills. Knowledge of Change Management Methodologies.
<u>DUTIES</u>	:	Coordinate and facilitate the implementation of the Departmental Change Management and Transformation strategy/program. Provide advice and guidance relating to change management principles and methodologies. Provide appropriate support to system wide impact analysis of strategic change initiatives in the organization. Provide integrated, professional and effective management of organisational change, incorporating stakeholder management, impact assessment and development of relevant tools and methodologies. Design and deliver change management interventions and facilitate related development training. Coordinate the management of contracts regarding Service Providers for identified change initiatives. Ensure the maintenance of databases relating to change management programs. Coordinate, monitor and report on change progress. Execute financial and administrative functions. Effective utilisation and management of staff.
<u>ENQUIRIES</u>	:	Ms J Manuel Tel No: (021) 483-3096
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A competency test will form part of the selection process.
<u>CLOSING DATE</u>	:	08 January 2021

<u>POST 28/243</u>	:	<u>PROGRAMME COORDINATOR: CLINICAL TRAINING (E-LEARNING)</u> Directorate: People Development, People Development Centre, Plumstead
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Health related qualification, registrable with South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in public health sector and/or private health sector. Appropriate experience in the field of Online/E- Learning. Appropriate experience in adult education and curriculum design. Inherent requirements of the job: Valid code (B/EB) driver's license. Willingness to travel and work overtime. Competencies (knowledge/skills): In-depth knowledge and understanding of the public health sector and adult education practices. In-depth knowledge and understanding of Online Learning/E-Learning. Ensure that clinical 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.
<u>DUTIES</u>	:	Facilitate the development of in-service clinical training strategy for all categories of DOH health professionals (Online Learning/E-Learning). Develop appropriate clinical training courses to meet identified skills gap (Online Learning/E-Learning). Facilitate the implementation of clinical training courses (Online Learning/E-Learning). Monitor, evaluate and report on training interventions (Online Learning/E-Learning). Effective stakeholder engagement. Effective and efficient use of resources.
<u>ENQUIRIES</u>	:	Ms E Joubert Tel No: (021) 763-5320
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/244</u>	:	<u>PROGRAMME COORDINATOR: CLINICAL TRAINING (WOMEN'S HEALTH)</u> Directorate: People Development, People Development Centre, Plumstead
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Health related qualification, registrable with South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in public health sector and/or private health sector. Appropriate experience in the field of Women's Health. Appropriate experience in adult education and curriculum design. Inherent requirement of the job: Valid code (B/EB) drivers license. Willingness to travel and work overtime. Competencies (knowledge/skills): In-depth knowledge and understanding of the public health sector and adult education practices. In-depth knowledge and understanding of Women's Health. Ensure that clinical 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.
<u>DUTIES</u>	:	Facilitate the development of in-service clinical training strategy for all categories of DOH health professionals (Women's Health). Develop appropriate clinical training courses to meet identified skills gap (Women's Health). Facilitate the implementation of clinical training courses (Women's Health). Monitor evaluate and report on training interventions (Women's Health). Effective stakeholder engagement. Effective and efficient use of resources.
<u>ENQUIRIES</u>	:	Ms E Joubert Tel No: (021) 763-5320
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 January 2021

<u>POST 28/245</u>	:	<u>PROGRAMME COORDINATOR: CLINICAL TRAINING (HAST/HIV/AIDS/STI/TB PROGRAMME)</u>
		Directorate: People Development, People Development Centre, Plumstead
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Health related qualification, registrable with South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in public health sector and/or private health sector. Appropriate experience in the field of HIV/TB and STI. Appropriate experience in adult education and curriculum design. Inherent requirements of the job: Valid code (B/EB) driver's licence. Willingness to travel and work overtime. Competencies (knowledge/skills): In-depth knowledge and understanding of the public health sector and adult education practices. In-depth knowledge and understanding of HIV/TB/STI. Ensure that clinical 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.
<u>DUTIES</u>	:	Facilitate the development of in-service clinical training strategy for all categories of DOH health professionals (HAST). Develop appropriate clinical training courses to meet identified skills gap (HAST). Facilitate the implementation of clinical training courses (HAST). Monitor evaluate and report on training interventions (HAST). Effective stakeholder engagement. Effective and efficient use of resources.
<u>ENQUIRIES</u>	:	Ms E Joubert Tel No: (021) 763-5320
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/246</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (X2 POSTS)</u>
		Directorate: Financial Accounting
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A 3-year B-Degree qualification in Accounting/Auditing or audit experience in an accounting/auditing environment with appropriate experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in an accounting environment and preparation of financial statements. Inherent requirement of the job: A valid code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of the compilation of Financial Statements Advanced computer literacy in Microsoft Office applications (Excel spread sheets, report writing and drafting of Word documents, MS PowerPoint presentations), Analytical and presentation skills. Knowledge of accounting principles and Accrual Accounting Knowledge of Modified Cash Standard (MCS) and/or Generally Recognised Accounting Practice (GRAP) Standards and/or International Financial Reporting Standards (IFRS) Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of BAS, LOGIS and support systems will be an added advantage.
<u>DUTIES</u>	:	Responsible for the review and consolidation of financial inputs used in the compilation of Annual and Interim Financial Statements of the Department of Health. Maintain Head Office disclosure notes Audit File. Analyse and advise on changes in the Departmental Financial Reporting Framework Guide relating to relevant disclosure notes. Analyse and advise in respect of the relevant Accounting Standards. Consolidate disclosure re note inputs. Check and verify monthly Disclosure Note Reporting. Compile and develop procedures and policies iro AFS/IFS requirements. Answering of Audit enquiries. Human Resource Management and Monitoring.
<u>ENQUIRIES</u>	:	Ms LA Mars Tel. No: (021) 483-4209

<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a computer literacy test and presentation as part of the evaluation process.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/247</u>	:	<u>PRINCIPAL PERSONNEL OFFICER</u> Directorate: People Practices and Administration: Section WCA and Transversal HR Practices
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in COIDA and Basic Conditions of Employment Act. Appropriate experience in BAS system transaction processing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Advanced computer literacy (MS Word, Excel and Outlook) and ability to communicate in at least two of the three official languages of the Western Cape. Good communication, conflict management, interpersonal leadership and supervisory skills. Ability to deal with high volumes of work and to work under pressure. Excellent verbal and written communication skills. Computer skills and experience of Microsoft Office.
<u>DUTIES</u>	:	The successful candidate will undertake supervisory functions as well as the performance management of the section and will be responsible for COIDA administration and transversal matters that will include the following: Administer all aspects of Injury on Duty. Ensure effective application of COIDA cases. Administer capturing of applications on CompEasy and maintain COID in-house programme. Provide COIDA stats to various role-players. Assist with COIDA training and information sessions to various Institutions/Districts. Liaise with various role players (internal and external). Overtime, commuted overtime, resettlement costs, acting and other allowances. Applications for foreign travel and sabbatical leave. Handle telephonic and written enquiries as well as rendering advice and support to line managers.
<u>ENQUIRIES</u>	:	Ms O Ruiters Tel No: (021) 483-5711
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidate who are shortlisted for interviews will be expected to complete a practical test.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/248</u>	:	<u>PERSONAL ASSISTANT</u> Directorate: Infrastructure Programme Delivery (Norton Rose House, 8 Riebeeck Street, Cape Town)
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with typing as major subject plus Secretarial Diploma or Office Management qualifications with a minimum duration of twelve (12) months. Experience: Appropriate experience in rendering a support service to senior management. Appropriate LOGIS experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Office Package). Good communication skills (verbal and written) in at least two of the three official language of the Western Cape. Good planning and organisational skills, including office management.
<u>DUTIES</u>	:	Render a secretarial support service to the Director i.e. diary management, administrative support and records management. Render administrative support services including procurement of goods and services. Provide support to the Director regarding meetings including minute taking. Support the Senior Manager

		with the administration of the budget. Support the Senior Manager with the administration of all Human Resource Management aspects. Render an administrative support service to staff within the Directorate.
<u>ENQUIRIES</u>	:	Ms L Spieringshoek-Martins Tel No: (021) 483-6154
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be requested to undertake practical and/or a competency test.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/249</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (QUALITY ASSURANCE)</u> Directorate Health Impact Assessment
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Matric with appropriate Higher Certificate (NQF Level 5) in Administration or Business environment (or equivalent. Experience: Appropriate administrative and data management experience within a health service and/or business environment. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Sound knowledge of Microsoft Word and Excel. Knowledge of provisioning and procurement administration. Knowledge of the Procurement Policies and Procedures. Ability to draw reports from a central database and generate pivot tables. Ability to communicate both in writing and verbally in at least two of the three official languages of the Western Cape. Ability to work independently and take initiative as well as the ability to work effectively as part of a team.
<u>DUTIES</u>	:	Rendering of Administrative function of the Sub-directorate Quality Assurance. Identifying required items and facilitating procurement of Goods and Services by the PA. Management of the expenditure for the Sub-Directorate Quality Assurance. Management of Meetings, Workshops and Conferences. Accurate statistical reports on the Quality of Service Delivery. Administrative Support to Management and Directorate.
<u>ENQUIRIES</u>	:	Mr N Mavela Tel No: (021) 483-3316
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 December 2020
<u>POST 28/250</u>	:	<u>ADMINISTRATIVE OFFICER: PROFESSIONAL SUPPORT (STATUTORY STRUCTURES SUPPORT)</u> Directorate: Professional Support Services
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate recognised Higher Certificate (NQF 5) in Administration or Business-related field. Experience: Appropriate experience in data management or administration or business environment. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Strong business orientation with broad experience in managing information. Strong organizational skills. Sound knowledge of current legislation. A high level of computer literacy. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels of authority. Ability to analyse and interpret data and information relevant to health services. Relational Skills for Collaboration and Teamwork.
<u>DUTIES</u>	:	To effectively co-ordinate key activities to support the implementation of statutory structures (Hospital Boards, Clinic Committees, District Health Councils), also including support to the Mental Health Review Board and Independent Health Complaints Committee. To communicate with various stakeholders (Head Office Managers, Ministry of Health, Health Services Offices, Health Facilities plus external stakeholders). Managing large volumes of data and databases related to support provided to ensure that statutory structures are constituted and functional. Writing/ drafting reports on the status of the constitution and functioning of statutory

	structures in line with relevant legislation. Performing general administrative duties, as requested by management.
<u>ENQUIRIES</u>	: Mr M Kanzi/Ms R Isaacs Tel. No: (021) 483-4535 / 021 483-0860
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. The person appointed to this position will be subjected to a security clearance and possibly a competency assessment test.
<u>CLOSING DATE</u>	: 31 December 2020
<u>POST 28/251</u>	: <u>ARTISAN PRODUCTION: GRADE A TO C (PRODUCTION/ELECTRICAL)</u> Garden Route District
<u>SALARY</u>	: Grade A: R190 653 per annum Grade B: R224 574 per annum Grade C: R262 176 per annum
<u>CENTRE</u>	: Swellendam- and Cape Agulhas Sub-districts (Stationed at Swellendam Hospital)
<u>REQUIREMENTS</u>	: Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Grade A: No experience after obtaining the relevant Trade Test Certificate. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) drivers license. Willing to perform standby duties and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Conversance with the requirements of the OHSACT (Act 85 of 1993). Ability to speak in at least two of the three official languages of the Western Cape. Computer literacy. Problem solving and analysis skills combined with production and process knowledge.
<u>DUTIES</u>	: Maintain and repair electrical and mechanical installations and equipment. Supervise, compile, monitor, evaluate and inspect planned, scheduled, maintenance plans and projects in terms of specifications, work schedules and standard operating procedures. Supervise and control over equipment, stock, materials and tools used within the workshop. Supervise staff, including training, divisional work schedules and completed job cards. Plan and design new installations and alterations. Support to supervisor.
<u>ENQUIRIES</u>	: Mr D Brecht Tel No: (028) 514-8443
<u>APPLICATIONS</u>	: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	: 08 January 2021
<u>POST 28/252</u>	: <u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> Garden Route District
<u>SALARY</u>	: R173 703 per annum
<u>CENTRE</u>	: Oudtshoorn Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Senior certificate (or equivalent) Experience: Appropriate experience in Human Resources that include Salary Administration, Service Conditions, Personnel Management, Pension Administration, PERSAL or Related salary administration system and Recruitment and Selection. Inherent requirement of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Sound Knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration. Computer literate (i.e. MS office package, e-mail and internet). Ability to meet deadlines and to maintain confidentiality.
<u>DUTIES</u>	: Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips and debt management and also verify documents. Responsible for capturing transactions on PERSAL and audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel

		data, policies, regulations and circulars. Maintenance of registers, i.e. PILIR, RWOEE, Appointment and service terminations. Assist staff, supervisor, management and members of the Public with regard to Human resource and Personnel matters. Provide an effective support service to supervisor (i.e. relief duties and attending meetings).
<u>ENQUIRIES</u>	:	Mr AJ Lee Tel No: (044) 203-7219
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/253</u>	:	<u>ECM SCANNING OPERATOR (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scan centre environment/ medical records. Appropriate scanner operator experience. Competencies (knowledge/skills): Knowledge of data capturing, preparation, scanning, and quality assurance of files. Knowledge of the Western Cape Archive Act. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Windows, Word, Excel). Knowledge of Enterprise Content Management (ECM).
<u>DUTIES</u>	:	Collect patient folders in the wards and other service areas/ Follow-up on outstanding folders in wards. Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Prepare episode folders for scanning. Scanning of folders. Deal with emergency requests for finalising of QA Process. Ensure that electronic folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to. Inter filing of scanned documents into patient folders. Ensure the workspace is tidy and organised.
<u>ENQUIRIES</u>	:	Mr A Moses Tel No: (021) 377-4497/ M Bloomberg Tel No: (021) 377-4440
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Mitchell's Plain District Hospital, AZ Berman Drive, Lenteguur, Private Bag X9, Mitchell's Plain Hospital, 7789.
<u>FOR ATTENTION</u>	:	Ms CC Johnson
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/254</u>	:	<u>HOUSEHOLD AID (X4 POSTS)</u>
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Basic numeracy and literacy. Experience: Appropriate experience in household/ cleaning environment in a hospital environment. Inherent requirements of the job: Willingness to work weekends, overtime, Public Holidays, Night duty. Adherence to food management policies and practices and the serving of meals to patients. Competencies (knowledge/skills): Basic knowledge of cleaning of equipment. Knowledge of stock, assets, linen and equipment control. Communication in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing, refuse removal. Perform general household aid duties such as control of cleaning and household equipment, and the care and control of linen. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Support to housekeeping supervisor and adhere to policies and cleaning practices.
<u>ENQUIRIES</u>	:	Ms RA Fisher Tel No: (021) 503-5077
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Alexandra Hospital, Private Bag X1 Maitland 7405.
<u>FOR ATTENTION</u>	:	Ms P Mokhosoa
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 January 2021

<u>POST 28/255</u>	:	<u>CLEANER</u>
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Bishop Lavis Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirements of the job: Ability to operate machinery and equipment. Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night and duties; and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills) Good communication skills (read, speak and write) in at least two of the three languages of the Western Cape.
<u>DUTIES</u>	:	General cleaning and maintenance (i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls). Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Provide clean linen for consultation rooms and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Assist the Logis Clerk with the offloading/unpacking of stock when necessary. Attend training sessions where applicable.
<u>ENQUIRIES</u>	:	Ms E Mtshali Tel No: (021) 934 6129
<u>APPLICATIONS</u>	:	The Director: Northern /Tygerberg Sub-structure Office, Nurses Home, Karl Bremer Hospital, Private Bag X1, Bellville 7535.
<u>FOR ATTENTION</u>	:	Ms A Kader
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/256</u>	:	<u>TRADESMAN AID</u>
		Garden Route District
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Oudtshoorn Sub-district (Stationed at Oudtshoorn Hospital)
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Competencies (knowledge/skills): Physically able to do hard manual labour. Ability to read and write written instructions. Good communication skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Assist with the maintenance of buildings and equipment. Assist with installation of equipment and other items. Collection, movement and delivery of equipment and furniture. Assist with other support functions of a workshop as well as control of tools. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr A Roets Tel No: (044) 203-7267
<u>APPLICATIONS</u>	:	The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/257</u>	:	<u>PORTER</u>
		Garden Route District
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Oudtshoorn Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate porter experience, health environment experience will be further advantage. Inherent requirements of the job: Willingness to work shifts, overtime and ability to report for duty at 6:45 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (Knowledge/skills): Ability to communicate in two of the three official languages in the Western Cape.

<u>DUTIES</u>	:	Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for the transportation of corpses from wards to the mortuary and entering details in the mortuary register and responsible for cleaning of mortuary. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment and other admin areas.
<u>ENQUIRIES</u>	:	Mr SR Papa Tel No: (044) 203-7314
<u>APPLICATIONS</u>	:	The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/258</u>	:	<u>PORTER</u> Cape Winelands Health District
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Worcester Community Day Clinic, Breede Valley Sub-district
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Valid Professional driving Permit (PDP). Willingness to work with and handle patients. Physically fit to lift patients and heavy equipment. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal skills. Maintain confidentiality.
<u>DUTIES</u>	:	Ensure safe handling and transporting of patients, documents, specimens and medication. Ensure safe handling and delivering of all documents and assist Worcester Community Day Care staff with distribution of post, making copies/lamination and stock. Cleaning of specific equipment including distribution of Medical Gas. Maintenance of wheelchairs including counting and cleaning of them and do stock counting and keep the storeroom keys on request. Relieve the housekeeper in management of waste, crockery/cutlery, support service stock.
<u>ENQUIRIES</u>	:	Ms JA Olivier Tel No: (023) 348-4172
<u>APPLICATIONS</u>	:	The Director, Cape Winelands District Office, Private Bag X3079, Worcester, 6849.
<u>FOR ATTENTION</u>	:	Ms JB Salie
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/259</u>	:	<u>GENERAL WORKER (STORES ASSISTANT)</u> Cape Winelands Health District
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Drakenstein Sub-district
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeric and literacy skills. Inherent requirements of the job: Valid (Code B/EB) driver's license. Physically fit to handle heavy boxes. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficiency in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Check and receive of goods. Issue and delivery of stock to all facilities in Drakenstein Sub District. Assist Store Clerk with picking and unpacking of store stock. Assist with unloading of delivery vehicles when necessary. Cleaning of shelves and general Stores Area. Provide effective support to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms A Cupido-Jacobs Tel No: (021) 877-6400
<u>APPLICATIONS</u>	:	The Primary Health Care Manager: Drakenstein Sub District, Private Bag X3043, Paarl, 7620.
<u>FOR ATTENTION</u>	:	Ms J Cecils
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 January 2021

<u>POST 28/260</u>	:	<u>TRADESMAN AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience within the maintenance field. Appropriate experience with Workshop tools. Inherent requirements of the job: Willingness to travel. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools, parts and materials Good interpersonal skills. Ability to speak effectively in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health and Safety.
<u>DUTIES</u>	:	Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hour's repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.
<u>ENQUIRIES</u>	:	Mr L Petersen Tel No: (021) 360-4705
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Khayelitsha District Hospital, Private Bag X6, Khayelitsha, 7783.
<u>FOR ATTENTION</u>	:	Mr C Louw
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Interns appointed in terms of the Assistant to Artisan (ATAS) are invited to apply.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/261</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience as a Driver. Inherent requirements of the job: Valid Public Drivers Permit (PDP). Code (B/EB/C1) driver's licence. Good physical health. Work overtime as per needs requirement and perform standby duties afterhours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of (NDT) Transport Circular GMT U2 13B of 2019/2020 dated 26/9/2019. Good knowledge of road networks in the Peninsula. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and safe driving skills. Communication in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Transport goods, services and personnel from one point to another. Deliver and collect all daily post to the relevant institution on a daily basis. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Ensure that all vehicles are kept clean and tidy.
<u>ENQUIRIES</u>	:	Mr GE van Wyk Tel No: (021) 360-4635
<u>APPLICATIONS</u>	:	Please submit your application for the attention of Mr C Louw to the Chief Executive Officer: Khayelitsha District Hospital, Khayelitsha, 7780.
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/262</u>	:	<u>FOOD SERVICES AID</u> Garden Route District
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Oudtshoorn Hospital & Sub-District
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a Food Service Environment. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Ability to read, speak

		and write in at least two of the three official languages of the Western Cape. Good organising, interpersonal and communication skills.
<u>DUTIES</u>	:	Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.
<u>ENQUIRIES</u>	:	Ms Z Smith Tel No: (044) 203-7272
<u>APPLICATIONS</u>	:	Please submit your application for the attention of Ms S Pienaar to the District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/263</u>	:	<u>FOOD SERVICES AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a milk kitchen/ food service environment. Appropriate experience in the preparation of a variety formulas/feeds. Appropriate experience in the packaging of utensils, feeding cups and linen for sterilization. Appropriate experience in the operation of an autoclave. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy, strong enough to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards and use the lifts. Ability to do work of physical nature. Competencies (knowledge/skills): Knowledge of processes required for the production of powdered infant and adult formulas/feeds. Knowledge of hygiene, occupational health, hazard analysis and critical control points (HACCP) and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to maintain good interpersonal skills. Good communication skills.
<u>DUTIES</u>	:	Assist in the receipt and storage of all provisions and stock required for the milk kitchen. Calculate the amount of formula required for the day according to the orders placed, and in turn the amount of powdered formula required. Prepare, store and distribute formula feeds in the appropriate manner. Wash, pack and sterilize all utensils and feeding cups daily. Follow and adhere to Health and Safety prescripts. Follow standardised recipes. Follow and adhere to elementary control measures and standard operational procedures.
<u>ENQUIRIES</u>	:	Ms J De Goede Tel No: (021) 377-4561
<u>APPLICATIONS</u>	:	Please submit your application for the attention of Ms CC Johnson to the Chief Executive Officer: Mitchell's Plain Hospital, Private Bag X9, Mitchell's Plain, 7800.
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a competency test.
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/264</u>	:	<u>HOUSEHOLD AID</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital/health facility environment. Appropriate experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirements of the job: Incumbent must be prepared to work shifts, on weekends and Public Holidays. Competencies (knowledge/skills): Ability to work in a team. Ability to communicate in at least two or three official languages of the Western Cape.
<u>DUTIES</u>	:	Execute household tasks in order to ensure a clean, hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all

toilets, packing of dirty linen for laundry and handling, transportation and disposal of medical and domestic waste generated in the hospital. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues.

ENQUIRIES : Mr M Gayiya Tel. No: (021) 940-4533
APPLICATIONS : Please submit your application for the attention of Mr CR Solomons to the Chief Executive Officer: Stikland Hospital, Private Bag X13, Bellville, 7535.
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 January 2021

POST 28/265 : **HOUSEHOLD AID**
 Cape Winelands Health Services

SALARY : R102 534 per annum
CENTRE : Ceres Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work weekends, overtime, public holidays and night duty. Competencies (knowledge/skills): Basic knowledge of cleaning and the use of cleaning of equipment. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Responsible for cleaning duties (i.e. dust, wash, scrub, polish, waste handling) and maintenance of general neatness and hygiene of the wards on a daily basis. Responsible for general cleanliness of wards and adherence to OHS and IPC policies. Perform food service duties according to HACCP principles and food service unit policies. Render assistance to the supervisor with regards to general housekeeping duties such as control of cleaning and household equipment and upkeep of linen.

ENQUIRIES : Mr G Vermeulen Tel No: (023) 316-9604
APPLICATIONS : Please submit your application for the attention of Mr W Owen to Ceres Hospital, Private Bag X54, Ceres, 6835
NOTE : No payment of any kind is required when applying for this post. Shortlisted Candidates may be subjected to a practical test.
CLOSING DATE : 08 January 2021

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
CLOSING DATE : 18 January 2021

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 28/266 : **PROCUREMENT SPECIALIST: (CLIENT SUPPORT AND SUPPLIER DEVELOPMENT SPECIALIST) PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 08/2020 R1 (X4 POSTS)**

SALARY : R376 596 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Finance/Economics/Accounting/Law; A minimum of 3 years

experience as a Procurement and Supply Chain professional. Recommendation: A valid driving license; Experience in the following: Use of business intelligence Tools in procurement analysis; Supplier Development experience. Competencies: Knowledge of Supply Chain Management and Asset management legislation and policy framework and experience in providing advice, guidance and support in the implementation thereof; Understanding of the South African marketplace; Research and analysis (report writing) procedures; Written and verbal communication skills.

DUTIES : Development and implementation of provincial, Supply Chain Management and Asset Management Policy, Norms and standards; Provide capacity development and knowledge management services to internal and external stakeholders; Monitor, evaluate and enforce compliance to Supply Chain Management and asset management requirements; Provide strategic procurement support services to improve the performance and efficiency of the Supply Chain Management system including value for money and leveraged benefits in the province; Facilitate and arrange transversal contracts for the province.

ENQUIRIES : Ms N Ebrahim at Tel No: (021) 48347 /6645

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 18 January 2021

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 28/267 : **OFFICFE MANAGER: SOCIAL WELFARE AND RESTORATIVE SERVICES**
REF NO: DSD 100/2020

SALARY : R376 596 per annum (Level 09)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification; A minimum of 3 years' experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Public Service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; All aspects pertaining to line functions within the Department; Financial Management; Project Management; Managerial skills; Proven computer literacy; Witten and verbal communication skills.

DUTIES : Manage engagements: Ensure that the management support staff compiles programmes; Render line administrative support services: Develop and maintain systems in the office of the Chief Director's Office that will contribute towards improving efficiency in the office; Execute research, analyse information and compile complex documents for the Chief Director: Conduct research and compile comprehensive documents (not linked to a specific line function) for the Chief Director with regard to issues forthcoming from meetings; Provide Support to the Chief Director with regards to meetings; Screen documents to determine actions/information/documents required for the meeting; Manage resources of the of office of the Chief Director: Determine and collate information with regards to the budget needs of the office of the Chief Director; Remains up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director: Studies the

		relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms L Goosen at Tel No: (021) 202 9251
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 28/268</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES - KHAYELITSHA AND EERSTE RIVER) REF NO: DSD 105/2020 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R257 592 – R298 614 per annum Grade 2: R316 794 – R363 801 per annum Grade 3: R384 228 – R445 425 per annum Grade 4: R472 551 – R581 178 per annum (OSD as prescribed).
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
<u>DUTIES</u>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<u>ENQUIRIES</u>	:	Mr F Gezwind at Tel No: (021) 812 0925
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

<u>CLOSING DATE</u>	:	18 January 2021
<u>NOTE</u>	:	Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined

by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 28/269 : **SENIOR PROJECT LEADER: PROGRAMME: SPECIAL PROJECTS REF NO: TPW 117/2020**

SALARY : R869 007 per annum (Level 12) (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 property development, project management or Town planning; A minimum of 5 years' experience in property development enablement; A valid driving licence. Recommendation: A registered built environment professional with experience in managing complex urban development projects at a senior level; Heritage experience and in particular experience in dealing with and obtaining RODs from Heritage Agencies; Ability to work in partnership with a range of stakeholders and with different spheres of government; Proven experience in engaging at a senior level; Experience in appointing and leading multi-disciplinary teams; Post graduate qualifications and additional studies in urban design and related fields; Project Management experience. Competencies: Knowledge of applicable legislation and regulatory requirements, policies and standards; Programme and Project Management; Technical proficiency; Financial Management; Applied strategic thinking; Proven computer literacy; Strong leadership skills; Communication (written and verbal) skills.

DUTIES : Leading the conceptualisation, planning and implementation of complex large-scale special projects; Perform technical enablement functions for properties identified for development in accordance with the applicable regulatory frameworks and strategic plans; Overseeing the management of a specialist team of professionals; Managing stakeholders; Change Management skills; Undertake research in support of special projects; Reporting and ensuring that up-to-date and accurate information is available; Ensure the effective, efficient and economical management, administration and control of resources and budgets allocated to the component and projects; Apply supply chain management prescripts, processes and procedures.

ENQUIRIES : Ms L Mabuntane at Tel No: (021) 483 5436/
Lindelwa.Mabuntane@westerncape.gov.za

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 28/270 : **ASSISTANT DIRECTOR: BUILDINGS- EDUCATION INFRASTRUCTURE REF NO: TPW 60/2020**

SALARY : R470 040 per annum (Level 10)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); 3 years appropriate experience in the building environment; A valid code B (or higher) driving licence. Recommendation: Project Management experience in built environment projects. Competencies: Thorough understanding of procurement and documentation requirements of building /maintenance projects; Ability to work under pressure and meet deadlines; Proven computer literacy (Microsoft Excel, Microsoft Outlook, MS Project, MS Word); Excellent administrative ability and record keeping; Communication skills (written and verbal).

DUTIES : Provide Project Management input to maintenance projects to ensure effective delivery; Manage and accurately report on the budget and milestones of maintenance projects; Prepare tender documentation and specifications; Oversee

		and co-ordinate external PSP teams to carry out maintenance projects effectively; Ensure supervision and quality control is effectively carried out on projects.
<u>ENQUIRIES</u>	:	Mr G .Graham at Tel No: (021) 483 0576
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 28/271</u>	:	<u>ASSISTANT DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES</u> <u>REF NO: TPW 116/2020</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in a management and planning environment; A valid code B driving licence. Competencies: Knowledge of the following: Public policy analysis and public policy development process; Relevant legislative, regulations, policies and practices impacting the planning and delivery of infrastructure; Research and planning methodology; Ability to access resources; Communication skills (written and verbal); Clarity and coherence in responding to policy/research questions.
<u>DUTIES</u>	:	Assist with conducting high level research to promote the development of departmental and provincial policies, strategies and plans; Assist with conducting policy commentary and develop submissions to promote and support the development of national, provincial, local and departmental policies, strategies and plans; Strategic management (assist with planning for success and serving proudly together); Assist with stakeholder engagement regarding long term policy, strategy development and project implementation.
<u>ENQUIRIES</u>	:	Mr N Rahbeeni at Tel No: (021) 483 5557
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co